

BOROUGH OF BRADLEY BEACH

Application Packet for Obtaining a Mercantile License

Included in this packet:

- Mercantile License Application Checklist (below)
- Zoning Permit Application
- Certificate of Continued Occupancy (CCO) Application
- Fire Safety Registration Form
- Monmouth County Board of Health Plan Review Application
- Mercantile License Application

The steps to obtaining a Mercantile License in Bradley Beach are as follows:

1. Submit the Zoning Permit Application to the Land Use Department.
2. Once you have received an *approved* Zoning Permit:
 - a. Submit the Certificate of Continued Occupancy (CCO) Application to the Code Enforcement Department, and schedule an inspection.
 - b. Submit the Fire Safety Registration Form to the Fire Marshal, and schedule an inspection.
 - c. Submit the Plan Review Application to the Monmouth County Board of Health and contact The Board of Health for further instructions.
3. Make copies of the following:
 - a. approved Zoning Permit
 - b. issued Certificate of Continued Occupancy (obtained upon passing Code Enforcement inspection)
 - c. Fire Bureau Certificate of Inspection (obtained upon passing Fire Bureau inspection)
 - d. Plan Approval Letter and Proof of Satisfactory Inspection (issued by Board of Health)
4. Complete Checklist below.
5. Submit completed Mercantile License application, *including Checklist and all copies listed above*, to Deputy Borough Clerk.

MERCANTILE LICENSE APPLICATION CHECKLIST:

PROPERTY ADDRESS: _____

- Zoning Permit – Date approved: _____
- Certificate of Continued Occupancy Inspection – Date passed: _____
- Fire Bureau inspection – Date passed: _____
- Board of Health Inspection -- Date passed: _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

- Sewer account up-to-date
- Tax account up-to-date

ZONING PERMIT APPLICATION

BOROUGH OF BRADLEY BEACH

Department of Community Development

zoning@bradleybeachnj.gov

CONTROL NUMBER: ZA- _____
(FOR OFFICE USE ONLY)

PERMIT APPLICATION FEE: \$45.00

DATE: _____

Check if this is a RESUBMISSION on an INCOMPLETE application.

ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED. Incomplete applications may lead to delays in issuing permits.

Please read the Zoning Permit Application Information Sheet prior to completing this application. As per Bradley Beach Land Development Ordinance, a Zoning Permit shall be issued prior to the commencement or change of use of a property, building or structure; the occupancy of any building or structure; the construction, erection, reconstruction, alteration, conversion, or installation or any building or structure.

PROPERTY ADDRESS: _____

BLOCK: _____ LOT: _____ ZONE: _____

OWNER NAME: _____ PHONE: _____

OWNER ADDRESS: _____

OWNER EMAIL ADDRESS: _____

Check if Owner is Applicant _____

APPLICANT NAME: _____ PHONE: _____

APPLICANT ADDRESS: _____

APPLICANT EMAIL ADDRESS: _____

TYPE OF WORK PROPOSED:

ZONING DETERMINATION

- AC CONDENSER
- ACCESSORY STRUCTURE
- ADD NEW USE to property
- ADDITION – Commercial
- ADDITION – Residential
- COMMERCIAL BUSINESS - New
- CONTINUE / CHANGE USE of property or structure
- CURB CUT / DRIVEWAY APRON
- DECK / BALCONY
- DEMOLITION
- DRIVEWAY
- FENCE / RETAINING WALL
- GARAGE - Private
- GARAGE APARTMENT
- GAZEBO
- GENERATOR
- HOME OCCUPATION
- INTERIOR REMODEL – COMMERCIAL
- INTERIOR REMODEL – RESIDENTIAL
- NEW OWNER – Property or Business
- NEW RESIDENCE
- OUTDOOR KITCHEN
- OUTDOOR SHOWER
- PATIO / PAVERS
- PORCH
- SIGN(S)
- STORAGE SHED
- SWIMMING POOL / HOT TUB

OTHER: _____

APPROVED ZONING USE OF PROPERTY (Please specify, for example: Single Family Residential, Multi-Family, Retail, Commercial, etc.)

