

Independence Township
Phone 908-637-4133 Fax 908-637-8844

**“HOW TO” WITH ZONING – COMMERCIAL/NON-RESIDENTIAL USES
COMMON ZONING PERMIT REQUIREMENTS**

New Building/Structure	Parking Areas
Alterations to Building or Structures	Fences & Walls
Additions/Any increase in Height or sq. footage	Signs – including Awnings with signage Temporary & Fixed
*New Business/Operation	Garages/Storage Building
*Change of Use	Exterior Stairways/Fire Escapes
i.e. Office to Retail Space	Solar Panels - Arrays
i.e. Storage Area to Office Space	Generators

This is not an inclusive list. If the work you would like to perform is not listed above, it is your responsibility to ask the zoning official if a permit is required

*As part of the Commercial New Business or Change of Use Application, the applicant needs to supply a cover letter describing the new use/business. The cover letter shall contain the following information:

1. Nature of said use/business
2. Days & hours of operation
3. Number of employees
4. If delivery of goods is required, state whether car, van, truck and of what size

The applicant for a “New Business/Change of Use” shall describe any renovations, alterations or addition(s) planned. The construction department will review what their requirements are during their application process.

It shall be noted, within the business zone of Hackettstown no merchandise, products, equipment or similar material or objects shall be displayed or stored outside without Board approval.

Additionally, an Emergency Business Information Form must be completed and returned.

When a Permit is Required

A Zoning Application is a prior approval before obtaining a construction permit (when required). As to commercial non residential use / Planning Board or Zoning Board of Adjustment may be required