



# *City of Northfield*

## Zoning Office

1600 Shore Road – Northfield - New Jersey - 08225  
(609)641-2832 Ext. 123

### **APPLICATION FOR HOME OCCUPATION USE**

**A NON-REFUNDABLE FEE OF \$65.00 TO BE PAID WHEN SUBMITTING APPLICATION**

This application does not guarantee the issuance of a Certificate of Business. You may be referred to the Planning/Zoning Board. You must obtain appropriate building permits for all work to be done and all contractors must have a valid contractor's license.

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE \_\_\_\_\_ USE GROUP \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Use of Property \_\_\_\_\_

Anticipated Opening Date \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

If the owner of the property is other than the applicant:

Property owner name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property owner mailing address: \_\_\_\_\_

**You must also provide a letter from the owner granting permission for the home occupation.**

Detailed description of the business to be conducted \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Projected number of employees \_\_\_\_\_

Are all employees members of the immediate family, who reside in the dwelling? \_\_\_\_\_

**No on-site, in-person sales are permitted. No changes can be made to the exterior of the home that are inharmonious with the residential character of adjacent homes. No signs advertising the business are permitted.**

Any other important information. If retail, indicate type of items to be sold if not previously stated, and where sales will occur \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please refer to Chapter 215 of the Northfield. The code can be found on our City website <https://cityofnorthfield.org>. More information can be found in Section 215-28 Appearance of Dwellings with home professional office or home occupation <https://ecode360.com/8266632> and 215-5 {148} Definitions ([HOME OCCUPATION](https://ecode360.com/8265896)) <https://ecode360.com/8265896>

DO NOT WRITE BELOW THIS LINE – FOR INTERNAL USE ONLY

**FEE: \$65.00** CASH OR CHECK NUMBER \_\_\_\_\_

Certificate Of Business Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Planning Board Approval: Required \_\_\_\_\_ Received \_\_\_\_\_ Not Needed \_\_\_\_\_

If required reason: \_\_\_\_\_

Relevant Article/Section of the Legislative Code \_\_\_\_\_

Mercantile License required: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

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