

## Mercantile Application Instructions / Checklist

- Complete the application in **full detail**. Signature must be notarized. Free notary service available in this office.
- All Corporations must submit a copy of a **NEW JERSEY STATE CERTIFICATE OF INCORPORATION**. Corporations based outside New Jersey must file as such.
- A \$20 non-refundable processing fee is required upon submission of application. Final licensing fee will be determined after review of completed application.
- Board of Health Certificates must be included with any establishment involved in the handling of food. The Board of Health may be contacted at 609-645-7700.
- All applications require Zoning Officer's approval.
- In conjunction with the filing of this application an application for a Certificate of Occupancy must also be filed with the Department of Inspections. Licensing regulations require that all premises be thoroughly inspected and approved. A Certificate of Occupancy or Certificate of Continued Occupancy must be issued prior to the issuance of any Mercantile License. Contact Inspections at 609-926-4121.
- A Corporate Officer, local manager, business owner or partner is the only person permitted to file as applicant. This person must also complete the "Request for Criminal History" with a cashier check, certified check or money order in the sum of \$18 made payable to Division of State Police SBI. The payment must be stapled to the front (bottom left) of the form. The yellow form with the payment attached has to be mailed to:

Identification Records Unit  
Division of State Police Records and Identification Section  
State Bureau of Identification  
P. O. Box 7068  
W. Trenton, NJ 08628-0068

- In addition, at least three emergency contacts are required, on form provided.
- THE PERSON WHO SIGNS THE APPLICATION HAS TO COMPLETE THE CRIMINAL HISTORY FORM.**
- NO BUSINESS CAN OPERATE UNTIL ALL NECESSARY DOCUMENTATION IS SATISFIED AND LICENSE HAS BEEN ISSUED.**

**VENDORS:**

Vehicle Registration  
Driver License  
Sales Tax Certificate (New Jersey Division of Taxation)

**SOLICITORS**

Two -2 x 2 Photos

§ 142-16. License fee schedule.

A. The license fees per year established in this section shall be in accordance with the following schedule, except those set forth in other sections of the Township Code:

- (1) Amusement park (other than as defined in Chapter [65](#)), arcade, bowling alley, driving range, ice/roller skating and similar recreational facilities: \$200.
- (2) Asphalt or concrete products, fabrication of construction materials, recycling: \$200.
- (3) Auctioneer: \$50, plus a bond pursuant to § [67-2F](#).
- (4) Automobile service station, repair garage, towing and storage of motor vehicles (other than a junk or salvage yard): \$75.
- (5) Full-service automobile and recreational vehicle agency, for related services, repairs and retail sales of parts, not including watercraft: \$300.
- (6) Automobile rental and leasing agency: \$100.
- (7) Coin-operated vending devices, including amusement, video, food, beverage and novelties: \$10 per device.
- (8) Hotel/motel or any similar facilities which furnish sleeping accommodations for short-term guests: \$100, plus \$10 per sleeping room.
- (9) Circus, carnival or flea market conducted for other than nonprofit fund-raising: \$200.
- (10) Retail and wholesale sales, warehouse and storage of goods:
  - (a) Two thousand square feet or less: \$50.
  - (b) For each additional 1,000 square feet or fraction thereof: an additional \$10 per 1,000 square feet.
- (11) Junk or salvage yard: \$200.
- (12) Motion-picture theater: \$200, plus \$100 for each screen.
- (13) Restaurants; snack bars and concession stands.
  - (a) Restaurant with a seating capacity of up to 30 seats: \$100, plus \$1 per seat in excess of 30 seats.
  - (b) Snack bar and concession stands (not included as part of a restaurant): \$50.
  - (c) Bar stools are not included as seats for purposes of calculating the fee.
- (14) Marina operations.

**[Amended 4-28-1999 by Ord. No. 13-1999]**

- (a) Dry dock/storage: \$75.
  - (b) Repairs, supplies (including fuel) and watercraft rental: \$100.
  - (c) Rental slips/docks: \$1 per slip/dock.
- (15) Automated car wash, laundry and laundromat, dry cleaning: \$100.
  - (16) Training schools for profit, including but not limited to dance, gymnastics, martial arts, music and trades: \$75.
  - (17) Repair, supply or service business not otherwise classified: \$75.
  - (18) Seasonal business, customarily associated with a holiday, not to exceed 60 days: \$25.