Present approved use: _____
(what the property is currently approved for)

Proposed approved use: _____
(If unchanged, write "same")

WORK / ACTIVITY PROPOSED

Describe in detail the work or activity you are proposing. If proposing construction, describe in detail the dimensions and setbacks. If proposing a use, describe the proposed use. _____

BOARD APPLICATIONS

Has the referenced property been the subject of any prior application to the ZONING BOARD OF ADJUSTMENT, PLANNING BOARD, or LAND USE BOARD? NO YES (Do not include previous Zoning Permit Applications.)

If YES: Date _____ PLANNING BOARD ZONING BOARD OF ADJUSTMENT LAND USE BOARD

Resolution # _____ (Please submit copy of resolution)

BUILDING AND LOT COVERAGE – See attached Coverage Calculation Worksheet.

For all exterior work pertaining to additions and accessory structures, excluding fences, please provide:

BUILDING COVERAGE: _____ % LOT COVERAGE: _____ % (Please submit Coverage Calculation Worksheet)

40:55D-68.3. Penalty for violation

Any person who knowingly files false information under this act shall be liable to a civil penalty not to exceed \$1,000 for each filing. Any penalty imposed under this section may be recovered with costs in a summary proceeding pursuant to "the penalty enforcement law," N.J.S.2A:58-1 et seq.

Adopted L. 1989, c 67. §3, effective April 14, 1989. The applicant certifies that all statements and information made and provided as part of this application are true to the best of his/her knowledge, information and belief. Applicant further states that all pertinent municipal ordinances, and all conditions, regulations and requirements of site plan approval, variances and other permits granted with respect to said property, shall be complied with. All zoning permits will be granted or denied within ten (10) business days from the date of complete application.

PLEASE NOTE: Signature of both Applicant and Owner are required below.

APPLICANT NAME (Please print.)

OWNER NAME (Please print.)

APPLICANT SIGNATURE

OWNER SIGNATURE

DATE

DATE

Lot Coverage Calculations must be provided for all projects adding a solid roof or impervious covering to a lot.

PROPERTY ADDRESS: _____ BLOCK _____ LOT _____

TOTAL SQUARE FOOT AREA OF LOT (length x width): _____ (A)

BUILDING COVERAGE (Include proposed improvements. Calculate from survey; length x width)

Dwelling (including porches) _____ sq. ft.
Garage _____ sq. ft.
Garage apartment _____ sq. ft.
Covered carport _____ sq. ft.
Shed* _____ sq. ft.
Other: _____ sq. ft.
Other: _____ sq. ft.

*Storage sheds up to 100 sf, built on a foundation of lumber, wood timber or other pervious material are not included.

TOTAL BUILDING COVERAGE (all items above): _____ sq. ft (B)

Divide (B) by (A) and multiply by 100 for Building Coverage Percentage:

(B) _____ ÷ (A) _____ x 100 = _____ %

ADDITIONAL COVERAGE (Include proposed improvements. Calculate from survey; length x width)

Pools – inground** _____ sq. ft.
Pools / hot tubs - above ground _____ sq. ft.
Walkways _____ sq. ft.
Driveway _____ sq. ft.
Deck – elevated _____ sq. ft.
Deck – on-grade*** _____ sq. ft.
Patio _____ sq. ft.
Other: _____ sq. ft.

**Inground swimming pool water surface up to 4% of lot size not included.

***On-grade decks up to 5% of lot area not included.

TOTAL ADDITIONAL COVERAGE (all items above): _____ sq. ft (C)

Divide (C) by (A) and multiply by 100 for Additional Coverage Percentage:

(C) _____ ÷ (A) _____ x 100 = _____ %

TOTAL LOT COVERAGE : Add Building Coverage (B) and Additional Coverage (C) for Total Impervious Lot Coverage (D)

(B) _____ + (C) _____ = _____ sq. ft. (D)

LOT COVERAGE PERCENTAGE: Divide Total Impervious Lot Coverage (D) by Lot Area (A) and multiply by 100 for Impervious Coverage Percentage

(D) _____ ÷ (A) _____ x 100 = _____ %

ZONING PERMIT APPLICATION INFORMATION SHEET

BOROUGH OF BRADLEY BEACH

Department of Community Development
zoning@bradleybeachnj.gov

In order to expedite the review of your Zoning Permit application, fill out the application *in its entirety*, and *submit all required documents*:

