

Step One The Zoning Department

For all new businesses, and businesses that are changing location within town, the first stop is the Zoning Department.

You must submit a Zoning Permit Application which can be obtained at Borough Hall or at www.metuchennj.org under 'Applications & Permits.'

When completing your Zoning Permit Application:

- ✔ Consult with your professionals to provide the most detailed information on the floor plan, occupancy load, parking, and signage. This information will help the Zoning Department guide you through the process.
- ✔ Check with the Building Department to see what, if any, Building permits will be required. Certain modifications such as interior and/or exterior alterations, signs, and plumbing additions may require Building permits and inspections.
- ✔ Depending on the type of business and what changes you are proposing, a site plan review or health inspections may be involved.

Step Two Inspections

Once permits are issued, validated, and work is completed, next you'll need to schedule your business's inspections with the appropriate agencies:

- Zoning Department
- Building Department
- Fire Department
(all businesses must schedule an inspection for fire prevention)
- Health Department
(may not apply to all businesses)

Once all approvals and inspections are completed, a Certificate of Occupancy will be issued, and you are ready to open for business!

YOU CANNOT OPEN FOR BUSINESS UNTIL ALL INSPECTIONS HAVE BEEN PERFORMED AND APPROVED AND A CERTIFICATE OF OCCUPANCY IS ISSUED.

If you are considering using temporary signage for your opening, this must be coordinated with the Zoning Department.
Flag signs are not permitted.

Purchasing a business property?

Please contact the Zoning Department for precise zoning, bulk standards, and permitted conditional use requirements.

ALL BUSINESSES MUST COMPLY WITH THE BOROUGH CODE REGARDING PROPERTY MAINTENANCE, WHICH CAN BE FOUND ONLINE AT WWW.METUCHENNJ.ORG UNDER 'ORDINANCES - CODE BOOK'



Additional Considerations

Certain businesses require additional permits, issued by the Borough Clerk.

Please reach out to the Borough Clerk for additional information if your business is a:

- **Massage or Bodywork establishment**
- **Business that plans to sell or serve liquor**
- **Food Establishment,**
including any store that sells packaged food
- **Taxi and/or Limousine Service**



WHEN IN DOUBT, REACH OUT!

8am-4pm Monday - Friday

Zoning Department

Thomas DiMartino

732-632-8514, tdimartino@metuchen.com

Joanna Roberts

732-632-8556, jroberts@metuchen.com

Building Department

Jill Covey

732-632-8515, jcovey@metuchen.com

Sharon Hollis

732-632-8554, shollis@metuchen.com

Borough Administration

Melissa Perilstein

732-632-8509, mperilstein@metuchen.com

Borough Clerk

Deborah Zupan

732-632-8508, dzupan@metuchen.com

Fire Prevention Bureau

George Wallace

732-767-1147, gwallace@metuchen.com

Health Department

Victoria Otersen

732-632-8504, victoria.otersen@co.middlesex.nj.us

*Special Improvement District

If you're located within the SID please reach out to Executive Director Dawn Mackey for additional support
732-515-9660, dawn@downtownmetuchen.org



Mosaic created by:
Julia Win



OPENING YOUR BUSINESS
IN THE BOROUGH OF METUCHEN

Welcome!

We're glad you're considering
joining our diverse and growing
community of businesses.

732-632-8540
www.metuchennj.org
500 Main St. Metuchen, NJ 08840

Opening a Business
In Metuchen

Welcome To
Metuchen, NJ



2023 "Great American Main Street" Award Winner