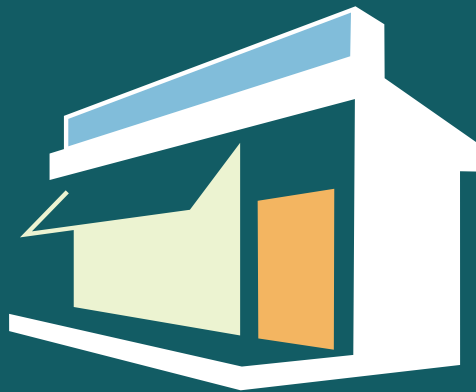


STEP-BY-STEP GUIDE TO OPENING A BUSINESS IN THE CITY OF RAHWAY



- 1 Zoning Compliance
- 2 Space Alterations
- 3 After the Grand Opening
- 4 Additional Resources

As Mayor, I believe that Rahway is a hub of economic activity and innovation. Our goal is to have a business friendly community and a thriving downtown. This pamphlet is a great informational guide on opening a business in our great City. On behalf of the City of Rahway and the Rahway Arts & Business Partnership, we will continue to work together to make our city a better place to live, work and visit. — **Mayor Raymond A. Giacobbe**



Zoning Compliance

When a business is considering a location in the City of Rahway, the first step is to determine whether or not the business is an approved use for the location.

Visit the Department of Community Development, 1 City Hall Plaza, 2nd Floor (building entrance is from the parking lot) to consult the City of Rahway zoning map and the list of permitted principal uses in the City of Rahway.

The City of Rahway requires certain businesses to obtain a license, certification or registration issued by the State of New Jersey before doing business in the city. Visit NewJerseyBusiness.gov or call the Business Action Center at 866-534-7789 for license/certification information.

Permit Application and Instructions

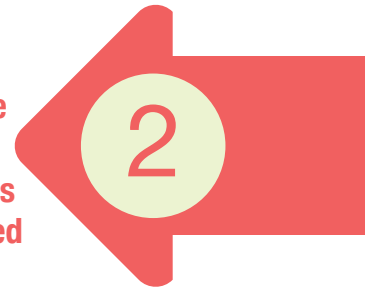
The zoning permit fee is \$20.00.

All businesses require zoning (and/or construction code) approval. Questions regarding Zoning/Permitted use can be answered by the Zoning Officer in the Department of Community Development 732-827-2193.

Prior to opening, Businesses require a Certificate of Change of Occupancy (CCO). Questions regarding the CCO can be directed to the Health Department at 732-827-2085.

Signage / Window Displays / Lighting

A permit is required to erect, install, paint, alter or relocate any sign. Permits are issued through the Building and Zoning Department. Contact the Department of Community Development, 732-827-2193 for guidelines on size, type, and lighting.



Determine if Space Alterations Are Needed

NJ State Law requires architectural drawings for renovations or alterations to commercial spaces. We recommend that business owners work with an architect that is knowledgeable in local construction code requirements.

Construction

Building permits may be required for remodeling or construction, including interior or exterior demolition and construction, electrical, plumbing, and fire systems.

By state law, the Building Department must adhere to the Uniform Construction Code (UCC).

Therefore, we recommend that business owners work with a knowledgeable architect and meet with the Building Department staff early in the design process for input on the code compliance of plans. All electrical and plumbing work must be performed by NJ licensed contractors.

The business owner or contractor is responsible for contacting the Building Department to schedule inspections of the work at various stages. Once all stages have been completed and passed, the Building Department will issue a Certificate of Occupancy (CO).

If no remodeling or construction is required, the business owner may go to the Health Department to apply for a CO inspection.

Zoning & Planning

Some site improvements may require Planning or Zoning Board approval.

If you plan to make changes to the building, signage, parking areas, ancillary buildings or structures, you may need to obtain an Amended Site Plan Approval from the Planning Board.

If no Board review is necessary, the business owner will still need to submit architectural drawings to the Building Department and apply for necessary building permits.

There are fees associated with Planning and Zoning Board of Adjustment review. Call 732-827-2176 for a fee schedule and application.

Special Requirements for Food Businesses

Food-related businesses must adhere to strict requirements for Construction and Remodeling set by the State of New Jersey.

The Health Department requires, and issues, licenses for all restaurants and retail food businesses.

Food businesses must go through plan review with the Health Department in addition to Building Department reviews and inspections.

Please refer to the Guide for Retail Food Establishment Construction and Remodeling in the City of Rahway.

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After the Grand Opening

Parking for Business Owners

For any questions regarding parking, please call the Division of Parking at 732-381-8778.

Clean to Curb/Property Maintenance

Businesses within the Central Business District are asked to participate in the Clean to Curb program. Clean to Curb is a business partnership to keep the sidewalks clean in front of establishments by regularly picking up wind-blown litter. Businesses also work together to make the downtown environment more pleasant by following garbage and recycling guidelines. Please keep your buildings and lots clean, safe and free of garbage, graffiti and debris. Any questions or ideas please contact the Rahway Health Department at 732-827-2092. Any safety concerns or nuisances can be reported to the Police Department's non-emergency number 732-827-2200. (for emergencies call 9-1-1)

Garbage & Recycling

There are special requirements for garbage and recycling collection in the Central Business District. Contact the Public Works Department at 732-827-2060 for Solid Waste and Recycling Guidelines.

Vehicle Idling

New Jersey law limits the length of time a stopped motor vehicle can sit with the engine idling to 3 minutes. Violation is subject to a fine of a minimum of \$250. Delivery vehicle drivers should be made aware of this statewide regulation.

ADDITIONAL RESOURCES

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Union County Economic Development Corporation

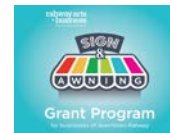
908-527-1166 | www.ucedc.com
SBA micro loans (\$500-\$35,000) and business growth loans (up to \$150,000)
Approval time: 30 to 40 days

New Jersey Business Finance Corp

201-346-0300 | www.njbfc.com
SBA loans (starting at \$50,000) that are long term, below market, fixed rate, low down payment loans for the acquisition, renovation or expansion of owner occupied real estate and for the acquisition of machinery and heavy equipment.
Approval time: one to two weeks

Rahway Arts and Business Partnership

732-540-1075 | www.rahwayishappening.com
Businesses within the Special Improvement District may contact Rahway Arts and Business Partnership to be added to the Rahway Arts & Business website. Connect with RahwayArts on social media to share photos, promotions, even daily menu specials. Get in touch for more information on the numerous community events organized through the year.



Business Signage & Awning Grant Program www.rahwayishappening.com (form)

Program intended to stimulate improvement to the exterior of commercial spaces in the Special Improvement District.

DIRECTORY

City Clerk
732-827-2100

Department of Community Development
732-827-2176

Department of Health and Community Services
732-827-2172

Department of Zoning
732-827-2193

Mayor's Office
732-827-2009

Planning Board and Zoning Board of Adjustment
732-827-2193

Division of Parking
732-381-8778

Rahway Redevelopment Agency
732-827-2001



For inquiries about opening a business in Rahway or for General Questions, please contact Rahway's **Economic Development Specialist** at 732-827-2181.