- **Owner and Applicant contact information must be provided, *including email addresses*.**
- **When stating the current approved and proposed Zoning Use of the Property**, specify single family, two family, multi family, business office, professional office, retail, personal service (with type), etc.
- **Describe what it is that you are proposing to do.** If it's a construction project, give details, dimensions and setbacks in your description of work proposed. If you are proposing a change of use for the property, describe the proposed use. If it's a commercial enterprise, and the business name is changing, provide new business name.
- **Calculate and state Building and Lot Coverages.** Include your calculations in detail in submitted documents.
- **Submit three (3) copies of all plans.**
- **Submit three (3) copies of a current property survey, showing the existing conditions of the property.** All surveys must be prepared and signed by a land surveyor, and at least one (1) copy submitted must have a raised seal. Surveys submitted must be actual size – no reductions or enlargements will be accepted -- and must not be presented as part of architectural plans.
- **Make sure application is signed by both Owner and Applicant.**

APPLICATION FEES -- The application fee for a Zoning Permit shall be \$45, which fee shall be paid at the time of application.

ORDINANCE

§ 450-79 **Administration; enforcement; zoning permits; violations.** [Amended 7-14-2020 by Ord. No. 2020-10]

A. Administration. These rules, regulations and standards shall be considered the minimum requirements for the protection of the public health, safety and welfare of the citizens of the Borough. Any action taken by the Borough under the terms of this chapter or Chapter **270**, Land Development, shall give primary consideration to the above mentioned matters and to the welfare of the entire community of Bradley Beach.

B. Enforcement. It shall be the duty of the Borough's Zoning Officer and Department of Construction, Code Enforcement, Zoning and Department of Community Development to administer and enforce the provisions of this chapter and Chapter **270** of this Code. No structure or building improvement shall be erected until a zoning permit is obtained by the Zoning Officer and no structure or lot shall be used in violation of this chapter or Chapter **270** of this Code. It shall be the duty of the Zoning Officer to keep a record of all zoning permit applications and all zoning permits which are either issued or denied, with notations of any conditions involved, which data shall form a part of the Borough's public records. It shall be the duty of the Zoning Officer to inspect the structures and land in the Borough and order the owner, in writing, to remedy any condition found to exist in violation of any provision(s) of this chapter and/or Chapter **270** of this Code. [Amended 12-28-2021 by Ord. No. 2021-35]

C. Zoning permits.

(1) When required. A zoning permit shall be issued prior to:

- (a) The commencement or change of a use of a property, building or structure;
- (b) The commercial occupancy of any building or structure; or
- (c) The construction, erection, reconstruction, alteration, conversion, or installation of any building or structure.

(2) Submission requirements. Every application for a zoning permit shall be accompanied by three copies of a current survey/site plan and three sets of construction plans. All submissions shall be also be simultaneously submitted in electronic format, to scale where

appropriate, by the applicant. Surveys must show the existing conditions and exact location of physical features, including metes and bounds, drainage, waterways, specific utility locations and easements, all drawn to scale. All surveys must be prepared by a land surveyor. Survey information may be transposed to a site plan if the date of the survey and by whom and for whom it was prepared is noted on the site plan. Vegetation, general flood plain determinations or general location of existing utilities, buildings or structures may be shown by an architect, planner, engineer, land surveyor, or certified landscape architect. All plans must display the actual shape and dimensions of the lot to be built upon, the exact location, size and height of all existing and proposed structures and substructures (drawn to scale), the number of dwelling units the structure is designed to accommodate, the number and location of off-street parking spaces and off-street loading areas and such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of the Zoning and Land Development Ordinances of the Borough.

(3) A zoning permit shall be granted or denied, in writing, within 10 business days from the date of a complete application submission, unless additional time is agreed upon. All dimensions shown on these plans relating to the location and size of the lot to be built upon shall be based on an actual survey of the lot by a land surveyor licensed in the State of New Jersey. No zoning permit shall be issued for any structure until prior site plan, subdivision and variance approvals as may be necessary, have been granted by the appropriate Board in accordance with the provisions of the Zoning and/ or Land Development Ordinances of the Borough and until all review and inspection fees and all local taxes and assessments on the property have been paid.

