



BOROUGH OF SHREWSBURY

419 Sycamore Avenue
Shrewsbury, NJ 07702
Phone: 732-741-4200 Fax: 732-741-6549

TO: New Business Owner

RE: Obtaining a Business License (*and Food License)

A business and/or food license is required to conduct or operate any business in the Borough of Shrewsbury per Borough ordinance. The annual business license fee is \$100 and must be renewed July 1st of each year.

The first step in obtaining a business license is to contact the Zoning Office at 732-741-4200 x115 and go through the necessary steps to obtain zoning approval. After receiving zoning approval a new business license application must be submitted to the Municipal Clerk's office. The Fire Marshall and Zoning Officer must sign the application stating that all their requirements have been fulfilled before the \$100 fee can be paid and a business license can be granted. In addition it is requested that the business owner fill out an Emergency Contact list to be filed with the Police Department.

Some businesses and professional offices are exempt from the license fee requirement if they are already licensed by the State of New Jersey and directly under the jurisdiction of a State Agency. This does not exclude them from the zoning approval, fire inspection, or business application requirement. Exempt businesses must also present a valid original state license that will be photocopied and kept on file in the Municipal Clerk's Office with the application. Possession of a Certificate of Authority issued by the Department of State or a LLC, does NOT exempt you from meeting the Borough's fee requirement.

If you have any questions, please do not hesitate to call the Municipal Clerk's Office at the above phone number.

Sincerely,

Maureen L. Muttie, CMC
Borough of Shrewsbury
Municipal Clerk

***A Food License must also be obtained if you sell or produce any type of edible product and vary in fee according to standards set by the Monmouth County Regional Health Department.**



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Shrewsbury, NJ 07702

Phone: 732-741-4200 Fax 732-741-6549

I am applying for a business license

I am applying for a food license

APPLICATION FOR NEW BUSINESS/FOOD LICENSE FOR SHREWSBURY BOROUGH

Please Print or Type:

I. Application of _____

(Please print Business Name, NOT corporate name)

2. Is Applicant and individual____ Partnership____ Corporation ____ (Please check one)

If **Individual**, give Name, Address, and Phone Number below. If **Partnership**, give Name, Address, Phone Number of each partner. If **Corporation**, give Name, Address, Phone Numbers of Officers.

Name	Street	Town	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Person responsible for operation of business. _____

Home Address _____ Phone _____

4. Corporate Name of Business (if any) _____

5. Type of Business: _____

(Restaurant, Dry Cleaner, Drug Store, Office, etc.)

6. Physical Address of Business _____

7. Mailing Address _____

8. Business Phone Number _____ E-Mail _____

9. Date Business Commenced/Will Commence in Shrewsbury _____

10. Applicant is _____ is not _____ in violation of the Zoning Ordinance of the Borough. Date of occupancy of non-conforming use and operation. _____

Signature of Zoning Officer - if Approved: _____

Signature of Fire Marshall – if Approved: _____

11. Has your license ever been revoked or suspended? _____ (If yes, give details on an attached sheet.)

*Please note: If you sell any type of food, prepared or packaged, you will also need to purchase a FOOD License after receiving a Board of Health Approval. (You may use this form for both licenses)

Authorized Business Emergency Call List

Every Shrewsbury business is required to maintain an accurate and up-to-date list of emergency contacts with the Shrewsbury Police Department. This list will be used in the event of after-hours emergencies at the business location. Each contact should be locally available to respond to the business and have full access rights with necessary keys and alarm codes. This list should be re-submitted yearly or upon any change of employment status.

PLEASE FAX THIS COMPLETED FORM TO THE SHREWSBURY POLICE DEPARTMENT AT 732-741-0978 OR DROP OFF AT 419 SYCAMORE AVENUE.

Business

Name: _____ **Business Phone:** _____

Street Address: _____

1st Contact: _____ **Phone#1:** _____
Phone #2: _____ **Phone #3:** _____

2nd Contact: _____ **Phone#1:** _____
Phone #2: _____ **Phone #3:** _____

3rd Contact: _____ **Phone #1:** _____
Phone #2: _____ **Phone #3:** _____

Person preparing this form:

_____ **Title:** _____ **Date:** _____