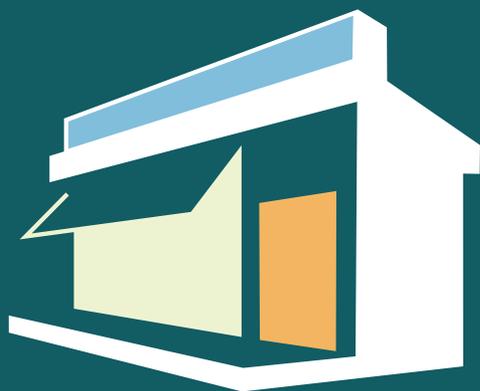


# STEP-BY-STEP GUIDE TO OPENING A BUSINESS IN THE CITY OF RAHWAY



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

As Mayor, I am pleased to present this informational guide to opening a business in the City of Rahway. This pamphlet will be a quick reference for prospective merchants and entrepreneurs. On behalf of the City of Rahway, the Rahway Redevelopment Agency, and Rahway Arts District Inc., we will continue to work together to make our city a better place to live, visit, and establish a business.

— MAYOR SAMSON D. STEINMAN



1

## 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 Building, Planning, and Economic 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](http://NewJerseyBusiness.gov) or call the Business Action Center at 866-534-7789 for license/certification information.

### Zoning Permit Application and Instructions

The zoning permit fee is \$20.00.

Changes in use may necessitate zoning and/or construction code approvals.

Questions regarding Zoning/Permitted use can be answered by the Zoning Officer in the Department of Building, Planning, and Economic Development, 732-827-2043. The Rahway Redevelopment Agency can also provide assistance, 732-827-2193.

### Signage

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 Building, Planning, and Economic Development, 732-827-2043 for guidelines on size, type, and lighting.

## Façade Program

The Rahway Redevelopment Agency offers a \$5,000 façade improvement grant for businesses within the Central Business District (subject to funding). Please contact Cindy Solomon, 732-827-2193, for more information.



## 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.

### 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.

### Construction

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

## **Construction (cont'd)**

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 Building Department to apply for a CO inspection.

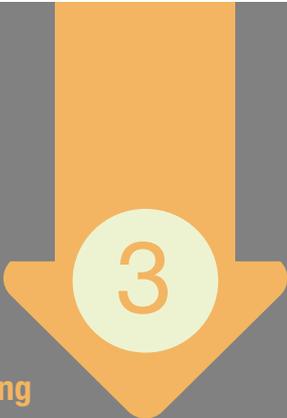
## **Special Requirements for Food Businesses**

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.



3

## **After the Grand Opening**

### **Parking for Business Owners**

Parking permits are available for City of Rahway business owners and employees at a rate of \$45/month. Call the Rahway Parking Authority at 732-381-8778.

### **Clean to the Curb**

Businesses within the Central Business District are asked to participate in the Clean to the Curb Program. Clean to the 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 and reporting graffiti, nuisances, and safety concerns to the Police Department. The Police Department's non-emergency number is 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



4

## **Union County Economic Development Corporation**

908-527-1166

[www.ucedc.com](http://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](http://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 District Inc.**

732-540-1075

[www.artsrahway.com](http://www.artsrahway.com)

Businesses within the Central Business District may contact Rahway Arts  
District, Inc. 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.

# DIRECTORY

## **City Clerk**

732-827-2100

## **Department of Building, Planning & Economic Development**

732-827-2087

## **Department of Health and Community Services**

732-827-2172

## **Department of Zoning**

732-827-2180

## **Mayor's Office**

732-827-2009

## **Planning Board and Zoning Board of Adjustment**

732-827-2176

## **Rahway Parking Authority**

732-381-8778

## **Rahway Redevelopment Agency**

732-827-2193