



Percentage of Ownership \_\_\_\_\_

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Name and Title \_\_\_\_\_

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Business Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

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Home Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

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Business Telephone Number (Include area code) \_\_\_\_\_

Percentage of Ownership \_\_\_\_\_

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Name and Title \_\_\_\_\_

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Business Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

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Home Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

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Business Telephone Number (Include area code) \_\_\_\_\_

6. Is any officer, director, principal or person with an ownership interest of 10% or more in the business the holder of any professional or occupational license, certificate or registration issued by any state or jurisdiction?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes," provide the following information:

Holder's Name	Issuing Agency	Type of License, Certificate or Registration	License, Certificate or Registration Number	Date Issued

7. Has any action been taken against this license, certificate or registration? Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes," please provide any supporting documentation and the outcome of the action.
8. Has the business entity or any of the business' officers, directors, principals or persons with an ownership interest of 10% or more in the business been adjudged liable in an administrative or civil action in any state or federal agency involving any of the following situations:
- (a) Obtaining a license, certificate or registration through fraud, deception or misrepresentation?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
  - (b) Engaging in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense? Yes \_\_\_\_\_ No \_\_\_\_\_
  - (c) Engaging in gross negligence, gross malpractice or gross incompetence? Yes \_\_\_\_\_ No \_\_\_\_\_
  - (d) Engaging in acts of negligence, malpractice or incompetence involving selling or making a home improvement? Yes \_\_\_\_\_ No \_\_\_\_\_

(e) Engaging in professional or occupational misconduct? Yes \_\_\_ No \_\_\_

(f) Engaging in theft, fraud or deceptive business practices? Yes \_\_\_ No \_\_\_

For the purposes of this paragraph, a judgment of liability in an administrative or civil action shall include, but not be limited to, any finding or admission that the entity, officer, director, principal or person with an ownership interest of 10% or more in the commercial contractor business engaged in an unlawful practice or practices related to any of the named situations in (a) through (f) above regardless of whether that finding was made in the context of an injunction, a proceeding resulting in the denial, suspension or revocation of a license, certification or registration, consented to in an assurance of voluntary compliance or any similar order or legal agreement with any agency.

9. Has the business entity or any of the business' officers, directors, principals or persons with an ownership interest of 10% or more in the business violated or failed to comply with the provisions of any act, regulation or order administered or issued by the New Jersey Division of Consumer Affairs? Yes \_\_\_ No \_\_\_

10. Has the business entity or any of the business' officers, directors, principals or persons with an ownership interest of 10% or more in the business entered into any consent order or assurance of voluntary compliance with the New Jersey Division of Consumer Affairs or any other state or federal agency? Yes \_\_\_ No \_\_\_

For questions 8, 9, and 10, if you answered "Yes" to any question please provide the following: (Use additional sheets if necessary.)

Name of applicant, partner(s), person(s) or business against whom action was taken	Date of Action	Name and address of the government agency that took action against the individual	Type of Action Taken

**Important Instructions:**

For each occurrence listed above, please provide a true copy of all final orders and/or judgments, consents and agreements. For the purposes of this paragraph, a judgment of liability in an administrative or civil action shall include, but not be limited to, any finding or admission that the business, or any of its officers, directors, principals or persons with an ownership of 10% or more in the business engaged in an unlawful practice or practices related to questions 8, 9 and/or 10 above, regardless of whether that finding was made in the context of an injunction, a proceeding resulting in the denial, suspension or revocation of a license, certificate or registration, consented to in an assurance of voluntary compliance or any similar order or legal agreement with any state or federal agency.

11. Has the business entity or any of the business' officers, directors, principals or persons with an ownership interest of 10% or more in the business been convicted of any criminal offense relating adversely to selling or making improvements as a commercial or residential contractor? A plea of guilty, non vult, nolo contendere or any other such disposition of alleged criminal activity shall be deemed a conviction for purposes of this answer. Yes \_\_\_ No \_\_\_ If "Yes," provide the following information: (Use additional sheets if necessary.)

