Dear Runnemede Business Owner/ Manager:

Enclosed please find the annual business license application. All pages must be completed and submitted with you $50.00 check no late than 1/31. Any application submitted after that date will be subjected to a $25.00 late fee. Once the registration process is complete, you will receive your license. All checks should be made payable to Borough of Runnemede.

Your application must be legible. All licenses will be emailed, if the email is illegible, then you may not receive your license. If you have a change of information after your application is processed, please notify us immediately.

In addition, the State of New Jersey now requires owners of businesses and rental units to maintain minimum liability insurance:

STATE MANDATED MINIMUM LIABILITY INSURANCE REQUIREMENTS

On August 5, 2022, the State of New Jersey, signed into law P .L.2022.c92 which institutes a new minimum liability insurance requirement for owners of businesses and rental units (whether residential or non-residential). Such owners will be required to annually register the certificate of insurance in the municipality where the business or rental unit is located.

For all policies issues on or after November 3, 2022, the law requires the owner of a business, or one or more rental units, to maintain liability insurance for negligent acts and omissions in an amount of no less than $500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence. Such insurance could be provided as part of policies such as those for commercial general liability, personal liability, or an umbrella insurance policy. However, owner-occupied two-family, three-family, or four-family homes are subject to a lower $300,000 coverage minimum which becomes effective for insurance policies issued on or after February 1, 2023.

Completed application, proof of insurance and fee(s) can be mailed to the Municipal Clerk.

Borough of Runnemede
24 N. Black Horse Pike
Runnemede, NJ 08078
856-939-5

BOROUGH OF RUNNEMEDE
POLICE DEPARTMENT
BUSINESS REGISTRATION FORM

BUSINESS INFORMATION:

Business Name: _____

Address: _____

Phone Number: _____ Email: _____

Security Cameras Installed: YES □ NO □

Security Alarm Installed: YES □ NO □

If yes: Alarm Company Name: _____

Alarm Company Phone: _____

OWNER'S INFORMATION:

Name: _____

Address: _____

Phone: _____

EMERGENCY CONTACT 1:

Name: _____

Address: _____

Phone: _____

EMERGENCY CONTACT 2:

Name: _____

Address: _____

Phone: _____

*****PLEASE NOTIFY THE RUNNEMEDE POLICE DEPARTMENT IMMEDIATELY IF THERE ARE ANY CHANGES IN YOUR CONTACT INFORMATION {856-939-0330) *****

BOROUGH OF RUNNEMEDE
Application for Business License Fee $50.00
$25.00 late fee after 1/31

Date: _____ License Number: _____

BUSINESS INFORMATION:

Name: _____ Phone Number: _____

Address: _____

Description/ Type of Business: _____

Name & Address of Officers: _____

If Franchise:

Name & Contact Information of Franchise Owner: _____

BUSINESS OWNER INFORMATION:

Business Owner Name & Address: _____

_____

TAX ID# _____ Phone: _____ Email: _____

Position in Company/ Business _____

Business Form: Proprietorship __ Partnership __ Corp __ Other _____

LIST: Name/ Address/ Phone Number of 2 Emergency Contacts:

_____

_____

ADDITIONAL INFORMATION:

Name & Address of Property Owner: _____

_____

Number of Other Equipment/ Coin Operated Amusements (EX. Vending Machines): _____

Has State Business Operating License(s) Been Suspended or Revoked? YES □ NO□

If yes, please explain: _____

Is Business in Violation of Zoning Ordinance?

YES □ NO □ Zoning Permit# _____

Is Business in Violation of any Property Maintenance Codes or any Other Applicable Borough Codes?

YES □ NO □

Does Business Have a Valid Certificate of Occupancy or Valid Certificate of Continued Occupancy?

YES □ NO □

Any additions or changes to the business or vending machines, this office must be notified within 10 days.

_____

Business Owner Signature

BOROUGH USE ONLY

APPROVED BY: _____ _____

BOROUGH LICENSE OFFICER DATE

_____ _____

ZONING OFFICER DATE

_____ _____

CONSTRUCTION CODE OFFICIAL DATE

_____ _____

CHIEF OF POLICE DATE

_____ _____

FIRE CODE OFFICIAL DATE

PROOF OF LIABILITY INSURANCE_____