

THOMAS J. EVANS
Director of Revenue and Finance



CODE ENFORCEMENT DEPT.

WILLIAM SPIEZIO
Construction Official

TOWNSHIP OF NUTLEY

1 KENNEDY DRIVE
NUTLEY, NEW JERSEY 07110

BUILDING
PLUMBING
ELECTRICAL
FIRE
ZONING

DAVID BERRY
Zoning Official

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Pursuant to Chapter 700, Article XVIII, Section 700-116B(1)(d), a Zoning Certificate shall be obtained from the Zoning Officer for occupancy and use or change in the occupancy, ownership or use of any building, including but not limited to tenants, lessors, owners or other persons of any business. In order to obtain a Zoning Certificate, you must apply to the Code Enforcement Office, and supply the following information. During review, the Zoning Official may ask for additional information:

Previous use

Floor plan to scale

Letter of intent, including, but not limited to, hours of operation and number of employees

Property survey, to scale, showing proposed parking

If restaurant, proposed seating (all tables and chairs)

A ZONING CERTIFICATE IS NOT CONSENT TO UNDERTAKE ANY WORK!!

Any work that you decide to do in your business will require a permit, including, but not limited to, carpeting, replacement of ceiling tiles, installation of partition walls, electrical and plumbing work, etc. A separate permit for signs and awning shall also be taken out.

Any and all plumbing and electrical work must be done by a New Jersey State licensed plumber or electrician, respectively. If you are doing construction work, and have hired a building contractor, the contractor must be licensed through the Township of Nutley. Plans for all commercial buildings must be prepared by a New Jersey State licensed architect.

Fire alarms must be in operation at all times through central station monitoring, including exit and emergency lighting. If there is a fire extinguisher on the premises, it must be mounted.

SIGNS

A permit is required for the installation or replacement of any sign or awning. This includes paintings and decals on windows. Permits must be applied for and approved prior to commencement of any work.

For your convenience, definitions are listed below from the Township of Nutley Zoning Code, Chapter 700, Article, III, Section 700-3B, to help you better understand the regulations on signs.

SIGN – Any device for visual communication, including its framework, that is used for the purpose of bringing the subject thereof to the attention of the public or of attracting public attention to an establishment or premises, but not including any flag of any government organization or any badge or insignia or such agency or organization, all parts of which may be contained within a rectangle, neither dimension of which exceeds four feet, or any holiday decoration.

(1) **ADVERTISING SIGN** – A sign which directs attention to a business, commodity, service or entertainment conducted, sold or offered elsewhere than upon the premises or not exclusively related to the premises. **Advertising signs are specifically prohibited in all zones.**

(2) **BUSINESS SIGN** – A sign which directs attention to a permitted profession, office, business, commercial enterprise or industry conducted upon the premises, which sign shall be deemed an integral part of that profession, office, business, commercial enterprise or industry. A “for sale” or “to rent” sign related only to the property on which it is displayed shall be deemed a business sign.

(4) **FLAT SIGN** – Any business sign which is placed against a building or structure and attached to or painted on an exterior wall of any building or structure but does not extend above the top or beyond the ends of the wall to which it is attached and does not project more than nine inches from the surface to which it is attached.

(5) GROUND SIGN – Any business sign supported by uprights, braces or masonry wall which is attached to the ground and not attached to any buildings, not exceeding five feet in height to the top of sign.

(7) PROJECTING SIGN – Any business sign which is attached to a building or other structure and extends beyond the line of said building or structure or beyond the surface of that portion of the building or structure to which it is attached. **Projecting signs are specifically prohibited in all zones.**

(8) PYLON SIGN – Any business sign supported by uprights, braces or masonry wall which is attached to the ground and not attached to any building, exceeding five feet in height to the top of the sign. **Pylon signs are prohibited in all zones.**

(9) ROOF SIGN – Any business sign erected, constructed and maintained upon or over the roof of a building, which the principal support on the roof structure. Roof signs are specifically prohibited in all zones.

(10) TEMPORARY WINDOW SIGN – A sign made of paper or cardboard which is displayed inside or outside of a window and which meets the requirements for temporary window signs contained in this chapter.

(11) WINDOW SIGN – A sign which is painted on or attached to a window or which is hanging within 18 inches inside of the window, which is measured around the perimeter of the sign and which must comply with the permitted total surface display area of business signs for a premises.

No signs which contain red, amber or green shall be installed within 100 feet of a traffic signal.

Temporary window signs shall not be permitted except in connection with special sale or event and may not be in place more than 30 successive days. The combined area of temporary and window signs shall be limited in size to no more than 75% of the window area in which or on which they are displayed

The following signs are prohibited: **A-frame signs**, advertising signs, projecting signs, flashing signs, moving or fluttering signs, signs with moving parts, roof signs, pylon signs, signs which consist of banners, posters, pennants, ribbons, streamers, strings of light bulbs, spinners or similarly moving devices.

Banners are strictly prohibited. The only exception shall be for the grand opening of a business. You may apply for a temporary banner permit for one banner for a period of not more than 30 days. No more than one permit will be issued.

A permit for awnings is required. The fire rating on the awning shall be supplied with the awning permit. **Segmented lighting on an awning shall be prohibited.**

Outdoor sales are prohibited.

An annual license is required for a food or drink establishment to have an outdoor café. Cafes are permitted to operate for one season at a time, from April 1 to November 1 of the calendar year. We recommend filing for a license by February 15 of every year to ensure you have your license in time. Please contact the Code Enforcement Office for additional information. If your establishment is on a county road, you must obtain your license from the Essex County Department of Public Works.

Please contact the Code Enforcement Office if you should have any questions. **The enforcement of all the above codes shall be strictly enforced by the Code Enforcement Department.**

Recycling is encouraged. Please contact the Nutley Department of Public Works at 973-284-4958 for more information.