(4) The fee for an application for a zoning permit shall be \$45, which fee shall be paid at the time of application.

(5) The fee for a zoning determination shall be \$100 per property, which fee shall be paid at the time of application.

(6) Temporary zoning permits may be issued by the Zoning Officer for the location of temporary trailers permitted by this Code for a period not to exceed one year; however, the permit may be renewed for like periods until completion of construction. Such permits may be revoked or reissue refused in the event that the trailer is no longer used for the purposes for which the permit was issued or the use discontinued, subject to the penalties for violation of this chapter.

D. Violations. In case any building or structure is erected, constructed, reconstructed, altered, moved or converted; or any building, structure or land is used in violation of, or contrary to, the provisions of the Zoning and/or Land Development Ordinances, the Borough may institute an action to enjoin or take any other appropriate action to remedy such unauthorized activity, including remediation or removal. Nothing in this Code shall be construed to restrict the right of any party to obtain a review by any court of competent jurisdiction according to law.

E. Penalties.

(1) Fines.

(a) Any person, firm or corporation that shall violate any provisions of this chapter shall, upon conviction thereof by any court authorized by law to hear and determine the matter, be fined such sum not exceeding \$2,000 as such court in its discretion may impose; or if the party so convicted be a natural person, such person may be sentenced to community service not exceeding 90 days, as such court in its discretion may impose; or, if the party so convicted be a natural person, such person may be imprisoned for such term not exceeding 90 days, as such court in its discretion may impose; or such natural person may be both imprisoned and fined not exceeding the maximum limits set forth herein, as such court in its discretion may impose. Each day that such violation exists shall constitute a separate offense.

(b) Any person or entity who assists in the commission of any such violation shall each be guilty of a separate violation, and upon conviction thereof shall each be liable for the same fines or imprisonment, or both, as specified in Subsection **E(1)(a)** hereinabove. These persons or entities may include but are not limited to the owner(s) of any building or structure, lot or land, or part thereof, and/or the tenant or occupant of any building or structure, lot or land, or part thereof, and any architect, builder, developer, contractor, agent, person or corporation engaged in connection therewith where

anything in violation of the Zoning and/ or Land Development Ordinances of the Borough shall be placed or shall exist or be suffered, allowed or permitted to exist.

(2) Selling land before subdivision approval.

(a) If, before final subdivision approval has been granted, any person as owner or agent., transfers or sells or agrees to transfer or sell any land which forms a part of a subdivision for which municipal approval is required in accordance with the provisions of the Zoning and/or Land Development Ordinances of the Borough, except pursuant to an agreement expressly conditioned on final subdivision approval, such person shall be subject to a penalty not to exceed \$1,000, and each lot disposition so made may be deemed a separate violation.

(b) In addition to the foregoing, the Borough may institute and maintain a civil action:

[1] For injunctive relief; and

[2] To set aside and invalidate any conveyance made pursuant to such a contract or sale if a certificate of compliance has not been issued in accordance with N.J.S.A. 40:55D-56.

(c) In any such action, the transferee, purchaser or grantee shall be entitled to a lien upon the portion of the land from which the subdivision was made that remains in the possession of the subdivider or his or her assigns or successors, to secure the return of any deposit made or purchase price paid, and also a reasonable search fee, survey expense and title closing expense, if any. Any such action must be brought within two years after the date of the recording of the instrument of transfer, sale conveyance of said land, or within six years if unrecorded.

F. Additional remedies. In addition to the remedy or remedies hereinbefore provided, any person., persons. company or corporation violating Borough ordinances or any provision or section thereof, may be proceeded against by the Borough of Bradley Beach or by the Zoning Officer of the Borough of Bradley Beach or any designee of the Borough of Bradley Beach or Zoning Officer or by the owner of any property in the Borough of Bradley Beach by appropriate action or by proceeding in equity or otherwise to prevent and enjoin any threatened violation or any existing violation or continuing violation of the Borough ordinances or any provision or section thereof.

