

## 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: \_\_\_\_\_

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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

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

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

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**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.**

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

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### **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: _____	<b>PROPERTY TYPE:</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Residential*– Single Family <input type="checkbox"/> Residential*– Multi Family # of units: _____ *If RESIDENTIAL, indicate # of bedrooms: _____	<b>TYPE OF APPLICATION:</b> <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.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>HEATING SYSTEM</b>
Make: _____
Model: _____
Serial #: _____

<b>WATER HEATER</b>
Make: _____
Model: _____
Serial #: _____

**TECHNICIAN NAME (please print):** \_\_\_\_\_

**TECHNICIAN SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**3. Person To Receive Certified Mail Or Other Notices. If Same As Owner, Write "Same."**  
(Address must not be a PO Box)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street Name

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**4. Briefly describe the building types and / or uses or businesses you own.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

----- **Part B -- Business Location Information** -----  
(Physical location and name of the business)

**5. Name of Building or Business:** \_\_\_\_\_

Building Location: \_\_\_\_\_  
(Number and Street)

Suite or Room Number: \_\_\_\_\_ Municipality: \_\_\_\_\_ County: \_\_\_\_\_

**6.** \_\_\_\_\_  
Block Number Lot Number Municipal Tax Account Number

**7.** \_\_\_\_\_  
Height of Building (in feet) Number of Stories Square Footage Occupant Load

----- **Part C -- Certification** -----

**8. I certify that all statements made by me on this registration application are true. I am aware that if any of the foregoing statements made me are willfully false, I am subject to punishment.**

\_\_\_\_\_  
Signature of Owner or Agent Completing This Form Date

\_\_\_\_\_  
Printed Name of Owner or Agent Completing this Form Title

\_\_\_\_\_  
Street Address of Owner or Agent Completing This Form

\_\_\_\_\_  
City State Zip Code

Telephone Number of Owner or Agent Completing This Form: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_



# Plan Review Application For Retail Food Establishments

## Monmouth County Health Department



**Public Health**  
Prevent. Promote. Protect.

<b>N.J.A.C. 8:24-9.1(c)</b> The health authority shall review these plans and respond accordingly within 30 days of the date of submission.	<b>FOR DEPARTMENT USE ONLY</b> Date Received: ____/____/____ Plan Review Fee Received: <input type="checkbox"/> Y <input type="checkbox"/> N
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<b>TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Conversion
<b>TYPE OF OPERATION:</b> <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail Food Store <input type="checkbox"/> Food Truck/ Mobile <input type="checkbox"/> Other: _____

### FOOD ESTABLISHMENT INFORMATION

<b>Name of Establishment:</b> _____	
<b>Establishment Address:</b> _____	<b>Municipality:</b> _____
<b>Water Supply:</b> <input type="checkbox"/> Municipal <input type="checkbox"/> Well	<b>Waste Disposal:</b> <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Septic System

### OWNERSHIP INFORMATION

<b>Name of Owner:</b> _____			
<b>Address:</b> _____	<b>City:</b> _____	<b>State:</b> _____	<b>ZIP:</b> _____
<b>Phone Number:</b> _____	<b>Email:</b> _____		

### FOOD OPERATION INFORMATION

<b>Hours/Days of Operation</b>	<b>Type of Service (Check all that apply)</b>	<b>Food Prep Procedures (Check all that apply)</b>	<b>Food Truck/ Vendor Only</b>
Sun: _____	<input type="checkbox"/> On-site consumption	<input type="checkbox"/> Cooking	Commissary:
Mon: _____	<input type="checkbox"/> Off-site consumption	<input type="checkbox"/> Hot Holding	Name: _____
Tues: _____	<input type="checkbox"/> Food Truck	<input type="checkbox"/> Cooling	Address: _____
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.*

<b>Print Name:</b> _____	<b>Title:</b> _____
<b>Signature:</b> _____	<b>Date:</b> _____

**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.*

**RENTAL PROPERTIES**

B&B    HOTEL    ROOMING HOUSE

Total number of rental units: \_\_\_\_\_ Total number of rooms: \_\_\_\_\_

**Has any license heretofore issued by the Borough of Bradley Beach to the applicant been revoked or suspended?**

YES    NO   If YES, list license information and details regarding suspension or revocation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY CONTACTS**

NAME	PHONE NUMBER	ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**I hereby certify that the Applicant is not in default under the provisions of the Licensing Ordinances of the Borough of Bradley Beach and is not indebted or obligated in any manner to the Borough of Bradley Beach as per Code 303-3C.**

**I further certify that the Applicant's business will not violate any of the Zoning Ordinances of the Borough of Bradley Beach during the term of the Applicant's License.**

**I, the undersigned, do swear that the answers given by me on this application are true, full and perfect answers to each and all questions.**

\_\_\_\_\_  
Applicant Name – PLEASE PRINT

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_