



WE'RE SO GLAD YOU'RE CHOOSING US!

# #HAMILTONPROUD

As a new business owner, this step-by-step guide is designed to assist you through the essential processes and requirements needed to launch a business in Hamilton. From understanding zoning regulations to securing the necessary permits and licenses, this information will equip you with what you need to ensure your business opens as smoothly as possible and prevent any unforeseen circumstances in your journey. Whether you are starting a retail shop, a service-oriented business, or a food establishment, this guide will direct you to the appropriate resources and contacts, empowering you to turn your business vision into reality while contributing to the vibrant economic landscape of Hamilton!

STEP-BY-STEP GUIDE

# Opening Your Business in Hamilton Township

# Zoning

Hamilton, has a diverse array of zoning districts that cater to various types of land use, including residential, commercial, and industrial. The zoning regulations are established to promote orderly development, protect the environment, and ensure the well-being of the community.

In order to open your business, you must first determine the specific zoning designation of the property where the business will be located. This is crucial, as each district has its own set of permitted uses, building requirements, and operational guidelines. Prospective business owners are encouraged to consult the Hamilton Township zoning map and the Zoning Ordinance to verify that their intended business activities comply with the existing regulations.

## Checkpoint



Identify whether your proposed business use is allowed in the zoning district and if additional permits or approvals are necessary. A zoning verification letter is available and can be obtained from the Office of Community & Economic Development.



[View Our Zoning Map](#)

**Contact Office of Community & Economic Development - 609-890-3634**

**📍 2090 Greenwood Avenue Hamilton, NJ 08609**

**Hours:** Mon.,Wed.,Fri. - 8:30 AM to 4:15 PM | Tues. & Thurs. - 8:30 AM to 2:30 PM

# Land Use

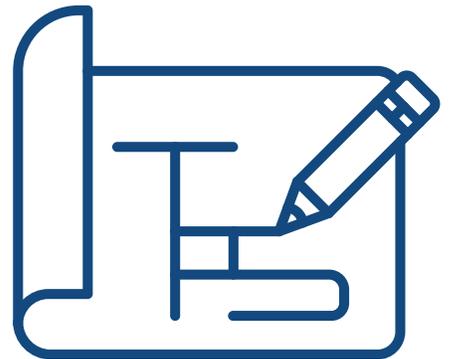
The township's land use policies are designed to foster sustainable development while preserving the character of the community.

Each zoning designation has specific regulations governing permitted uses, building designs, and environmental considerations, making it essential for prospective business owners to familiarize themselves with these guidelines. Understanding the township's zoning map and ordinances is vital for any business looking to establish itself in their preferred area.

## Checkpoint



If you are planning to start from scratch and build new construction or make significant modifications to a specific area, contact our Land Use Office to start this process. You may be required to apply for relief from the Zoning or Planning Board. Call the office to make an appointment.



## Contact Our Land Use Office

**609-890-3634**

Michael Guhanick (Land Use Coordinator) | [MGuhanick@HamiltonNJ.com](mailto:MGuhanick@HamiltonNJ.com)

---

 2090 Greenwood Ave, Hamilton, NJ 08609

# Inspections - Construction

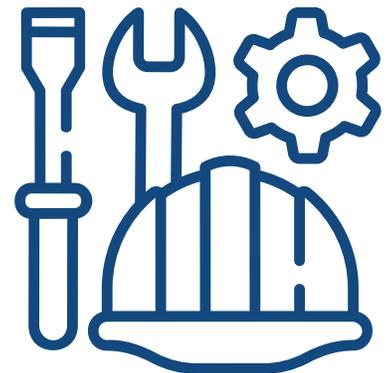
Construction in Hamilton Township is subject to a comprehensive set of regulations designed to ensure safety and sustainability as established by the state of New Jersey. Before commencing any building or renovation projects, business owners must obtain the necessary building permits, which involve submitting detailed plans that comply with local zoning ordinances and state building codes.