APPLICATION for CERTIFICATE of CONTINUED OCCUPANCY (CCO)

BOROUGH OF BRADLEY BEACH - Department of Community Development - OFFICE OF CODE ENFORCEMENT

FOR OFFICE USE ONLY:	CCO #:	INSP DATE:	<input type="checkbox"/> INITIAL APP	<input type="checkbox"/> NI	TIME: <input type="checkbox"/> 10-12 <input type="checkbox"/> 12-2
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APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY. MISSING INFORMATION MAY DELAY SCHEDULING OF INSPECTIONS.

PROPERTY ADDRESS: _____ UNIT #: _____ BLOCK: _____ LOT: _____

APPLICATION DATE: _____	PROPERTY TYPE: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential*– Single Family <input type="checkbox"/> Residential*– Multi Family# of units: _____ *If RESIDENTIAL, indicate # of bedrooms: _____	TYPE OF APPLICATION: <input type="checkbox"/> RENTAL – Start Date: _____ End Date: _____ <input type="checkbox"/> Yearly <input type="checkbox"/> Seasonal <input type="checkbox"/> Short-Term <input type="checkbox"/> SALE – Closing Date: _____ <input type="checkbox"/> TRANSFER of TITLE – Closing Date: _____
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PROPERTY OWNER INFORMATION

NAME: _____ PHONE: _____
MAILING ADDRESS: _____
EMAIL ADDRESS: _____

APPLICANT INFORMATION

OWNER AGENT TENANT BUYER OTHER: _____

NAME: _____ PHONE: _____
MAILING ADDRESS: _____
EMAIL ADDRESS: _____

PRIMARY BUYER INFORMATION – For all SALE or TOT applications

NAME: _____ PHONE: _____
IF CORPORATION OR LLC, AUTHORIZED SIGNATORY NAME: _____
MAILING ADDRESS AFTER SALE: _____
EMAIL ADDRESS: _____

PRIMARY TENANT INFORMATION – For all RENTAL applications

NAME: _____ PHONE: _____
MAILING ADDRESS: _____
EMAIL ADDRESS: _____ DATE OF BIRTH: _____

ADDITIONAL TENANT INFORMATION – Continue on separate sheet if needed.

NAME	DATE OF BIRTH	NAME	DATE OF BIRTH
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CONTACT INFORMATION (for scheduling and questions)

OWNER AGENT TENANT BUYER OTHER: _____

NAME: _____ PHONE: _____
EMAIL ADDRESS: _____

I, being duly sworn according to law upon oath depose and say that the information set forth in the above application is true, to the best of my knowledge. This is an official document as per Borough Code 160-7 and 160-8. Misrepresentation or falsification shall be punishable by law. All parties are advised to review Borough ordinance for compliance of the properties. OCCUPANCY IS NOT PERMITTED UNTIL CERTIFICATE IS ISSUED. Owner/Agent and Tenant: please review Property Maintenance Codes, Pet Licensing Regulations and Recycling/Trash Ordinances. Both Owner and Tenant are responsible for compliance.

OWNER / AGENT SIGNATURE ← **BOTH SIGNATURES ARE REQUIRED** → BUYER / TENANT SIGNATURE

COMMERCIAL PROPERTY EMERGENCY CONTACTS

You must provide contact information for two persons who can be reached in the event of an emergency at this property:

NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

APPLICATION FEES

§ 160-4 **Certificate of Occupancy Fees.**

[Added 4-14-1992; amended by Ord. No. 1994-08; 6-22-2010 by Ord. No. 2010-4; 2-22-2011 by Ord. No. 2011-2]

