



Opening a Business Planning Checklist



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| <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 |