



## WELCOME TO NEWTON

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Attached is a packet for prospective new business owners to review. Please complete the enclosed applications and/or registration forms and submit to the referenced departments.

### **Site Plan Waiver**

Prior to the occupancy of a commercial property, review by the Zoning Office is required. In some cases, Planning Board approval is required. Please complete the enclosed application and return it with the \$100 fee to the Zoning Department located on the 2<sup>nd</sup> floor of the Municipal Building. Questions should be directed to Katherine Citterbart at 973-383-3521 ext. 227 or [kcitterbart@newtontownhall.com](mailto:kcitterbart@newtontownhall.com).

### **Commercial Certificate of Compliance & Fire Prevention Bureau Registration**

All businesses, whether new or relocating within the Town, must receive a Commercial Certificate of Compliance and register with the Fire Prevention Bureau before taking occupancy. Please complete the enclosed application and registration form, and return them with the Certificate of Compliance fee of \$75 to the Fire Prevention Bureau located on the ground floor of the Municipal Building. Questions should be directed to Joseph Inga at 973-383-3521 ext. 230 or [fireprevention@newtontownhall.com](mailto:fireprevention@newtontownhall.com). **Take note, prior approval from the Zoning Department and Fire Prevention Bureau is required before a Certificate of Compliance inspection takes place.**

If the usage of the space will be different from the prior use, certification from a licensed architect may be required to ensure that the building code requirements are met. Included for your reference is the page from the Uniform Construction Code regarding these requirements. Questions should be directed to Keith Utter at 973-823-7020 ext. 9001 or [construction@newtontownhall.com](mailto:construction@newtontownhall.com).

### **Miscellaneous Licenses**

Please stop by the Municipal Clerk's Office located on the 1<sup>st</sup> floor of the Municipal Building to inquire on other licenses that may be required for certain businesses to be located within the Town. Questions should be directed to Lorraine A. Read at 973-383-3521 ext. 232 or [lread@newtontownhall.com](mailto:lread@newtontownhall.com).



**TOWN OF NEWTON**  
**REQUEST FOR A SITE PLAN WAIVER**

When you are requesting a waiver of site plan for establishing a new business please provide the following:

1. A letter addressed to Kathy Citterbart, Planning Board Administrator

Town of Newton  
39 Trinity Street  
Newton, NJ 07860

2. In the body of the letter kindly include:
  - a. Applicant's name
  - b. Property Location – Street Address & Block and Lot
  - c. Explain what type of business you will be operating – Describe the use
  - d. The days of operation
  - e. The hours of operation
  - f. How many employees – Full-Time and/or Part-time
  - g. Occupancy
  - h. Parking information - Survey or drawing of parking spaces allowed for business
  - i. Information on signage – Dimension of sign
  - j. Contact information

Add any other information that you feel will be helpful in the determination of obtaining a site plan waiver.

There is a \$100.00 fee payable to the Town of Newton for issuance of a Site Plan Waiver that can be paid at the time of pick-up.

Please note that you will also be required to apply for all necessary building permits as deemed necessary by the Zoning Officer and Building Inspector.

*Mayor*  
Kristen S. Becker

*Deputy Mayor*  
Helen R. Le Frois

*Council Members*  
E. Kevin Elvidge  
Joseph A. Ricciardo  
Sandra Lee Diglio



*Town Manager*  
Thomas S. Russo, Jr.

*Town Clerk*  
Lorraine A. Read

Telephone: (973) 383-3521  
Facsimile: (973) 383-8961  
39 Trinity Street  
Newton, NJ 07860

**NEWTON FIRE DEPARTMENT**  
**FIRE PREVENTION BUREAU**  
[fireprevention@newtontownhall.com](mailto:fireprevention@newtontownhall.com)

Telephone: (973) 383-3521 x243  
Fax: (973) 383-2235

Dear Business/Property Owners:

The Uniform Fire Code of the State of New Jersey requires the Newton Fire Prevention Bureau inspect all buildings, structures and premises except owner-occupied buildings used exclusively for dwelling purposes and containing fewer than three dwelling units.

Currently less than one third of the businesses in Newton pay an annual Life Hazard Use fee to the State of New Jersey, in which 65% of those fees come back to the Town of Newton for the purpose of enforcing the Fire Safety Act. Enforcing the Act means cost of wages for inspectors, fire safety education and administrative costs.

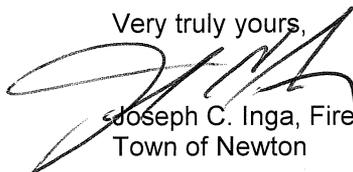
The State Uniform Fire Safety Act-52:27D-203(a) allows a municipality to establish inspection fees for Non-Life Hazard Uses. All fees are based on type of use and square footage occupied. Businesses currently not required to register with the Division of Fire Safety are required to register with the Newton Fire Prevention Bureau and pay an annual inspection fee to the Bureau. This fee will cover the cost of inspection.

Please fill in all of the blanks on the attached Fire Safety Registration Form and forward back to:  
Newton Fire Prevention Bureau  
39 Trinity Street  
Newton, NJ 07860

Upon submission of the application form and prior to your inspections, an invoice will be sent and you will have 30 days to forward your check payable to the Newton Fire Prevention Bureau. Failure to pay your inspection fee may result in penalties as outlined in the Uniform Fire Code.

If you have any questions, please do not hesitate to contact the Bureau. Our phone number is 973-383-3521 ext. 243. Thank you for your cooperation.

