



TOWN OF

**HAMMONTON**

# New Business Compliancy

Town Hall • 100 Central Avenue, Hammonton, N.J. 08037

[www.townofhammonton.org](http://www.townofhammonton.org)

To ensure a successful launch and lawful operation of your new business, it is essential to adhere to the compliancy guidelines set forth by the relevant authorities listed below. Familiarizing yourself with these regulations will help you navigate the requirements effectively and contribute to the overall success of your establishment.

## ● Municipal Clerk's Office: Business License Application & Annual Registration

**Location:** Town Hall • 3rd floor

**Phone:** 609-567-4300

**Online:** [townofhammonton.org/business-registration](http://townofhammonton.org/business-registration)

All businesses that are physically located in Hammonton must file a business registration application with the Town Clerk's office. Your application must include a current **Certificate of Liability** (COI) insurance form.

## ● Construction Office: Permits, Inspections & Certificate of Occupancy C/O

**Location:** Town Hall • 2nd floor

**Phone:** 609-567-4300 Ext. 108

**Online:** [townofhammonton.org/construction](http://townofhammonton.org/construction)

When considering any modifications or renovations to a business, it is essential to obtain a **Construction Permit**. Such permits are typically necessary for a variety of projects, including building, structural changes, electrical work, HVAC installations, and plumbing repairs.

## ● Bureau of Fire Prevention: Annual Inspection Registration

**Location:** Town Hall • 3rd floor

**Fire Official:** Michael Ruberton

**Phone:** 609-567-4300 Ext. 111

**Email:** [mruberton@townofhammonton.org](mailto:mruberton@townofhammonton.org)

**Online:** [townofhammonton.org/fire-prevention](http://townofhammonton.org/fire-prevention)

Under the **New Jersey Uniform Fire Code**, owners of businesses, buildings, and premises must ensure safety compliance, with many required to register and undergo annual, biannual, or quarterly inspections by the local fire official. This applies to most commercial structures to ensure fire protection systems are maintained.

## ● Tax Office: Billing Setup

**Location:** Town Hall • 2nd floor

**Phone:** 609-567-4300 Ext. 119

**Online:** [townofhammonton.org/tax-collector](http://townofhammonton.org/tax-collector)

Businesses may need to reach out to the Tax Office for billing inquiries. Tax compliance regulations will vary based on the location and ownership of the property. For any questions related to establishing a new business in a strip mall or shopping center, please contact the Tax Office directly.

## ● Public Utilities Department: Water Meter Installation & Sewer Box Registration

**Location:** Town Hall • 3rd floor

**Phone:** 609-567-4331

**Email:** [adecicco@townofhammonton.org](mailto:adecicco@townofhammonton.org)

**Online:** [townofhammonton.org/municipal-utilities](http://townofhammonton.org/municipal-utilities)

To initiate the installation of a new water or wastewater service for a business in Hammonton, please reach out to the Public Utilities Department. Once your information is submitted, the department will verify the availability of water and wastewater services at your location.

## ● MainStreet Hammonton: Business and Property Information

**Location:** 10 S. Egg Harbor Rd., Hammonton, NJ

**Phone:** 609-567-9014

**Email:** [ty@mainstreethammonton.org](mailto:ty@mainstreethammonton.org)

**Online:** [www.downtownhammonton.com](http://www.downtownhammonton.com)

MainStreet Hammonton is a nonprofit organization dedicated to supporting local businesses in the downtown district. Please make sure you are fully compliant with the entities listed above before requesting a ribbon cutting event for your new business.