

TOWNSHIP OF BORDENTOWN

INSTRUCTION SHEET

BUSINESS LICENSE APPLICATION

FEE

\$100.00 BUSINESS LICENSE*: All businesses located or doing business in the Township of Bordentown MUST complete a business license application every year and must be received by the Clerk no later than July 1 of the current year. A copy of your Certificate of Fire Inspection MUST be submitted with your application and fee. If your Certificate of Fire Inspection has expired, send in all other items with payment to avoid the \$10 late. Please note the date of the upcoming inspection. ***NOTE: HOTEL/MOTEL BUSINESSES** are assessed an additional \$5.00 per room.

- or -

\$100.00 RESIDENTIAL BUSINESS LICENSE: All residential businesses located in the Township of Bordentown MUST complete a business license application every year and must be received by the Clerk no later than July 1 of the current year. In addition, the Home Occupation Checklist page must be completed. Fire Inspection Certificate is not required.

ADDITIONAL BUSINESS OWNERS/APPLICANTS

It is essential that information be provided with respect to **ALL PARTIES** who have an interest in the business. If more than one owner/applicant, an application should be submitted for each owner/applicant. If corporation, list names and addresses of President and Secretary. If partnership, complete application for each partner.

FINGERPRINTING IF MORE THAN THREE (3) EMPLOYEES

Any business in which less than three (3) employees are on staff at any given time **-or-** any custodial establishment (i.e. daycare facility), all employees are required to be fingerprinted. **Upon receipt of your completed application and fee, an IdentoTrak Fingerprinting Form will be sent to you.** This needs to be done as soon as possible, as this will hold up the issuance of your license. Results will be sent directly to the Township. Upon receipt, and if there are no outstanding issues, the business license will be mailed to you. Fingerprinting is required once every three (3) years. All new employees are required to be fingerprinted during the licensing period. NOTE: Copies of licenses for healthcare individuals can be submitted in lieu of fingerprinting.

FALSIFICATION OF APPLICATION

Any intentional falsification and/or omission of information on a Business Application will necessitate a hearing with applicant(s) before the Township Committee and may be subject to fines of up to \$2,500.

OUT OF STATE APPLICANTS

Must comply with all the same requirements with exception of fingerprinting. Fingerprinting may be accomplished in applicant's home state of residence with the fingerprinting results being forwarded to: Township of Bordentown, Office of the Clerk, One Municipal Drive, Bordentown, NJ 08505.

TAX PAYMENTS MUST BE CURRENT

On September 10, 2012, the Township Committee adopted Ordinance #2012-10 requiring all taxes to be paid prior to the issuance of any municipal license or permit. The Tax Collector will be certifying that taxes are paid on each location.

\$ 40 per machine	<u>VENDING MACHINES</u> : In addition to the business license and fee, all owners of vending machines must pay for a Vending Machine License with required fee per machine located on the premises.												
\$200 + \$2 per seat	<u>FOOD HANDLING</u> : In addition to the business license and fee, all owners of retail food handling establishments must obtain a food handling license. A Retail Food Establishment is defined in Chapter 24 of the New Jersey State Sanitary Code. A copy can be mailed to you upon request. (<u>NOTE</u> : A copy of your Satisfactory Sanitary Inspection Report from the County Health Department MUST be enclosed with your application.)												
\$125 per machine	<p><u>AUTOMATIC COIN-OPERATED MACHINES</u>: In addition to the business license and fee, all owners of automatic coin-operated machines must pay for a Automatic Coin-operated Machines License with required fee per machine located on the premises. Automatic coin-operated machines include:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>Bagatelle</td> <td>Automated Rides</td> <td>Pinball</td> </tr> <tr> <td>Baseball</td> <td>Video Games, etc.</td> <td>Duckpin Pool</td> </tr> <tr> <td>Jukeboxes</td> <td>Shuffleboard</td> <td>Washers and Dryers</td> </tr> <tr> <td>Music Boxes</td> <td>Shooting Gallery</td> <td></td> </tr> </table>	Bagatelle	Automated Rides	Pinball	Baseball	Video Games, etc.	Duckpin Pool	Jukeboxes	Shuffleboard	Washers and Dryers	Music Boxes	Shooting Gallery	
Bagatelle	Automated Rides	Pinball											
Baseball	Video Games, etc.	Duckpin Pool											
Jukeboxes	Shuffleboard	Washers and Dryers											
Music Boxes	Shooting Gallery												
\$ 50 per lane or table	<u>BOWLING ALLEY/BILLIARDS</u> : In addition to the business license application and fee, all bowling/billiard facilities must pay for a license for pool tables and bowling alleys located on the premises.												
\$ 200 per business	<u>TOWING OPERATORS</u> : In addition to a completed business license application and fee, all towing operators must complete a towing operator application and submit with the required fee. (<u>NOTE</u> : All drivers and owners, and all subsequent new hires, must submit the driver application information sheet and be fingerprinted every 3 years.)												
\$ 1,000 per dealership	<u>MOTOR VEHICLE DEALERS</u> : In addition to a completed business license application, the required fee and copy of a surety bond for \$1,000 must be returned to the Township of Bordentown to be reviewed by various Township Officials for conformity to Township ordinances. If you need a blank copy of a surety bond, please contact the Township Clerk. (<u>NOTE</u> : A copy of the State Motor Vehicle Dealer's License and a detailed sketch of the premises to be licensed MUST be submitted with your application.)												
\$2000 per store + \$1500 per theatre + \$ 50 per booth	<u>ADULT BOOK STORE</u> : In addition to business license application and fee, all owners of Adult Book Stores located in Bordentown Township must pay for additional license for the operation, maintenance or installation of an adult Book Store and Adult Mini Motion picture/live entertainment theatre. The Adult Book Store section on the Worksheet page of the application must also be completed calculating fees for store, number of theatres, and number of booths. (<u>NOTE</u> : A copy of the current floor plan must be included with your application.)												
\$ 10 late fee	<u>LATE FEE</u> : Business Licenses for current businesses received after July 1 of the licensing year will be subject to a \$10 late fee.												