Additionally, site inspections will be conducted to ensure that the construction meets health and safety standards. If you are doing new work to your space such as updating fixtures, improving walls etc. you must meet with our construction team for a pre-construction meeting in order to start the process of receiving your Certificate of Occupancy.

## Checkpoint



Will you be doing any work? This includes building new walls, adding new lights, installing new equipment and more. Meet with our construction team to obtain your Certificate of Occupancy.



## Contact our Construction Department 609-890-3666

Madison Nebbia (Assistant to Construction Official) | [MNebbia@HamiltonNJ.com](mailto:MNebbia@HamiltonNJ.com)

📍 2090 Greenwood Avenue Hamilton, NJ 08609

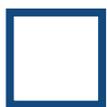
**Hours:** Mon.,Wed.,Fri. - 8:30 AM to 4:15 PM | Tues. & Thurs. - 8:30 AM to 2:30 PM

# Health Department

The Health Department plays a crucial role in the establishment and operation of businesses within the community. Its primary responsibility is to ensure the safety and well-being of residents by enforcing health regulations and promoting public health initiatives. Prospective business owners must obtain the necessary permits and licenses specific to their industry, which could include food service permits for restaurants, health and safety inspections, and compliance with local health codes.

The Health Department conducts inspections to ensure that all health standards are met, which can encompass sanitation practices, food handling procedures, and the overall safety of facilities. Submitting plans for review, attending pre-opening inspections, and providing appropriate training for staff regarding health and safety practices. If you are selling food items, packaged food or are a tattoo parlor, you must also comply with the Health Department's required documents before opening ONLY after all construction work is complete.

## Checkpoint



Identify whether or not your business will have food, packaged food, or is an industry that also falls under the Health Department to receive the necessary permits and inspections.



## Contact the Department of Environmental Health Services - 609-890-3828

Lisa Surtees (REHS) - [LSurtees@HamiltonNJ.com](mailto:LSurtees@HamiltonNJ.com)

---

📍 2090 Greenwood Ave, Hamilton, NJ 08609

# Municipal Clerk

The Clerk's Office in Hamilton Township, New Jersey, serves as a vital resource for residents and prospective business owners, providing essential services and information to facilitate local governance and community engagement. As one of the key administrative departments, the Clerk's Office is responsible for maintaining official township records, managing elections, and issuing various permits and licenses, including those required for businesses to operate legally within the township. If your business applies to one of the following industries, the Clerk's Office will provide you with the necessary paperwork needed to open.

- Automobile Dealers
- Bingo and Raffle
- Jewelry, Precious Metals and Gems
- Junk Dealers and Yards
- Massage and/or Somatic Establishment
- Miscellaneous Sales (Temporary Outdoor)
- Liquor Licenses (Licensing, Sales and One Day Permits)
- Peddler/Vendor
- Solicitors/Canvassers
- Taxicab Owner/Operator
- Theatres
- Towing

## Checkpoint



Identify whether your proposed business use falls under the township clerk to receive the license needed for your business.



## Contact the Municipal Clerk

**609-890-3622**

Alison Sabo (Township Clerk) | [ASabo@HamiltonNJ.com](mailto:ASabo@HamiltonNJ.com)

 2090 Greenwood Ave, Hamilton, NJ 08609

# Water Pollution Control (WPC)

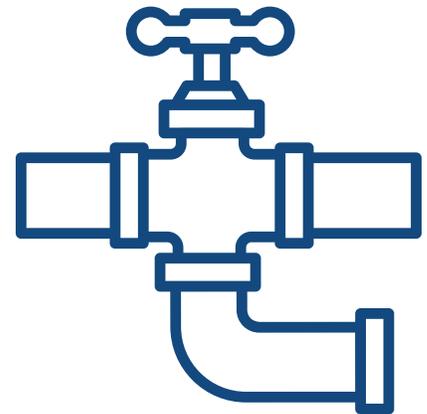
The Water Pollution Control Facility plays a vital role in supporting businesses that rely on water/sewer operations in Hamilton Township. The township emphasizes the importance of protecting its water resources, which are essential for public health and the overall economic vitality of the community. As such, businesses looking to establish themselves in this area must comply with specific environmental regulations designed to minimize water pollution and safeguard local ecosystems.

