

## WHEN IN DOUBT, REACH OUT!

8am-4pm Monday - Friday

### Zoning Department

Thomas DiMartino

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Joanna Roberts

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### Building Department

Jill Covey

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Sharon Hollis

732-632-8554, [shollis@metuchen.com](mailto:shollis@metuchen.com)

### Borough Administration

Melissa Perilstein

732-632-8509, [mperilstein@metuchen.com](mailto:mperilstein@metuchen.com)

### Borough Clerk

Deborah Zupan

732-632-8508, [dzupan@metuchen.com](mailto:dzupan@metuchen.com)

### Fire Prevention Bureau

George Wallace

732-767-1147, [gwallace@metuchen.com](mailto:gwallace@metuchen.com)

### Health Department

Victoria Otersen

732-632-8504, [victoria.otersen@co.middlesex.nj.us](mailto:victoria.otersen@co.middlesex.nj.us)

### \*Special Improvement District

If you're located within the SID please reach out to

Executive Director Dawn Mackey for additional support

732-515-9660, [dawn@downtownmetuchen.org](mailto:dawn@downtownmetuchen.org)



OPENING YOUR BUSINESS  
IN THE BOROUGH OF METUCHEN

Welcome!  
We're glad you're considering  
joining our diverse and growing  
community of businesses.

732-632-8540  
[www.metuchen.nj.org](http://www.metuchen.nj.org)  
500 Main St. Metuchen, NJ 08840

Opening a Business  
In Metuchen

Welcome To  
**Metuchen, NJ** 

2023 "Great American Main Street" Award Winner

## Step One

### The Zoning Department

For all new businesses, and businesses that are changing location within town, the first stop is the Zoning Department.

You must submit a Zoning Permit Application which can be obtained at Borough Hall or at [www.metuchennj.org](http://www.metuchennj.org) under 'Applications & Permits.'

#### When completing your Zoning Permit Application:

- Consult with your professionals to provide the most detailed information on the floor plan, occupancy load, parking, and signage. This information will help the Zoning Department guide you through the process.
- Check with the Building Department to see what, if any, Building permits will be required. Certain modifications such as interior and/or exterior alterations, signs, and plumbing additions may require Building permits and inspections.
- Depending on the type of business and what changes you are proposing, a site plan review or health inspections may be involved.

## Step Two

### Inspections

Once permits are issued, validated, and work is completed, next you'll need to schedule your business's inspections with the appropriate agencies:

- Zoning Department
- Building Department
- Fire Department
- Health Department  
(all businesses must schedule an inspection for fire prevention)  
(may not apply to all businesses)

Once all approvals and inspections are completed, a Certificate of Occupancy will be issued, and you are ready to open for business!

**YOU CANNOT OPEN FOR BUSINESS UNTIL ALL INSPECTIONS HAVE BEEN PERFORMED AND APPROVED AND A CERTIFICATE OF OCCUPANCY IS ISSUED.**

If you are considering using temporary signage for your opening, this must be coordinated with the Zoning Department.  
**Flag signs are not permitted.**

## Purchasing a business property?

Please contact the Zoning Department for precise zoning, bulk standards, and permitted conditional use requirements.

**ALL BUSINESSES MUST COMPLY WITH THE BOROUGH CODE REGARDING PROPERTY MAINTENANCE, WHICH CAN BE FOUND ONLINE AT [WWW.METUCHENNJ.ORG](http://WWW.METUCHENNJ.ORG) UNDER 'ORDINANCES - CODE BOOK.'**



## Additional Considerations

Certain businesses require additional permits, issued by the Borough Clerk.

Please reach out to the Borough Clerk for additional information if your business is a:

- Massage or Bodywork establishment
- Business that plans to sell or serve liquor
- Food Establishment, including any store that sells packaged food
- Taxi and/or Limousine Service

