Opening Your Business in Vernon: A How-To Guide

We Are So Excited You Are Thinking of Opening Your Business in Vernon!

Some key facts about Vernon

- It is home to roughly 25,000 people
- It is in the northeast corner of Sussex County, flanked by Wantage Township, Hardyston Township, and West Milford in neighboring Passaic County
- It shares its northern border with New York state and the popular NY town, Warwick
- More than 40% of Vernon's 70 square miles is preserved open space and the township is criss-crossed by both federal and state parks as well as a 20-mile stretch of the Appalachian Trail
- Communities within the township include Glenwood, Highland Lakes, McAfee, Vernon Valley, Barry Lakes and Lake Wallkill

Vernon thrives as a year-round destination for outdoor enthusiasts. The convergence of skiers and snowboarders during the winter months gives way to hikers, golfers, mountain bikers, kayakers, campers, picnickers in the spring, summer, and fall months.

Resources to help you

Please review the following instructional guide containing steps and links to facilitate a smooth process to opening your business in Vernon. If you have questions about any of this information, please contact:

- Construction Code Official, 973-764-4055, x2254
- Allison Larocca, Zoning Officer, alarocca@vernontwp.com, 973-764-4055, x2248
- Mary Dugan, Technical Assistant, mdugan@vernontwp.com, 973-764-4055, x2251

You also have the support of the Economic Development Advisory Committee (EDAC) in Vernon, a group formed to encourage, promote and assist business growth, increase employment opportunities and improve the quality of life of Vernon Township residents while enhancing the area environment. Additional information about EDAC can be found at this link: Econ Development (vernontwp.com).

Steps To Follow to Open a Business in Vernon

1. New Jersey requires that several steps be taken, and forms completed, BEFORE you begin the process within Vernon. Please consult the New Jersey Tax Guide to Starting a Business in New Jersey as your first step. It can be found here: https://www.state.nj.us/treasury/taxation/documents/pdf/guides/Starting-a-Business-in-New-Jersey.pdf

2. Vernon-specific information

    a. The Vernon Township Building Department administers and enforces the regulations of the NJ Uniform Construction Code, NJAC Chapter 23.
    b. Before performing any Building, Plumbing, or Electrical work, please call and speak with one of the Technical Assistants or Code Officials who can advise on which permits may be required. The office is open on weekdays from 8:30am to 4:00pm. Phone 973-764-4055, x2254.
    c. Permit costs vary and will be provided upon request from Vernon for permit
    d. For building department permits, please enroll with the portal to check status of your file, applications, permit costs, and inspection results. The portal can be found here: https://www.sdlportal.com/
    e. The Vernon Township Land Use Board hears two different types of applications—those which are generally in compliance with the township's land development regulations and those which are not. For questions about Land Use, contact Kimberley Decker, Land Use Administrator, at kdecker@vernontwp.com. This application is always needed for new construction and for change of use (or if you are referred by another office).
    f. Information about the permits can be found in the table below.

Permit Type	What to Know	Where to Find	Date Completed
Zoning Permit (Change of use Permit)	• Same document is used for change of signage	zoning_permit.pdf (vernontwp.com)	
Construction/Building permit	• Required when more than an ordinary repair is being done. • Sometimes requires architectural plans. • Check with the Zoning Officer to confirm that what you want to do is a permitted use in that zone. (Zoning & Code Enforcement Officer: 973-764-4055, x2248.	Permit: f100-1 8-2008 Inet rev.pmd (vernontwp.com) Zoning map: http://www.vernontwp.com/pdf/zoning_map.pdf	

Zoning Permit (Change of signage)	• Same document is used for change of use	zoning_permit.pdf (vernontwp.com)	
Framing Checklist	• This document requires the builder or the builder's representative to verify that the construction undertaken conforms to the approved plans	http://www.vernontwp.com/pdf/ucc_f390_framing_chklst.pdf	
Electrical	• A licensed electrician must sign and seal the application unless the work is being completed by homeowners in an owner occupied single family dwelling	Internet f120 11-2009 (purple).pmd (vernontwp.com)	
Plumbing	• This form should be used for all plumbing work related to a project. A licensed plumber must sign and seal the application unless the work is being completed by the homeowners in an owner occupied single family dwelling.	Internet f130 11-2009 (blue).pmd (vernontwp.com)	
Mechanical	• This form is to be used when replacing water heaters, furnaces and boilers, installation of a fireplace, wood or pellet stove, tanks and air conditioning.	Internet f145 11-2009.pmd (vernontwp.com)	
Fire Code	• This form should be used when installing smoke detectors, commercial furnaces, tanks, fire suppression systems, fire alarms, kitchen hood systems and fireplaces. • Business also have to register with the fire marshal by calling the office at 973.764.4055, ext. 2271	http://www.vernontwp.com/pdf/ucc_f140_fire_prot.pdf	
Variations	• Any variations or exceptions from the requirements of any subcode will require this form. Generally speaking, no variance can be granted unless it's found that strict compliance would result in practical difficulty to the owner and that if requested variance is granted, it will not jeopardize the health, safety and welfare of intended occupants and the public generally	http://www.vernontwp.com/pdf/ucc_f160_app_for_var.pdf	
Health Department Approval	• If you'll be selling or serving food, check the link to the right for any additional requirements.	Health (Division of) - Sussex County	
Certificate of Occupancy	• The final step! You must apply for a certificate of occupancy.	http://www.vernontwp.com/pdf/ucc_f270_cert_app.pdf	