- A. The fee for a certificate of occupancy issued in reference to the rental or change of occupancy of any residential unit shall be \$50 for each residential unit. The fee for a certificate of occupancy issued in reference to a sale or other transfer of title of a property containing a single-family dwelling structure shall be \$90. The fee for a certificate of occupancy issued in reference to a sale or other transfer of title of any property containing a single-family dwelling structure and an additional accessory unit, or consisting of a two-family dwelling structure, shall be \$100.
- B. (Reserved)
- C. The fee for a certificate of occupancy for a multi-unit dwelling structure, other than a two-unit dwelling structure as described herein above, shall be \$125 up to five units. The fee for a certificate of occupancy for a multi-unit dwelling structure in excess of five units shall be \$125 plus \$30 per each additional unit in excess of five units.
- D. The fee for a certificate of occupancy issued in reference to the rental or change of occupancy of any commercial unit shall be \$90 for each commercial unit. The fee for a certificate of occupancy issued in reference to a sale or other transfer of title of a single-unit commercial structure shall be \$145. The fee for a certificate of occupancy issued in reference to the sale or transfer of title of multi-unit structures containing a commercial unit shall be \$145 plus \$30 for each additional commercial or residential unit.
- E. The fee for a reinspection in connection with any certificate of occupancy shall be \$25 per unit.
- F. The fees herein are applicable to all applications for certificates of occupancy received by the Borough of Bradley Beach more than 10 days prior to the occupancy, rental, sale, transfer of title or other act, occurrence or circumstance in reference to which the application is made. For all applications made within 10 to five days prior to any such occupancy, rental, sale, transfer of title or other act, occurrence or circumstance, in addition to the fees described herein, the Borough shall assess an additional fee of \$25. For all applications made within four days or less prior to any occupancy, rental, sale, transfer of title or other act, occurrence or circumstance, in addition to the fees described herein, the Borough shall assess an additional fee of \$50.

BOROUGH EMERGENCY NOTIFICATION SYSTEM

The Borough of Bradley Beach provides an Emergency Notification System for alerts regarding weather emergencies and other Borough business. Participation is voluntary. If you would like to enroll, please select your preferences below:

PROPERTY OWNER

- Notify by phone
- Notify by text
- Notify by email

TENANT / BUYER

- Notify by phone
- Notify by text
- Notify by email

HEATING SYSTEM & WATER HEATER CERTIFICATION

PROPERTY ADDRESS: _____ UNIT #: _____ BLOCK: _____ LOT: _____

PROPERTY OWNER:

NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

COMPANY CERTIFYING HEATING SYSTEM & WATER HEATER:

COMPANY NAME: _____ PHONE: _____

ADDRESS: _____

CONTACT NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

This is to certify that a qualified technician for the above named company has inspected the heating system and water heater at subject address.

PASS:

- Tested existing heating unit under operating conditions for work; defective and missing parts, including all lines, ducts, thermostats, fuel tank, convectors, radiators, valves, grilles, gauges, registers, fittings, dampers and flue.
- Checked flue for gas leaks (carbon monoxide and sulfur dioxide).
- Flue meets code and clearance requirements for this type of heating unit and water heater.
- The system is capable or providing at least 65 degree inside temperature when outside is zero degrees.

FAIL:

- The heating system/water heater at subject property is not in good and safe operating condition at the time of inspection.

ITEMIZE ALL PARTS, REPAIRS and/or REPLACEMENTS WHICH WOULD BE NECESSARY TO BRING SYSTEM TO GOOD AND SAFE OPERATING CONDITION. Use back of sheet if needed.

HEATING SYSTEM

Make: _____

Model: _____

Serial #: _____

WATER HEATER

Make: _____

Model: _____

Serial #: _____

TECHNICIAN NAME (please print): _____

TECHNICIAN SIGNATURE: _____

DATE: _____



Plan Review Application For Retail Food Establishments

Monmouth County Health Department



Public Health
Prevent. Promote. Protect.

N.J.A.C. 8:24-9.1(c) The health authority shall review these plans and respond accordingly within 30 days of the date of submission.	FOR DEPARTMENT USE ONLY
	Date Received: ___/___/___ Plan Review Fee Received: <input type="checkbox"/> Y <input type="checkbox"/> N

TYPE OF APPLICATION: New Remodel Conversion

TYPE OF OPERATION: Restaurant Retail Food Store Food Truck/ Mobile Other: _____

FOOD ESTABLISHMENT INFORMATION

Name of Establishment: _____

Establishment Address: _____ **Municipality:** _____

Water Supply: Municipal Well **Waste Disposal:** Sanitary Sewer Septic System

OWNERSHIP INFORMATION

Name of Owner: _____

Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Phone Number: _____ **Email:** _____

