

## Helpful Checklist



- Choose where to locate your business
- Provide two sets of architectural drawings of any planned alterations
- Determine signage and design
- Obtain a zoning compliance certificate
- Obtain building permits for CCO, renovations, and signs
- Begin construction
- Schedule throughout the process including Health Department inspection if applicable
- Pay taxes and water fees to receive the Certificate of Occupancy (CO)
- CO is issued
- Grand Opening! Schedule this with Economic Development Office

EAST BRUNSWICK

NEW JERSEY



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## Opening Your Business in East Brunswick



### Welcome Home!

East Brunswick is 22-square miles in the center of New Jersey with a growing, diverse population of 50,000. It's easily accessible by mass transit and from all of the major highways in New Jersey.

Our vision is to welcome you to our community and provide white glove customer service to make opening your business as seamless as possible.

### **This guide provides an overview of the process and typical requirements.**

It is intended to help you through the application and approval process with a fundamental understanding of township rules and requirements which will facilitate your ability to open your business sooner.

## Requesting an Initial Consultation



Prospective applicants may request an initial consultation prior to the submission of any formal application to help achieve the applicant's plans and goals in a timely and efficient manner. The Township recommends that prospective applicants take advantage of this consultation when appropriate to better understand the process and avoid confusion that may lead to costly delays.

Prospective applicants will have the opportunity to meet with representatives, as applicable, from Division of Engineering, Division of Planning and Zoning, Division of Construction Inspection, and Code Enforcement.

Please contact the Economic Development Officer to request a consultation.

## DO I HAVE ALL THE PERMITS?

Once a land use approval for the proposed use is issued by the land use officer, the business owner must then go to the Construction Inspection Office to obtain permits that are required for any remodeling or construction or a Certificate of Continued Occupancy (CCO). You are invited to meet with the Division of Construction Inspection early in your design process to gain input on the code requirements and compliance necessary for your plans.

## CONSTRUCTION PERMIT APPLICATION

The package typically contains the following:

- Construction permit application & jacket
- Forms for any applicable subcodes
- Zoning application (for signage)
- Engineering Requirements
- Identification of fees to be submitted at the time of plan application

***All applications must be in compliance with state and local laws, such as the Uniform Construction Code (UCC), the Municipal Land Use Law (MLUL), and the Township's Zoning Ordinances. Many township regulations have been adopted from uniform codes and are similar to other communities or conform to State Statutes which are locally enforced. There may be times when Township Officials cannot approve a proposal because it does not comply with these laws. By understanding this, we can work together and make any necessary modification.***

## Good Neighbors Make Great Neighborhoods



## PROPERTY MAINTENANCE

Businesses are responsible for maintaining their properties in accordance with the Township's Property Maintenance Codes. These regulations are available on the township website via the Codebook tab. Generally, businesses must keep their property free from nuisances, maintain their grounds, and manage refuse or other waste.

Inspections may be performed from time to time to ensure that businesses retain CCOs. Failure to comply with the maintenance codes may result in violations and summonses. The administration aims to ensure that the health, welfare, safety and appearance standards throughout the community are upheld.