

# THINKING OF OPENING A BUSINESS IN NEWTON?

HERE IS A LIST OF HELPFUL PHONE NUMBERS

**Board of Health (Sussex County)**

(973) 579-0370

**Building Department (Hardyston)**

(973) 823-7020, ext. 9001

**Chief of Police**

(973) 383-2525

**Fire Marshal (Sussex County)**

(973) 579-0380

**Historic Preservation Commission**

(973) 383-3521, ext. 227

**Municipal Clerk**

(973) 383-3521, ext. 232

**Parking Authority**

(973) 383-3521, ext. 224

**Planning & Zoning Office**

(973) 383-3521, ext. 227

**Tax Assessor**

(973) 383-3521, ext. 234

**Town Manager**

(973) 383-3521, ext. 224

**Greater Newton Chamber of Commerce**

(973) 300-0433

**Sussex County Chamber of Commerce**

(973) 579-1811



## OPENING UP A BUSINESS IN **NEWTON, NJ**

Get Social With Us



/GoNewtonNJ



newtontownhall.com



@GoNewtonNJ

Get Social With Us



/GoNewtonNJ



newtontownhall.com



@GoNewtonNJ



# WELCOME TO NEWTON

This brochure is intended to be a helpful guide to prospective business owners by providing step-by-step instructions on establishing a business in the Town of Newton.

*This brochure is intended to assist potential business owners who are looking to establish a business in Newton, NJ. It is not intended to be a substitute for local planning, zoning and/or building code information.*

## STEP 1: Zoning Permit

A Zoning Permit is required by ordinance as a condition precedent to the commencement of a use or the erection, construction, reconstruction, alteration, conversion or installation of a structure or building. The fee for the Zoning Permit is \$25.00.

Required  Not Required  Completed

Questions should be directed to the Zoning Officer, Katherine Citterbart, at 973-383-3521, ext. 227.

## STEP 2: Site Plan Waiver

Prior to the occupancy of a commercial property, review by the Planning Office is required. In some cases, Planning Board approval may be necessary. A letter must be presented to the Planning Board Secretary and include the name of the contact person, name of the business, type of business, location, number of employees, survey of the parking, and hours of operation. Please provide this letter to the Planning Office located on the 2nd floor of the Municipal Building. The fee for a Waiver of Site Plan issued by the Board Secretary is \$100.00. If the Waiver requires Planning Board review the fee is \$150.00 plus \$500.00 in escrow.

Required  Not Required  Completed

Questions should be directed to the Planning Board Secretary, Katherine Citterbart, at 973-383-3521, ext. 227.

## STEP 3: Historic Preservation Advisory Commission

The Town of Newton, settled in 1751, has an active Historic Preservation Advisory Commission which advises property owners and tenants on design guidelines and historic preservation issues. The entire downtown area is part of the Historic District and renovations or alterations to the exterior of any property in this area may require review by the Historic Preservation Advisory Commission. Applications for the Historic Preservation Advisory Commission along with a map and list of properties located in the Historic District can be found on the Town website, [www.newtontownhall.com/historic](http://www.newtontownhall.com/historic).

Required  Not Required  Completed

Questions should be directed to the Historic Commission Secretary, Katherine Citterbart, at 973-383-3521, ext. 227.

## STEP 4: Construction

Please contact the Construction Department to determine whether permits will be required or if a "Change of Use" will be required under the Building code.

Required  Not Required  Completed

All questions should be directed to Hardyston Township's Building Department at 973-823-7020, ext. 9001. Construction services for Town of Newton residents and businesses are provided by the staff of Hardyston Township's Building Department.

## STEP 5: Miscellaneous Licenses

Please stop by the Municipal Clerk's Office located on the first floor of the Municipal Building to inquire on any other licenses that may be required for certain businesses to be located within the Town of Newton. Sussex County Health Department – Inspection required (973-579-0370). Satisfactory certificate must be obtained prior to issuance of a Food Handlers Permit.

Required  Not Required  Completed

Questions should be directed to the Municipal Clerk, Lorraine Read, at 973-383-3521, ext. 232.

## STEP 6: Sussex County Fire Marshal Registration

All businesses within the Town of Newton are required to register with the Sussex County Fire Marshal. An application can be obtained at [www.sussexcountysheriff.com](http://www.sussexcountysheriff.com) by clicking on the "Fire Marshal" link at the bottom of the page and choosing "Non-Life Hazard Use Registration" under Standardized Forms.

Required  Not Required  Completed

Questions should be directed to the Fire Marshal, Virgil R. Rome, Jr., at 973-579-0380.