



**MEMBERS OF COUNCIL**

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**24 N. Black Horse Pike  
Runnemede, NJ 08078**

**Phone: (856) 939-5161**

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**[www.runnemedenj.org](http://www.runnemedenj.org)**

**MAYOR**

*Nick Kappatos*

**CHIEF FINANCIAL OFFICER**

*Shelley Strehle, CFO*

**BOROUGH CLERK**

**TAX COLLECTOR / REGISTRAR**

*Beth Miller, RMC/CTC/CMR*

Dear Runnemede Business Owner/ Manager:

Enclosed please find the annual business license application. All pages must be completed and submitted with you \$50.00 check no later than 1/31. Any application submitted after that date will be subjected to a \$25.00 late fee. Once the registration process is complete, you will receive your license. All checks should be made payable to Borough of Runnemede.

Your application must be legible. All licenses will be emailed, if the email is illegible, then you may not receive your license. If you have a change of information after your application is processed, please notify us immediately.

In addition, the State of New Jersey now requires owners of businesses and rental units to maintain minimum liability insurance:

**STATE MANDATED MINIMUM LIABILITY INSURANCE REQUIREMENTS**

On August 5, 2022, the State of New Jersey, signed into law P.L.2022.c92 which institutes a new minimum liability insurance requirement for owners of businesses and rental units (whether residential or non-residential). Such owners will be required to annually register the certificate of insurance in the municipality where the business or rental unit is located.

For all policies issues on or after November 3, 2022, the law requires the owner of a business, or one or more rental units, to maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence. Such insurance could be provided as part of policies such as those for commercial general liability, personal liability, or an umbrella insurance policy. However, owner-occupied two-family, three-family, or four-family homes are subject to a lower \$300,000 coverage minimum which becomes effective for insurance policies issued on or after February 1, 2023.

Completed application, proof of insurance and fee(s) can be mailed to the Municipal Clerk.

Borough of Runnemede  
24 N. Black Horse Pike  
Runnemede, NJ 08078  
856-939-5161

BOROUGH OF RUNNEMEDE  
POLICE DEPARTMENT  
BUSINESS REGISTRATION FORM

BUSINESS INFORMATION:

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Security Cameras Installed: YES \_\_\_ NO \_\_\_

Security Alarm Installed: YES \_\_\_ NO \_\_\_

If yes: Alarm Company Name: \_\_\_\_\_

Alarm Company Phone: \_\_\_\_\_

OWNER'S INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

EMERGENCY CONTACT 1:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

EMERGENCY CONTACT 2:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**\*\*\*PLEASE NOTIFY THE RUNNEMEDE POLICE DEPARTMENT IMMEDIATELY IF THERE ARE ANY CHANGES IN YOUR CONTACT INFORMATION (856-939-0330)\*\*\***

BOROUGH OF RUNNEMEDE  
Application for Business License \$50.00 Fee  
\$25.00 late fee after 1/31

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

License Number: \_\_\_\_\_

**BUSINESS INFORMATION:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Description/ Type of Business: \_\_\_\_\_

Name & Address of Officers: \_\_\_\_\_

If Franchise:

Name & Contact Information of Franchise Owner: \_\_\_\_\_

**BUSINESS OWNER INFORMATION:**

Business Owner Name & Address: \_\_\_\_\_

TAX ID# \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position in Company/ Business \_\_\_\_\_

Business Form: Proprietorship \_\_ Partnership \_\_ Corp \_\_ Other \_\_\_\_\_

LIST: Name/ Address/ Phone Number of 2 Emergency Contacts \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Name & Address of Property Owner: \_\_\_\_\_

Number of Other Equipment/ Coin Operated Amusements (EX. Vending Machines): \_\_\_\_\_

Coin Operated Amusement: \_\_\_\_\_ @ \$100.00 each per year

Previous License Number \_\_\_\_\_

Has State Business Operating License(s) Been Suspended or Revoked? \_\_ If yes, please explain:

Is Business in Violation of Zoning Ordinance? YES \_\_ NO \_\_ Zoning Permit# \_\_\_\_\_

Is Business in Violation of any Property Maintenance Codes or any Other Applicable Borough Codes? YES \_\_\_  
NO \_\_\_

Does Business Have a Valid Certificate of Occupancy or Valid Certificate of Continued Occupancy? YES \_\_\_ NO \_\_\_

Any additions or changes to the business or vending machines, this office must be notified within 10 days.

\_\_\_\_\_  
Business Owner Signature

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**BOROUGH USE ONLY**

**APPROVED BY:**

\_\_\_\_\_  
BOROUGH LICENSE OFFICER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ZONING OFFICER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONSTRUCTION CODE OFFICIAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHIEF OF POLICE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FIRE CODE OFFICIAL

\_\_\_\_\_  
DATE

PROOF OF LIABILITY INSURANCE \_\_\_\_\_