



# Township of Maplewood

Municipal Building, 574 Valley Street  
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## New Business Checklist

### Trade Name and Business Registration

- If trading under any other name than your own, registration of the name is required by law. To register your Trade Name, contact the Essex County Clerk's office at [www.essexclerk.com/](http://www.essexclerk.com/)
- If you wish to incorporate, you should contact the New Jersey Department of the Treasury. To learn more about this process visit [www.nj.gov/njbusiness/starting/](http://www.nj.gov/njbusiness/starting/)
- Whether a sole proprietor, partnership or Corporation, all businesses must register with the state of New Jersey. New Jersey business registration information is available at [www.nj.gov/treasury/revenue/](http://www.nj.gov/treasury/revenue/)

### Obtain an EIN

- An Employer Identification Number (EIN) is used by the IRS to identify businesses for tax purposes. It is primarily used for paying state taxes and hiring employees. Visit [www.e-gov-filings.com](http://www.e-gov-filings.com) to begin an application and learn more.

### Pick your business location

- Business location determines the taxes, zoning laws, and regulations that a business will be subject to. You'll need to make a strategic decision about your site selection. Consider the operational needs for your business and the local zoning ordinances and permitted uses for your site. Contact Maplewood's Department of Community Development for assistance.

### Complete Licensing, Permitting, and Inspections

- Every business looking to operate in Maplewood will need some form of permits and licenses to operate. Requisite permitting and licensing can range from basic to extensive, but all business openings will be contingent on proof of proper licenses and permits. Some common types of permits and licenses that may be required include:
  - Zoning CO/CA (via Community Development)
  - Fire Department Occupancy Registration (via Fire Department)
  - Zoning Permit (via Community Development)
  - Construction Permits (via Community Development)
  - Signage Permitting (via Community Development)
  - Food Establishment licensing (via Health Department)
  - Liquor License (via Office of the Township Clerk)
  - Child care center licensing (via Health Department)

### Connect with the Community

- Complete Maplewood's online Business Owner Questionnaire at [www.maplewoodnj.gov/business/business-owner-questionnaire](http://www.maplewoodnj.gov/business/business-owner-questionnaire) to provide the Township with your information and to be included in the Township's Local Business Directory
- To include the Mayor and Township in your planned ribbon cutting, contact the Assistant Township Administrator at [bbarnett@twp.maplewood.nj.us](mailto:bbarnett@twp.maplewood.nj.us). We will facilitate the inclusion of key community leaders and will assist with the noticing of the event with the local media and the Maplewood community at-large.