

Office Use Only: Check/MO # _____

Zoning Permit # _____

Date Received _____

Date Completed _____



BOROUGH OF SOUTH PLAINFIELD

Zoning Official, Richard M. Wolff

2480 Plainfield Ave, South Plainfield, NJ 07080

Tel: 908-226-7630 Email: rwolff@southplainfieldnj.com

COMMERCIAL ZONING PERMIT APPLICATION

Please complete this form and return with a check or money order for \$100 payable to the Borough of South Plainfield.

1. Address of Property for Zoning Permit _____

2. Applicant Name & Address _____

3. Name of Business _____

4. Applicant Phone Number & Email _____

4. Zoning District _____ Block _____ Lot _____

5. Current Use _____

5. Proposed Use _____

6. Description of Business _____

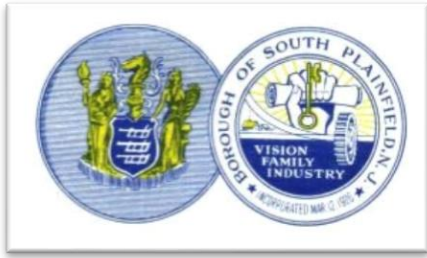
Signature _____

Date _____

Please submit a copy of the following information. Your application will be denied or delayed if you do not.

- **Business Formation Document or Sole Proprietor Long Form**
- **DBA (Doing Business As) or Alternate Name Document (if applicable)**
- **Tax ID letter from the IRS or W-9 form**
- **Owner's NJ State license (Cosmetology, Medical, Contractors, etc.) (if applicable)**
- **If changes are being proposed to the property, a survey or drawing detailing the extent of the work to be performed**

The Zoning Official has Ten (10) working days to respond to all applications. All applications are completed on a first-come, first-serve basis. If approved, a CCO application must be filed with the South Plainfield Building Department.



Borough of South Plainfield

Zoning Department

2480 Plainfield Ave, South Plainfield, NJ 07080

Phone: 908-226-7630

Richard M. Wolff, Zoning Official

rwolff@southplainfieldnj.com

Commercial Use Zoning Requirements

All commercial businesses seeking a CCO/Zoning Permit must submit the following documents along with their application and fee:

- Business Formation Document
- Tax ID letter from the IRS
- Any professional licenses, certifications, or degrees that are required by law to perform activities relevant to the operation of the business
- If operating as “Doing Business As” or under an alternate name, a copy of the legal document permitting the DBA/AN
- A description detailing the business operation (exact type of business; hours of operation; # of employees, # & type of vehicles; how much parking is available; any other information that is relevant to the business)

If items are missing from your application, you may be denied.

Please bring copies of these documents; originals will not be accepted.

DO NOT MOVE INTO ANY SPACE UNTIL YOU HAVE RECEIVED APPROVAL BY THE ZONING OFFICIAL!