**A Guide to Opening a Business**

Welcome to Voorhees Township

Voorhees is located in Camden County, New Jersey. As of the 2010 United States Census, the township's population was 29,131, reflecting an increase of 1,005 (+3.6%) from the 28,126 counted in the 2000 Census, which had in turn increased by 3,567 (+14.5%) from the 24,559 counted in the 1990 Census. Voorhees is a New Jersey suburb in the Greater Philadelphia Metropolitan Area.

Voorhees Township was incorporated as a township by an act of the New Jersey Legislature on March 1, 1899, from portions of Waterford Township. Portions of the township were taken on March 8, 1924, to form Gibbsboro.

Voorhees is the ideal place to open your business and invest in our community. It is the vision of the Mayor and the Governing Body to welcome you and make your experience in opening your business as seamless as possible.

**THIS GUIDE PROVIDES AN OVERVIEW OF THE APPROVAL PROCESS AND WHAT IS TYPICALLY REQUIRED**

It is intended to help you proceed through the application and approval process with a fundamental understanding of our rules and requirements and to ultimately help expedite your application. By understanding the basics of the process, you will help facilitate the progress of the necessary approvals, permits, and inspections resulting in your ability to open your business sooner.

Business are responsible for maintaining their properties in accordance with the Township's Property Maintenance Codes. A list of regulations can be found on the Township's website via the Municipal Code Book. Generally, business must keep their exterior free from nuisances, manage their refuse or other waste, maintain their grounds including landscaping natural growth, and overall maintain their property.

From time to time and for Continuous Certificates of Occupancy, inspections may be performed and failure to comply with the Township's maintenance code may result in violations and summonses. It is the desire of the Mayor and the Township's Governing Body to protect the health, safety, and welfare of the community while at the same time holding the Township to a higher standard on appearance and cleanliness.

Helpful Checklist

• Location chose where business is permitted

• Architectural drawings prepared for any planned alterations to the site

• Signage determined and design prepared

• Zoning compliance Certificate obtained

• CCO inspections scheduled with Construction Department if no alterations planned or building permits obtained for renovation

• Construction completed

• Final inspections scheduled and held

• Health Department inspection conducted

• Grand Opening

**Requesting an Initial Consultation- Development Review**

An initial consultation can be requested with the Department of Community & Economic Development for any type of development or construction project. The consultation is available prior to the submission of any formal application to help prospective applicants in achieving their plans and goals in a timely and efficient manner. The Township understands that the process can be confusing and cumbersome at times and therefore recommends that prospective applicants take advantage of this consultation when appropriate.

Prospective applicants will have the opportunity to meet with representatives as applicable from the Planning and Zoning Division, Division of Engineering, Division of Construction Code and Code Enforcement.

All requests for scheduling a consultation should be made through the Department of Community & Economic Development by phone at 856-882-5263

**DO I HAVE ALL THE PERMITS?**

Once a land use approval for the proposed use is issued by the land use officer, the business owner must then go to the Construction Official to obtain a Certificate of Occupancy (CO) or a Certificate of Continued Occupancy (CCO). If the business owner wishes to do remodeling or construction, building and permits are required. You are invited to meet with the construction division staff early in your design process to gain input on the code compliance of your plans.

**CONSTRUCTION PERMIT APPLICATION**

The package typically contains the following:

— Construction permit application & jacket Forms for any applicable subcodes Zoning application

Engineering application (if necessary) Upon submission of application plan review fees are collected

Our Township Officials are restricted by the Uniform Construction Code (UCC), the Municipal Land Use Law (MLUL), and the Township's Zoning Ordinances. Many of our regulations have been adopted from uniform codes and are similar in many communities statewide. Many of them are State Statutes which are locally enforced. There will be times when Township Officials cannot approve your proposal because they must apply these laws, and it is important that you understand that. By understanding this, we can work together and make the necessary modifications.

***Live-Work-Shop Voorhees***