

NEW BUSINESS CHECKLIST

THE FOLLOWING INFORMATION IS PROVIDED AS A GUIDE TO NEW BUSINESSES IN THE DOWNTOWN TOMS RIVER AREA. THE GUIDELINES ARE GENERAL IN NATURE AND MAY NOT BE ALL ENCOMPASSING. YOU ARE CAUTIONED THAT ADDITIONAL STATE AND LOCAL CODES NOT LISTED HEREIN MAY FURTHER REGULATE YOUR PROPOSED BUSINESS.



1. All new businesses require **Zoning and/or Construction** (Uniform Construction Code, UCC) **Permits**. Contact the Toms River Township Planner or the Township Zoning Officer to determine if your business use is permitted at your proposed location. Contact details are provided at the end of this checklist. Information about permitted uses in the various business zones is available at www.tomsrivertownship.com, click on the **Municipal Codes** link and go to the appropriate zone in § 348-10. The Township Zoning Map can also be viewed on the Township website by clicking on **Downloads**. The Zoning Map can be found under the **Engineering** section.
 - 1a. All new businesses must file a “Statement of Operations / Description of Use” application form with attachments to the Zoning Officer.
2. The Township will forward your information to the Executive Director of the **Toms River Business Development Corporation** (Business Improvement District or BID). This is a state and municipally-legislated improvement district, funded by a special property assessment, and serves, in part, as a business advocacy entity. The BID Office is located at 218 Main St. - phone: 732-341-8738.
3. There are instances in which a new business requires **more than** just a Zoning and/or Construction Permit, and must make an application to be heard by either the Township Planning Board or Zoning Board of Adjustment. Examples include:
 - Commercial building additions
 - Non-conforming signs
 - Uses not permitted in the specific zone in question

Your consultation with the Township will determine if this additional step is necessary.
4. **Signs** (please see Township Ordinance (§ 348-8.26) dedicated to signage)
 - Zoning and/or Construction (UCC) Permits are required for exterior signs and any interior sign that may be viewed from outside the building; the Township Sign Ordinance and UCC dictate which signs are exempt from permitting
 - Zoning Permit applications are to be filed with the Zoning Officer (Town Hall)
 - UCC Permit applications are to be filed with the Building Dept. (Town Hall)

5. **Construction (UCC) Permits** - The Construction Office will determine if a UCC permit is required. Examples of situations that do require UCC permits include:
 - Major alterations and additions. These also require an architect's sealed plans. The appropriate Sub-Code Official will make this determination
 - Building, electrical, plumbing, fire, and elevator compliance inspections at various stages of construction
 - Upon completion, final inspections and approvals by the appropriate Sub-code Officials
- 5a. **Certificate of Occupancy (CO)** - a CO inspection is required for an existing building or office. A **Continuing Certificate of Occupancy (CCO)** may be required for physical modifications or change of tenant within an existing tenant space.
Either a final C.O. or C.C.O. must be issued before the building can be occupied.
- 5b. **Minimum Plan Submittal Requirements** – plans must be signed by a Licensed NJ architect or engineer. Please see the list of items to be indicated on the construction plans, which can be found in the Township Construction Office.
6. **Restaurants**— requirements include:
 - Ocean County Health Department inspections and approvals prior to opening for business. (Current one-year license fee is \$50.00)
 - Township Board of Health (Health Department) Food Handling License.

7. **Contact Information**

Toms River Town Hall, 33 Washington Street, Toms River, NJ 08753; 732-341-1000

- Township Planner:
Jay Lynch, Ext. 8354; jlynch@tomsrivertownship.com; 2nd Floor
- Township Zoning Officer:
Bernie Mackle, Ext. 8359; bmackle@tomsrivertownship.com; 2nd Fl.
- Township Construction Office:
Ext. 8320, First Floor
- Township Board of Health Department:
Alice Scivoletti, Ext. 8400

Ocean County Health Department, 175 Sunset Ave., P.O. Box 2191, Toms River, NJ 08754; 732-341-9700