Name of person against whom action was taken	Date of Action	Nature of the Offense	Name and Address of the Government Agency That Took Action	Action Taken

For each conviction, attach the following:

- (a) Judgment of conviction.
- (b) Sentencing order.
- (c) Presentencing report.
- (d) Letter confirming probation and/or parole status.
- (e) Documents showing clear and convincing evidence of rehabilitation, including letters or references from members of your community who are not related to you by blood or marriage, and who can attest to your character.
- (f) Certificate of Rehabilitation pursuant to N.J.S.A. 2A:168A-7 to 16.

12. Is the business entity or any of the business' officers, directors, principals or persons with an ownership interest of 10% or more in the business unable to meet the requirements of the Contractors' Registration Act, N.J.S.A. 56:8-136 et seq.?  
Yes \_\_\_\_ No \_\_\_\_ If "Yes," please provide a detailed explanation and include any relevant documentation.

13. Agent – If the business is a corporation, limited liability company or limited liability partnership, you must provide the name and address of an agent in New Jersey who is authorized to accept documents on its behalf for the service of process.

\_\_\_\_\_  
Agent's Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone No. (Include area code)

\_\_\_\_\_  
Fax No. (Include area code)

14. Does the business have a certificate of liability insurance of at least \$500,000 for each occurrence? Yes \_\_\_\_ No \_\_\_\_

15. Federal Employer Identification Number (EIN): \_\_\_\_\_

Social Security Number (If no Federal EIN): \_\_\_\_\_

### SEE NEXT PAGE FOR CERTIFICATION

**FOR CITY USE ONLY** (Pursuant to Chapter 204 of The Rev. Gen. Ord.

New License Approved By:

Construction Official: \_\_\_\_\_

City Clerk: \_\_\_\_\_

Insurance Cert. Exp. Date: \_\_\_\_\_

Date Processed: \_\_\_\_\_

License #: \_\_\_\_\_ Sticker #: \_\_\_\_\_ Check #: \_\_\_\_\_ Receipt #: \_\_\_\_\_

CERTIFICATION

I, as a principal officer of the business, understand that this application for license will be accepted and the license issued only if the requirements of the Cape May City Code Chapter 204 have been met.

I certify that the business and each of its officers, directors, principals and persons with an ownership of 10% or more of the applicant, are capable of discharging the functions of an applicant in a manner consistent with the public's health, safety and welfare.

I certify that all the information provided in connection with this application is true to the best of my information, knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny registration or to withhold renewal of or suspend or revoke a license issued by the City of Cape May.

I agree to cooperate fully with any request by the City Clerk to provide any assistance or information and to produce any records requested by the City Clerk, and to cooperate in any inquiry, investigation or hearing conducted by the City Clerk.

You must complete all five lines below.

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Business Name of Applicant

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Your Name (please print clearly)

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Your Signature

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Your Title

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Date

Any changes, additions or deletions to the information you have provided must be submitted to the address listed below within 20 days.

Please submit:

1. A completed application – all the questions must be answered.
2. A non-refundable check or money order in the amount of **\$250.00** for initial applications or **\$250.00** for renewal applications, made payable to the City of Cape May. Licenses shall run from January 1 to December 31 of each calendar year. Neither the license registration fee nor the annual renewal fee shall be prorated. For contractors, the license registration fee shall be **\$250.00**. If a license is not renewed during the first three months of the year, prior to March 31, it shall be treated as a new license, however, it shall not be considered a grace period for obtaining such license and any contractor who performs work as a commercial contractor without such license shall be in violation of this chapter.
3. **Proof of insurance required by N.J.A.C. 13:45-17-12.6. The certificate of insurance must also reflect the business' fictitious name(s) or alternate name(s) if any.**
4. **Attach the corporate document(s).**
5. **Attach any other documents required by any questions above.**

**Mailing Address:**

**City of Cape May  
643 Washington Street  
Cape May, New Jersey 08204**