Very truly yours,

  
Joseph C. Inga, Fire Marshal  
Town of Newton

"Dedicated to the Protection of Life and Property"

[www.newtontownhall.com](http://www.newtontownhall.com)

# Newton Fire Prevention Bureau

Joseph C. Inga, Fire Prevention Official  
973-383-3521 ext. 243



Town Hall  
39 Trinity Street  
Newton, NJ 07860

## FIRE INSPECTION REGISTRATION FORM (please print or type all information)

.....

This area for office use only

Local ID# \_\_\_\_\_ State ID# \_\_\_\_\_ Date Registered: \_\_\_\_\_

.....

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

Street Address: \_\_\_\_\_

\_\_\_\_\_

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

Do you:      OWN    or    LEASE      the property (circle one)

Building Owner's Name: \_\_\_\_\_

Federal ID#: \_\_\_\_\_ Phone#: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Federal ID#: \_\_\_\_\_ Phone#: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

Business Type:    Individual \_\_\_\_\_    Partnership \_\_\_\_\_    Corporation \_\_\_\_\_    Other \_\_\_\_\_

### Emergency Contacts:

#1: \_\_\_\_\_ Phone#: \_\_\_\_\_

#2: \_\_\_\_\_ Phone#: \_\_\_\_\_

#3: \_\_\_\_\_ Phone#: \_\_\_\_\_

.....

FIRE INSPECTION REGISTRATION FORM  
(Page 2)

.....  
This area for office use only  
Local ID# \_\_\_\_\_ State ID# \_\_\_\_\_ Date Registered: \_\_\_\_\_  
.....

Alarm/Suppression System Information:

Describe System: \_\_\_\_\_  
\_\_\_\_\_

Monitoring Co. Name: \_\_\_\_\_  
Phone#: \_\_\_\_\_

Description of use/occupancy of this building/business:

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

\_\_\_\_\_  
Suite or room Municipality County

\_\_\_\_\_  
Block number Lot number Munic. Tax Account No.

\_\_\_\_\_  
Height of Bldg. Sq. Ft. Occupancy Load

I CERTIFY THAT ALL STATEMENTS MADE ABOVE ARE TRUE

Signature: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_



**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: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_



## CERTIFICATE OF COMPLIANCE

### COMMERCIAL APPLICATION

Block \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_

Name of Business \_\_\_\_\_

Number of Stories \_\_\_\_\_ Number of Units \_\_\_\_\_ Unit # \_\_\_\_\_

Reason for Re-Occupancy: Resale \_\_\_\_\_ Re-Rental \_\_\_\_\_

Will this be a rental property? \_\_\_\_\_ Type of Business \_\_\_\_\_

**FOR RESALE: remaining commercial tenants to be listed as occupant(s) see below**

Seller \_\_\_\_\_ Buyer \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Phone \_\_\_\_\_

**FOR RE-RENTAL:**

Owner's Name (s) \_\_\_\_\_ Telephone # \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Occupant Name (s) \_\_\_\_\_

Occupant's Mailing Address \_\_\_\_\_

**Office use only:**

Date Paid \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Check # \_\_\_\_\_ Received by \_\_\_\_\_

\$75.00 Certificate Fee per Unit, Payable to "The Town of Newton"

39 Trinity Street, Newton, New Jersey 07860-1823 • Telephone 973-383-3521 • Fax 973-383-2235



## *WELCOME TO NEWTON*

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### **NEW JERSEY UNIFORM CONSTRUCTION CODE N.J.A.C. 5:23-6.31(a) Changes of Use: (Excerpt)**

(a) Changes of Use: The Uniform Construction Code divides all buildings into categories called uses. The Rehabilitation Subcode uses these same classifications.

1. The different uses represent different hazards and different needs. Specific requirements apply to each use. Each of the other technical subcodes of the Uniform Construction Code: Building, Fire, Plumbing, Electrical, and Mechanical, defines these uses, each for its own purpose. Traditionally, the Uniform Construction Code required any building or portion of a building where the use was change to conform to the requirements of the code for a new building of that use. This subcode takes a different approach.

2. A change of use in a building often, but not always, involves some construction work. Changes of use, in which the owner does not need any construction work to effect the new use, do happen. The different uses defined by the code reflect different levels of hazard and different safety requirements. Depending upon the specific change, a new use may not affect the hazard; it could pose a lesser hazard; or it might pose a greater hazard or necessitate additional safety measures.

3. This subcode allows changes of use where the new use is similar to or less demanding in terms of hazard or safety requirements than the present use. No modifications to the building are required by this subcode where such a change of use is planned.

4. This subcode uses the concept of hazard indexes in order to specify the requirements for a change of use. Separate hazard indexes are established for different aspects of building, health and safety.

5. Where the owner of a building undergoing a change of use decides to undertake work not required by N.J.A.C. 5:23-6.3.1, then that work must comply with the requirements for repair, renovation, alteration and reconstruction, as the case may be, which are established by N.J.A.C. 5:23-6.4, 6.5, 6.6 and 6.7.

6. Where the use of a building or portion of a building is changed, a new certificate of occupancy is required for the new use by the provisions of N.J.A.C. 5:23-2. This does not mean that all changes of use are required to meet the requirements for reconstruction. Only a project which meets the definition of reconstruction set forth in N.J.A.C. 5:23-6.3 need comply with the provisions of N.J.A.C. 5:23-6.7, Reconstruction.