If you are a business planning to install any appliances or systems that utilize water, it is crucial to reach out to this department. They can provide guidance on the necessary permits and compliance measures required to ensure that your operations align with environmental standards, thereby promoting both sustainability and economic growth in the Township.

## Checkpoint



A commercial sewer permit is required for all businesses.



## Contact the Water Pollution Control 609-581-4140

Carrie Feuer (Director) | [CFeuer@HamiltonNJ.com](mailto:CFeuer@HamiltonNJ.com)

---

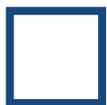
 300 Hobson Ave, Hamilton, NJ 08609

# Fire Division

The Hamilton Township Fire Division's responsibilities extend beyond firefighting to include fire inspections, code enforcement, and the promotion of fire safety practices. When considering opening a business in Hamilton Township, it is essential to engage with the Fire Division early in the process.

Business owners must create a fire safety plan that outlines evacuation routes, emergency contacts, and maintenance of fire safety equipment. They should schedule inspections with the Fire Division to ensure compliance with local fire codes, including checks on fire alarms, sprinkler systems, and emergency exits. Obtaining necessary permits, such as a fire safety permit—which may require submitting the fire safety plan for review—is essential. Additionally, businesses need to install appropriate fire suppression equipment based on their type, with guidance from the Fire Division on the necessary types and locations of fire extinguishers.

## Checkpoint



All businesses must be registered with the Fire Marshall and the Fire Prevention Bureau.



**Contact the Fire Prevention Bureau**  
**609-586-4194 ext. 1052**

Scott McCormick (Fire Marshall) | [SMcCormick@HamiltonNJ.com](mailto:SMcCormick@HamiltonNJ.com)

---

 200 Mercer Street, Hamilton, NJ 08609

# Outdoor Signage

It's great to let people know you are open for business, especially with a sign! Before proceeding with any plans to install a one, it is essential to seek approval from the Planning Division. The design, size, and location of the sign must comply with the township's zoning regulations, which dictate what is acceptable in different zoning districts.

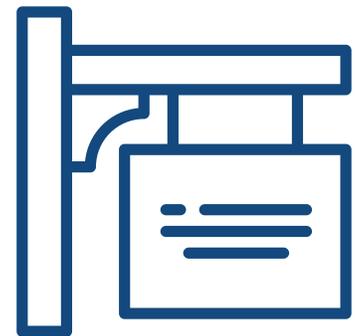
A Building Permit is required for all new signs, ensuring that they adhere to safety and construction standards. This includes the structural integrity of the sign and compliance with local codes. If the sign is going to be lighted, an additional Electrical Permit is required. This ensures that all electrical installations meet safety codes and are properly inspected.

Please note that temporary signs such as banner flags and yard signs, feather flags, any sign attached to a telephone pole or any sign that is attached to a fence are NOT allowed. Contact our **Zoning Enforcement Official** John Leonardo for more details at 609-890-3634 or JLeonardo@HamiltonNJ.com.

## Checkpoint



Identify the type of sign that is needed in order to open your business to receive the correct permits from the planning division.



## Contact the Planning Division

**609-890-3682**

Rob Poppert (Township Planner) | [RPopper@HamiltonNJ.com](mailto:RPopper@HamiltonNJ.com)

---

 2090 Greenwood Ave, Hamilton, NJ 08609



WE HOPE YOU CAN JOIN US!

# #HAMILTONPROUD

## Interested in Starting a Business in Hamilton?



SCAN THE QR CODE  
TO VIEW OUR  
STEP-BY-STEP GUIDE!