

# OPENING A BUSINESS IN SOUTH ORANGE

quick guide

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## COMPLETE A USE PERMIT APPLICATION

\$100 application fee

If your space is under 2500 sq. ft. you may be eligible for the Parking Requirement Waiver

### FOOD ESTABLISHMENTS

Apply for a Food Retail License with the Health Department once your Use Permit is approved

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## APPLY FOR A CONSTRUCTION PERMIT

Fees vary, contractor should apply

A permit is not required for cosmetic improvements such as painting, flooring, tiling, finishes, etc.... Skip to Step 3 if you are only making cosmetic improvements.

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## SUBMIT YOUR SIGNAGE TO ZONING

\$75 review fee

**QUICK TIP:** To streamline the process, we recommend you submit your proposed sign design to the Design Review Board (DRB) prior to submitting it to zoning.

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## SCHEDULE YOUR FINAL INSPECTIONS

- 🕒 Fire Inspection
- 🕒 Apply for a CO, CCO or COH
- 🕒 Health Inspection

Do not start business operations prior to final signed approvals.

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## APPLY FOR A BUSINESS PARKING PERMIT

Fees vary

Employees who work in the downtown business district should park in designated municipal lots and garages. They must have a business/employee parking permit.

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## OPEN FOR BUSINESS

It's time to officially welcome you to our community. Reach out to South Orange Downtown to schedule your ribbon cutting ceremony.



VISIT [SOUTHORANGEDOWNTOWN.ORG](http://SOUTHORANGEDOWNTOWN.ORG) FOR MORE DETAILS