



Municipal Building Annex
10 Reeve Ave
Haddon Township, NJ 08108
P: (856) 854-1176
F: (856) 854-8773

BUSINESS LICENSE RENEWAL APPLICATION

Deadline for Renewal: January 31ST every year

This application must be filled out completely, the 3 supporting documents and the renewal fee must all be submitted prior to 1/31. If the application is received after this date or the application is not complete by this date then a \$25 late fee will be charged. If the renewal is not completed by 3/1 a court summons will be issued.

Date Applied: _____

1. Name of Business: _____

DBA: _____

Business Address: _____

Business Telephone: _____

Business Email **(Required)**: _____

Business Website: _____

Owner's Cell Phone: _____

Owner's SS # or Business EIN #: _____

2. The name and address of all shareholders, members, partners, directors, officers and registered agent(s) of the applicant: _____

If any shareholder, member, partner or registered agent is itself a business entity of any kind, the applicant also must provide the name and address of all shareholders, members, partners, directors and registered agents of same: _____

3. Type of Business: _____

Description of proposed business activities: _____

Hours of Operation: _____

Address where business will operate if different from above: _____

4. DATA REQUIRED TO BE PRESENTED WITH APPLICATION EVERY YEAR

The following documentation **must** be supplied with the application every year or the application **will not** be processed:

- a. **Valid State issued Driver’s License with photograph or other valid Government-issued Identification with photograph.**
- b. **Proof of authorization to conduct business within the State of New Jersey (A copy of a valid business registration certificate issued by the New Jersey Division of Revenue.)**
- c. **A valid certificate of liability insurance.**

CERTIFICATION BY APPLICANT: I do hereby certify that the foregoing information is true to the best of my knowledge. I am aware that if any of the foregoing information is knowingly false or misleading, my business license is subject to suspension and/or revocation.

Applicant’s Signature Date

FEES: The fee must be submitted with the renewal application or it will not be processed.

Renewal	\$60.00	Temporary & Seasonal	\$85.00
Late Fee	\$25.00	Car Lot	\$285.00

Additional fees that may apply:

Laundromat (Washer -Drying Machine)	\$50.00
Laundromat (Washer-Drying-Dry Cleaning Machine)	\$100.00
Pool Table	\$25.00/Each
Tattooing	\$50.00
Amusement Device	\$100.00/Each
Juke Boxes	\$25.00/Each

FOR OFFICE USE ONLY:

License No. _____ Date Paid: _____

Fee Paid: _____ Check #: _____

Received:

_____ Valid Photo ID _____ NJ Business Registration

_____ Certificate of Insurance

FOR TOWNSHIP USE ONLY:

Tax Collector Certification:

	PAID	DELINQUENT
PROPERTY TAXES		
SEWER/WATER UTILITIES		
ASSESSMENTS		

Ryan Giles Tax Collector (or his designee)

Date

FIRE MARSHAL: _____ APPROVED _____ DENIED DATE: _____

Reason for denial: _____

William Behnke, Fire Marshal

Date

CONSTRUCTION CODE OFFICIAL RECOMMENDATION:

_____ Recommend Approval _____ Recommend Denial

Reason for denial: _____

Ed Toussaint, Construction Official

Date

CHIEF OF POLICE RECOMMENDATION:

_____ Recommend Approval _____ Recommend Denial

Reason for denial: _____

Tim Hak, Chief of Police

Date

BUSINESS IMPROVEMENT DISTRICT RECOMMENDATION:

_____ East B.I.D _____ Central B.I.D _____ Not in either B.I.D

_____ Recommend Approval _____ Recommend Denial

Reason for denial: _____

Kate Burns, B.I.D Director

Date

ZONING OFFICER RECOMMENDATION:

_____ Recommend Approval _____ Recommend Denial

Reason for denial: _____

Lee Palo, Zoning Officer

Date



Department of Public Safety

Township of Haddon

Municipal Building

135 Haddon Avenue

Haddon Township, NJ 08108

P. (856) 854-1176 Ext. 4138

F. (856) 854-4532

chief@haddontwppolice.com

Date: _____

Business Name: _____

Business Address: _____

Business Phone: _____

Business Email: _____

Owner/Landlord: _____

Owner/Landlord Phone: _____

Please list three (3) employees and their phone numbers who we may call if we need to contact someone after hours regarding your business.

1. Name: _____ Phone #: _____

2. Name: _____ Phone #: _____

3. Name: _____ Phone#: _____

Please remember to notify us in the event that any of the provided names or phone numbers change.

Thank you for your cooperation!



EMERGENCY CONTACT INFORMATION



WESTMONT FIRE CO.
W. COLLINGSWOOD HTS. FIRE CO.
COLLINGSWOOD F.D.
AUDUBON PARK FIRE CO.

DATE: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE #: _____

PLEASE LIST THREE (3) CONTACTS & PHONE NUMBERS, WHO THE RESPECTIVE FIRE DEPARTMENTS/OFFICIALS CAN CONTACT DURING NORMAL AND/OR AFTER HOUR(S) (24/7) IN THE EVENT ACCESS TO THE PROPERTY OR OWNER/MANAGEMENT IS REQUIRED FOR EMERGENCY PERSONELL.

THE FIRE DEPARTMENT WILL ACCES THE PROPERTY WITH THE USE OF THE (KNOXBOX) - RAPID ENTRY SYSTEM IF CIRCUMSTANCES WARRANT, AND NO EMERGENCY CONTACT(S) HAVE RESPONDED IN A RESONABLE TIME, DEPENDENT UPON CONDITIONS.

1. NAME: _____ PHONE: _____

2. NAME: _____ PHONE: _____

3. NAME: _____ PHONE: _____

PLEASE REMEMBER TO NOTIFY US OR UPDATE ANY/ALL EMERGENCY CONTACTS IF THEY CHANGE THROUGHOUT THE YEAR, AS WELL AS ANY ACCESS CHANGES FOR THE (KNOXBOX) - RAPID ENTRY SYSTEM.

NOTE: ONLY PROPERTIES WITH FIRE ALARM SYSTEMS, PLEASE PROVIDE THE RESET CODE # / PROCEDURE IF AVAIALBLE. DO NOT PROVIDE SECURITY SYSTEM INFORMATION!

SYSTEM RESET CODE #/PROCEDURE _____

PLEASE, DO NOT PROVIDE ANY SECURITY SYSTEM CODE(S)/INFORMATION

Haddon Township Bureau of Fire Prevention Office
10 Reeve Avenue, Haddon Twp., NJ 08108
856-833-6269/6276

OFFICE USE ONLY! – Email business change/emergency contact info:
CADchanges@camdencodps.org