

GUIDELINES FOR NEW BUSINESSES

1 APPLICATION FOR ZONING VERIFICATION

Always required- there is a \$20 fee

- To make sure that the district is zoned for the type of business you want to open.
- An application is available from the Joint Code Enforcement Office.
- Read [Opening a Business, Zoning Verification Form](#)

2 APPLICATION FOR A COMMERCIAL CERTIFICATE OF OCCUPANCY

If applicable

- If a property has been vacant eight months or more, an [Application for a Certificate of Occupancy Inspection is required](#) – \$100 fee

FIRE INSPECTION

Always required

Fee for registration varies based on the size of building and usage – there is no fee for the inspection

- The [Certificate of Fire Code Status](#) is available from the Code Enforcement Office and the Friendship Fire Co. (29 Delaware St., next to City Hall. Fire Official Joe Buono – 856.845.0066)
- You can schedule inspections through the Code Enforcement Office.

FIRE REGISTRATION FORMS

[Certificate of Fire Code Status](#)
[Cooking Permit](#)
[Hot Roofing Permit](#)
[Open Burning Permit Rules](#)
[Woodbury Bonfire Permit](#)
[Truss, Roof, Floor, Sign Information](#)

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4 APPLICATION FOR MERCANTILE LICENSE

Always required – \$40 fee

- The Application for Mercantile License is available at City Hall from the City Clerk's office, Cassidy Swanson, 856.845.1300 ext 146
- Other permits must be granted first and finalized prior to obtaining a Mercantile License.

5 NEW SIGNS

Requires a zoning permit along with construction permits.

[Application to Erect a Sign](#)

Woodbury Historic District

If the business is located in the [Historic District](#), you will need to follow their procedures for any exterior changes to the property, including signage.

6 NEW FOOD ESTABLISHMENTS WILL ALSO NEED Gloucester County Board of Health Approval

You must submit a set of plans for review & approval. The County will make a final inspection once work is completed and issue a final approval certificate. Call 856.262.4100.

Woodbury Application for Food License – \$25 fee

This is for any type of food establishment or business that sells food or packaged food items. Once you have been approved by the Gloucester County Board of Health, and all other permits have been finalized, submit the Gloucester County Inspection Report to City Hall for a Food License. Fran Nigro – 856.845.1300, ext 200