



TOWN OF

HAMMONTON

New Business Compliancy

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

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

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

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

Online: 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

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

Online: 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

Online: 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.