

## Steps in order to register for a New Business in the City of Atlantic City.

1. Register for a Zoning Land Use Permit. This process detailed below will determine if the City of Atlantic City will approve the use or not, or if it is this is a decision to be made by the CRDA. The online application will tell you right away if contacting CRDA is necessary.

**All Certificates of Land Use/Zoning Permits can be Applied and Paid for on Our Online Platform as follows;**

- a) Go to the City of Atlantic City's Website at [www.acnj.gov](http://www.acnj.gov) and **Click on Online Forms**
- b) Scroll Down to Department of Planning and Development and **Click On "Zoning Permit Application"**
- c) Type Property Address into Please Search by Address, **Click on the Address when it appears in the Drop-down Menu**
- d) Application Type: **New Business**
- e) Property Type: **Business Commercial**
- f) Non-Profit: **Please select NO**
- g) Project Description: **Describe the Type of Business Use being applied for**
- h) Fill in All of the Required Information. Pay Attention to the Boxes with the **RED Asterisks \* They Must Be Filled Out**
- i) Click on the Attachment Tab to **Attach a Copy of the items identified below**
- j) Type in Name and then **Click on Pay Now which should be in Blue**
- k) Upon Completion, **you will be able to make Payment via Debit Card, Credit Card or E-Check in the Amount of \$50.00 Commercial**

*\*\*\*In addition to the Online Application, you'll also need to provide the following documents as Attachments"*

- **Indicate Business or Trade Name on the Application**
- **Copy of Lease Agreement**
- **Copy of Business Registration with the Secretary of State NJ -[Business.NJ.gov](http://Business.NJ.gov) | [Register Your Business](#)**
- **Copy of Floor Plan or Layout of Store/Commercial Space**
- **Pictures of Exterior & Interior of Store/Commercial Space**
- **Copy of All Signage Types (Exterior Sign/Window Sign..etc) Size/Dimensions and Location & Placement Area of Signs**
- **Number of Parking Spaces (*\*\*Only if dedicated spaces are provided\*\**)**

**All these permits can applied by using our online Forms at [www.acnj.gov](http://www.acnj.gov).**

2. Apply for necessary Construction Permits
3. Apply for Food and Spa Permits (If Applicable. i.e. Restaurants, Hotel Pool or Spa, etc.)
4. Apply for a Fire Safety Permit
5. Apply for Mercantile Application