

# OPEN A BUSINESS CHECKLIST

## ONE-ON-ONE SUPPORT

- South Orange Downtown is here to help guide you through the process, please contact the Executive Director, Melissa Hodge at [melissa@southorangedowntown.org](mailto:melissa@southorangedowntown.org) or 973-763-6899.

## ZONING

- Submit a Use Permit Application
- Submit a Parking Waiver Application *(if applicable)*

## BUILDING

- Apply for a Construction Permit *(should be done by your contractor)*
  - building
  - electrical
  - fire prevention
  - plumbing
- Apply for a dumpster permit
- Apply for a Town Contractor License *(if contractor is not licensed in NJ)*

## REMEMBER

Wait for your Use Permit to be approved before moving on to the next step.

Permits are not required for cosmetic improvements such as painting, flooring, tiling, finishes, etc....

## HEALTH DEPARTMENT

- Apply for a Food Retail License with the Health Department *(required for food establishments & businesses selling pre-packaged food)*

## ZONING

- Submit 3 colored copies of your sign design along with the dimensions
- Apply for a Temporary Banner Permit *(if applicable)*

## FINAL INSPECTIONS

- Schedule fire inspection with the Fire Inspector
- Apply for a CO with Building or apply for a CCO or COH with Code Enforcement
- Schedule health inspection with the Health Department *(required for daycare centers, food establishments & businesses selling pre-packaged food)*

## OUTDOOR DINING

- Apply for an Al Fresco Dining permit *(if applicable)*

## PARKING AUTHORITY

- Apply for business/employee parking permits



## IMPORTANT CONTACTS

### ZONING

Diane Travers  
Zoning Assistant  
[dtravers@southorange.org](mailto:dtravers@southorange.org)  
973-378-7715 ext. 3990

### BUILDING

Anthony Greci  
Building Official  
[agreci@southorange.org](mailto:agreci@southorange.org)  
973-378-7715 ext. 7700

### FIRE PREVENTION BUREAU

Anthony Greci, Fire Official  
Ken Marr Jr., Fire Inspector  
[codeinspectorfire@southorange.org](mailto:codeinspectorfire@southorange.org)  
973-378-7715 ext. 7709

### PARKING AUTHORITY

Neva Rodriguez  
Office Manager  
[nrodriguez@southorange.org](mailto:nrodriguez@southorange.org)  
973-378-7715 ext. 2037

### HEALTH DEPARTMENT

Candice Davenport  
Health Official  
[HealthOfficer@southorange.org](mailto:HealthOfficer@southorange.org)  
973-378-7715 ext. 7700