



# Opening a Business in BERKELEY HEIGHTS

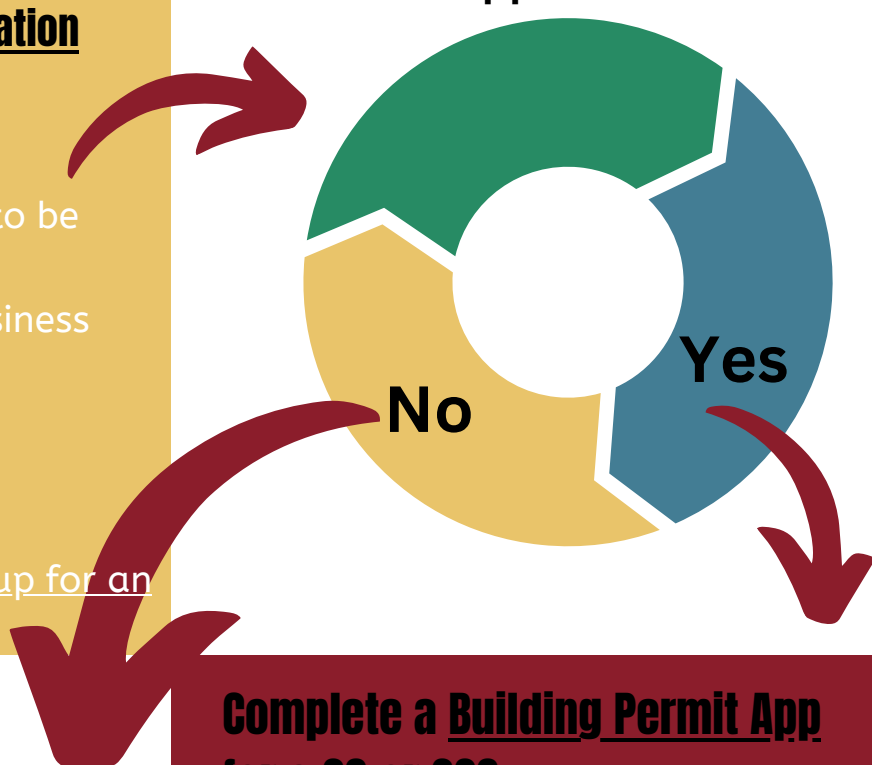
START

## Complete & Submit Zoning Application for Initial Review & Include:

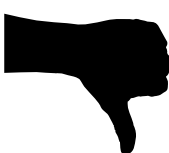
- Business location
- Schematic layout of the space to be used
- Narrative description of the business operation
- Property survey, if available

Be informed of the decision via the Township's SDL Portal email. [Sign up for an account here.](#)

Zoning Application Approved?



Applicant will receive a denial letter through the SDL Portal email. Applicant has the right to appeal the zoning officer's decision to the Zoning Board of Adjustment (BOA) by completing a BOA application.



## Complete a Building Permit App for a CO or CCO

Certificate of Occupancy C.O.  
- new building/first-time user  
Certificate of Continued Occupancy C.C.O.  
- existing building for different use or same use with different owner

Sign permit required if new use/business will display a message to the public. See Twp Ordinance (Part 5 & Part 19) for sign compliance requirements.

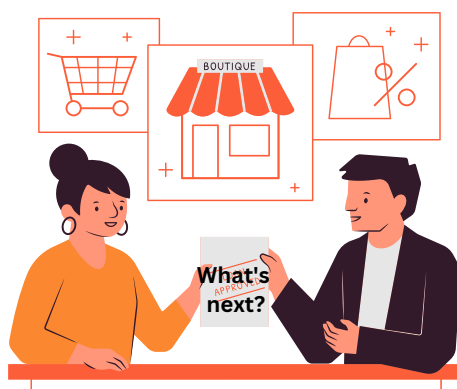
## Business License Regulations

Some business types (including, but not limited to: liquor, laundromat, limousines, pet shops, etc.) require a license. Refer to the Township Ordinance Title 5 Business Licenses & Regulations for more information.



Does the business type require a special operating license?

YES



NO

You will soon be notified by us

As to whether your permit is approved and/or next steps.



## Opening a Business Summary Checklist:

1. Apply for initial zoning review
2. Apply for a Building Permit to receive a CO or CCO
3. Apply for a Special Business License (if required)

