



Opening a Business Planning Checklist



<input type="checkbox"/>	Zoning Office 908-273-6407 summitDCS@cityofsummit.org
	<input type="checkbox"/> Confirm business type and plans adhere to city ordinances
	<input type="checkbox"/> Complete a Zoning Certificate of Occupancy (ZCO) application
<input type="checkbox"/>	Construction Office 908-273-6408 summitDCS@cityofsummit.org
	<input type="checkbox"/> Complete permit applications for interior and exterior renovations
	<input type="checkbox"/> Complete new sign/awning permit application (if applicable)
<input type="checkbox"/>	City Clerk's Office 908-273-6400 nsarna@cityofsummit.org
	<input type="checkbox"/> Complete application for appropriate business license: <ul style="list-style-type: none">• Retail Food• Liquor• Parklets• Taxi/Limo• Dance Schools• Sidewalk Cafes• Kennels, Pet Shops, Pounds• Peddler
<input type="checkbox"/>	Health Department (Westfield Regional) 908-789-4070 health@westfieldnj.gov
	<input type="checkbox"/> Submit additional licenses and fees for any relevant business types (i.e. restaurant or kennel)
<input type="checkbox"/>	Trash and Recycling 908-273-6404 summitDCS@cityofsummit.org
	<input type="checkbox"/> Learn how and where recycling and trash need to be taken or picked up
<input type="checkbox"/>	Police Department – Records Unit 908-277-9396
	<input type="checkbox"/> Register your fire and/or burglar alarm with the Summit Police Department
<input type="checkbox"/>	Fire Department – Fire Prevention Bureau 908-277-9358
	<input type="checkbox"/> Confirm the inspection status of your business
<input type="checkbox"/>	Parking Services 908-522-5100 parking@cityofsummit.org
	<input type="checkbox"/> Apply for Employee Parking Permits to park in designated lots and garages