

TOWNSHIP OF BORDENTOWN  
1 MUNICIPAL DRIVE, BORDENTOWN, NJ 08505  
(609) 298-2800

**INSTRUCTION SHEET**

**BUSINESS LICENSE APPLICATION**

FEE

\$100.00 BUSINESS LICENSE\*: All businesses located or doing business in the Township of Bordentown MUST complete a business license application every year and must be received by the Clerk no later than July 1 of the current year. **FOR COMMERCIAL BUSINESSES, A COPY OF YOUR SATISFACTORY CERTIFICATE OF FIRE INSPECTION ISSUED BY THE LOCAL FIRE DISTRICT MUST BE ENCLOSED WITH YOUR APPLICATION.**

- or -

**\*NOTE:** HOTEL/MOTEL BUSINESSES are assessed an additional \$5.00 per room.

\$100.00 RESIDENTIAL BUSINESS LICENSE: All residential businesses located in the Township of Bordentown MUST complete a business license application every year and must be received by the Clerk no later than July 1 of the current year. In addition, the Home Occupation Checklist page must be completed. Fire Inspection Certificate not required.

ADDITIONAL APPLICANTS

It is essential that information be provided with respect to **ALL PARTIES** who have an interest in the business. Each additional applicant should complete the Business License Supplement page. If needed, the Supplemental page can be copied for additional applicants.

FINGERPRINTING

Any business in which less than three (3) employees are on staff at any given time **-or-** any custodial establishment (i.e. daycare facility), all employees are required to be fingerprinted. Any business not meeting the above criteria, do not require fingerprinting. Upon receipt of the business license application, worksheet, and fee, business owner(s)/employees will receive fingerprinting packets with instructions from the Township Clerk's Office. Fingerprinting is required once every three (3) years. Copies of licenses for healthcare individuals can be submitted in lieu of fingerprinting.

FALSIFICATION OF APPLICATION

Any intentional falsification and/or omission of information on a Business Application will necessitate a hearing with applicant(s) before the Township Committee and may be subject to fines of up to \$2,500.

OUT OF STATE APPLICANTS

Must comply with all the same requirements with exception of fingerprinting. Fingerprinting may be accomplished in applicant's home state of residence with the fingerprinting results being forwarded to: Township of Bordentown, Office of the Clerk, One Municipal Drive, Bordentown, NJ 08505. Business Licenses will not be issued until received.

**NOTE: On December 27, 1990, the Township Committee adopted Ordinance #1990-28 requiring all taxes to be paid prior to the issuance of any municipal license or permit. The Tax Collector will be certifying that taxes are paid on each location.**

\$ 40 per machine VENDING MACHINES: In addition to the business license and fee, all owners of vending machines must pay for a Vending Machine License with required fee per machine located on the premises.

\$200 + \$2 per seat FOOD HANDLING: In addition to the business license and fee, all owners of retail food handling establishments must obtain a food handling license. A Retail Food Establishment is defined in Chapter 12 of the New Jersey State Sanitary Code. A copy can be mailed to you upon request. **(NOTE: A copy of your Satisfactory Sanitary Inspection Report from the County Health Department MUST be enclosed with your application.)**

\$125 per machine AUTOMATIC COIN-OPERATED MACHINES: In addition to the business license and fee, all owners of automatic coin-operated machines must pay for a Automatic Coin-operated Machines License with required fee per machine located on the premises. Automatic coin-operated machines include:  
                    Bagatelle                      Automated Rides  
                    Baseball                      Video Games, etc.  
                    Pinball  
                    Duckpin Pool                      Jukeboxes  
                    Shuffleboard                      Music Boxes  
                    Shooting Gallery

\$ 50 per lane or table BOWLING ALLEY/BILLIARDS: In addition to the business license application and fee, all bowling/billiard facilities must pay for a license for pool tables and bowling alleys located on the premises.

\$ 200 per business TOWING OPERATORS: In addition to a completed business license application and fee, all towing operators must complete a towing operator application and submit with the required fee. **(NOTE: All drivers and owners, and all subsequent new hires, must submit the driver application information sheet and be fingerprinted at the Bordentown Township Police Department every 3 years.)**

\$ 1,000 per dealership MOTOR VEHICLE DEALERS: In addition to a completed business license application, the required fee and copy of a surety bond for \$1,000 must be returned to the Township of Bordentown to be reviewed by various Township Officials for conformity to Township ordinances. (If you need a blank copy of a surety bond, please contact the Township Clerk and a copy will be sent to you.) **(NOTE: A copy of the State Motor Vehicle Dealer’s License and a detailed sketch of the premises to be licensed MUST be submitted with your application.)**

\$2000 per store  
+ \$1500 per theatre  
+ \$ 50 per booth ADULT BOOK STORE: In addition to business license application and fee, all owners of Adult Book Stores located in Bordentown Township must pay for additional license for the operation, maintenance or installation of an adult Book Store and Adult Mini Motion picture/live entertainment theatre. The Adult Book Store section on the Worksheet page of the application must also be completed. calculating fees for store, number of theatres, and number of booths. **(NOTE: A copy of the current floor plan must be included with your application.)**

\$ 100 per person FINGERPRINTING: Any business in which less than three (3) employees are on staff at any given time or any custodial establishment (i.e. daycare facility), all employees are required to be fingerprinted. Any business not meeting the above criteria, do not require fingerprinting.