B. All fees are to be calculated on a combination basis, when applicable.

**TOWNSHIP OF EGG HARBOR**

Office of Township Clerk  
3515 Bargaintown Road  
Egg Harbor Township NJ 08234-8321  
609-926-4085 ☎ 609-926-4104 facsimile



**Business Name** \_\_\_\_\_  
**Corporate Name** \_\_\_\_\_  
**Business Location** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
Block \_\_\_\_ Lot \_\_\_\_ Unit \_\_\_\_  
**Phone** \_\_\_\_\_  
**Facsimile** \_\_\_\_\_  
**Mobile Phone** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

**Emergency Contact Person** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_

\_\_\_\_\_ **Sole Ownership**  
Name \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_ **Partnership**  
Name \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_ **Corporation**  
Pres Name \_\_\_\_\_  
Address \_\_\_\_\_

VP Name \_\_\_\_\_  
Address \_\_\_\_\_

Treas Name \_\_\_\_\_  
Address \_\_\_\_\_

Secy Name \_\_\_\_\_  
Address \_\_\_\_\_

Describe in detail the type of business activity being conducted  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any additional businesses being conducted by you at this location? \_\_\_ Yes \_\_\_ No  
If yes, explain:

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Are there any additional tenants conducting business at this location? \_\_\_ Yes \_\_\_ No  
If yes, describe:

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If business is a food establishment, please indicate number of seats: \_\_\_\_\_ seats

Indicate days and hours of licensed activity: \_\_\_\_\_

What is the previous use of the space being occupied: \_\_\_\_\_

What is the area in square feet of the licensed business: \_\_\_\_\_

Number of vending machines: \_\_\_\_\_ vending machines

Number of amusement machines: \_\_\_\_\_ amusement machines

Do you own the property where the business is conducted? \_\_\_ Yes \_\_\_ No

If no, what is the name of owner: \_\_\_\_\_

Address of owner: \_\_\_\_\_

Owner or Agent's signature → \_\_\_\_\_

If licensed activity is conducted from a vehicle, state the make, model and tag number of the vehicle and attach the vehicle registration:

Make \_\_\_\_\_ Model \_\_\_\_\_ Tag # \_\_\_\_\_

Have you ever been convicted of any crimes/disorderly persons' offenses? \_\_\_ Yes \_\_\_ No

If so, indicate date, place and penalty or punishment imposed:

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Is Applicant employed by another? \_\_\_ Yes \_\_\_ No

If yes, name and address: \_\_\_\_\_

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Applicant's Signature → \_\_\_\_\_

Print Applicant's Name \_\_\_\_\_

Date \_\_\_\_\_

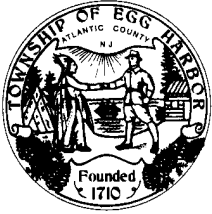
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Subscribed and sworn to before me this \_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_.

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Notary Public

[seal]



**Blaze Catania**  
Chief of Police

# DEPARTMENT OF POLICE EGG HARBOR TOWNSHIP

3515 BARGAINTOWN ROAD  
EGG HARBOR TOWNSHIP, NJ 08234-8321



(609) 926-4036  
FAX: 926-4004

## EMERGENCY CONTACT INFORMATION UPDATE

The Egg Harbor Township Police Department is requesting updated "emergency contact" phone numbers for your business. The phone numbers are essential in helping the Police Department protect your business against burglary, theft, criminal mischief and other crimes. Updating the required phone numbers for your business owners, managers, or employees will help us provide better service and security for your establishment.

It is mandatory that this form be returned with the telephone numbers of at least three people who can be contacted in the event of an alarm or problem at your business. Contacts should live close to the business so that, if necessary, they may respond to the location to assist with the resolution of any problems and/or concerns during non-working hours.

**FAILURE TO RETURN THIS FORM COULD RESULT IN DELAYS WHEN RENEWING LICENSE(S)**

**please print (must be legible) or type**

Actual Business Name (not corporation) \_\_\_\_\_  
Business Telephone \_\_\_\_\_  
Business Location (physical address) \_\_\_\_\_  
Business Mailing Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

**Upon completion, return this form to**

**Egg Harbor Township Clerk's Office  
3515 Bargaintown Road  
Egg Harbor Township NJ 08234-8321**

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## Memorandum – Township Clerk’s Office

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*To:*

*From:*

*Date:*

*Subj:* **REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION FOR A NONCRIMINAL JUSTICE PURPOSE**

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### Request for Criminal History

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**The form to be completed may be obtained at the Township Clerk’s Office, Township of Egg Harbor, 3515 Bargaintown Road, Egg Harbor Township NJ 08234 (609/926-4085).**