FOOD OPERATION INFORMATION

Hours/Days of Operation	Type of Service (Check all that apply)	Food Prep Procedures (Check all that apply)	Food Truck/ Vendor Only
Sun: _____	<input type="checkbox"/> On-site consumption	<input type="checkbox"/> Cooking	Commissary: Name: _____
Mon: _____	<input type="checkbox"/> Off-site consumption	<input type="checkbox"/> Hot Holding	Address: _____
Tues: _____	<input type="checkbox"/> Food Truck	<input type="checkbox"/> Cooling	_____
Wed: _____	<input type="checkbox"/> Vendor / Catering	<input type="checkbox"/> Reheating	Letter from Owner: <input type="checkbox"/> Y <input type="checkbox"/> N
Thurs: _____	<input type="checkbox"/> Single-use utensils	<input type="checkbox"/> Washing Produce	Inspection Placard: <input type="checkbox"/> Y <input type="checkbox"/> N
Fri: _____	<input type="checkbox"/> Multi-use utensils	<input type="checkbox"/> Thawing Frozen Food	Municipality License: <input type="checkbox"/> Y <input type="checkbox"/> N
Sat: _____			

The following documents must be submitted along with this application:

- Proposed menu or complete list of food and beverages to be offered.
- Food protection manager certification or HACCP plans may be required.**
- Plans must be clearly drawn and include these items below:
 - The floor plan must identify: food preparation, serving and seating areas, restrooms, storage areas, warewashing, janitorial, trash areas, and employee change rooms. Include location of any outside equipment or facilities (dumpsters, refrigeration, storage, etc.)
 - Provide equipment layout specifications, clearly labeled/ numbered and cross-keyed with equipment list.
 - Identify handwashing, warewashing, food preparation, dishwasher, mop sink, etc.
 - Provide plumbing layout showing floor drains, floor sinks, grease trap, and water heater specifications.
 - Finish schedule showing floor, coved base, wall, and ceilings finishes for each area showed on plans.
- Plan Review Fee.
 - In accordance with Monmouth County Board of Health Ordinance NO. 3-2017, a plan review fee must be submitted to the Monmouth County Board of Health. The fee is determined by the retail food establishments risk type as defined in 8:24-1.5
 - The submitted plan will not be reviewed prior to receipt of the fee, and no approvals can be issued without a completed review.

Note: The Monmouth County Health Department does not license or issue permits. All licenses and permits are issued by the municipality in which your retail food establishment resides.

Print Name: _____ **Title:** _____

Signature: _____ **Date:** _____

MERCANTILE LICENSE APPLICATION

BOROUGH OF BRADLEY BEACH

Application Date: _____

MERCANTILE #: _____

FOR OFFICE USE ONLY

PROPERTY INFORMATION

Property Address _____ Block: _____ Lot: _____

Property Owner Name*: _____

Owner Address: _____

Owner Phone: _____ Owner Email: _____

**If owner is a Corporation, Partnership or LLC, provide entity information above, and list officer, member or partner information on a separate sheet. Please include property address on additional sheets for identifying purposes.*

Square Footage of Space: _____ sq. ft. LEASED OWNER OPERATED

If leased: Lessee's Name: _____ Phone Number: _____

Lessee's Address: _____

Vending machines on premises? YES NO
If YES, specify quantities of each type in spaces below:
Candy _____ Soda _____ Ice Cream _____

Pinball machines on premises? YES NO
Quantity: _____
NOTE: more than one pinball machine requires Board approval.

Vending machines will be assessed a fee of \$4.00 per machine. **TOTAL AMOUNT DUE FOR VENDING MACHINES: \$** _____

Commercial cooking on premises? YES NO

Outdoor Café / dining on premises? YES NO

Number of tables: _____ Number of chairs: _____

ALARM SYSTEMS BURGLAR FIRE

Alarm Company Name: _____ Phone Number: _____

BUSINESS INFORMATION

Business Name: _____ Tax ID #: _____

Business Owner Name*: _____

Owner Address: _____

Owner Phone: _____ Owner Email: _____

**If owner is a Corporation, Partnership or LLC, provide entity information above, and list officer, member or partner information on a separate sheet. Please include property address on additional sheets for identifying purposes.*

