



City of Cape May

Cape May County, NJ
 National Historic Landmark Resort
 643 Washington Street
 Cape May, NJ 08204-2397
 (609)884-9534 * Fax: (609)884-8589

Block: _____ Lot: _____

May 1st to April 30th

NOTICE: Incomplete applications will not be accepted, and license will not be issued.
 Person operating without a current license will be issued a summons to appear in Court and be subject to fine.

If this license is NOT paid prior to April 30th of the applicable license year, a late charge shall be assessed in the amount of 10% of the required fee (excluding the tourism /Parking Trust Fund) for each 30-day period, or a portion thereof, that the payment of the mercantile is late. For licenses for short term rentals, the late fee shall be equal to the applicable square footage fee multiplied by each calendar month the applicant is late. These fees are non-refundable.

PLEASE SELECT ONE BELOW

- New Renewal Not Renting

**Number of
Bedrooms:** _____

Location of Property and Application Type

Legal Name of Business (NOTE T/A is below)	
Business Location	
Suite or Unit	
Location City, State, Zip	

Business Mailing Address Information

This is the address to which renewal information and licenses will be mailed.

Trading As (T/A) If applicable	
Business Owner:	
Business Street Address	
Business Unit No./Suite or PO Box	
City, State, Zip	
Business Email	

Other Business Information

Business Ownership Type	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC Choose Only One Ownership Type
Detailed Statement of Business Ownership	If your business ownership type is other than Individual, you must attach proof of business ownership.
Business Phone	
Ownership of Business Property	<input type="checkbox"/> Yes <input type="checkbox"/> No Do you own the property at the location of this business?
Solid Waste Hauler	
Nature of Business	

Business Owner's Contact Information

- Real Estate Agent # 1 -

Business Owner's Name	
Mailing Address	
City, State, Zip	
Daytime Phone	
Business Owner's Email	

- Real Estate Agent # 2 -

Business Owner's Name	
Mailing Address	
City, State, Zip	
Daytime Phone	
Business Owner's Email	

Condo Association/President Contact Information

- President/Condo Association Information -

Condo Association/President Name	
Condo Association Mailing Address	
City, State, Zip	
Condo Association/President Phone	
Condo Association/President Email	

Manager's/Operator's Contact Information

Manager/Operator Name	
Manager/Operator Home Address	
Manager/Operator City, State, Zip	
Manager/Operator Phone	
Manager/Operator Email	

General and Miscellaneous License Types

CODE	QUANTITY	DESCRIPTION	EACH	TOTAL
1		All businesses not classified herein (if classification not found below)	\$300.00	
4		Event Professionals	\$300.00	
16		Number of Coin operated vending/amusement machines	\$50.00	
20		Laundry / Drycleaners, including self service	\$300.00	
24		Parking Lot - per commercial space (\$20 per space, \$100 minimum - attach parking plan)	\$20.00	
26		Trash Hauler	\$250.00	
37		Residential Landscaping	\$250.00	
38		Property Maintenance	\$250.00	
39		House Cleaning Service	\$250.00	

Recreation Related License Types

CODE	QUANTITY	DESCRIPTION	EACH	TOTAL
2		Amusement Establishment locations, including arcades, golf courses, and games of skill, per establishment (Section 4-6)	\$1,100.00	
9		Beach Concession locations, including renting chairs or umbrellas, soft drinks and beach boxes, each location	\$300.00	
11		Bicycle/Low Speed Vehicle vendor – per vendor location	\$300.00	
12		Boat marina - per boat slip	\$30.00	
33		Tours – vehicle/ horse-drawn (Chapter 469)	\$900.00	
34		Tours (Walking)	\$200.00	

Residential and Rental Related License Types

CODE	QUANTITY	DESCRIPTION	EACH	TOTAL
19		Number of Hotels & Motels Rental Units	\$50.00	
30		Number of Tourist/Guest House Units. Check box if food is served. <input type="checkbox"/>	\$50.00	
35		Number of Walk-up sales establishments and stores (without sales areas including food)	\$300.00	
36		Rental of real property - commercial	\$100.00	
122		Event House	\$300.00	
281		Residential Short Term Rental Unit 0-1,000 SF	\$125.00	
282		Residential Short Term Rental Unit 1,001-2,000 SF	\$125.00	
283		Residential Short Term Rental Unit 2,001-3,000 SF	\$200.00	
284		Residential Short Term Rental Unit 3,001- 4,000 SF	\$250.00	
285		Residential Short Term Rental Unit 4,001-5,000 SF	\$300.00	
286		Residential Short Term Rental Unit 5,000 + SF	\$300.00	
291		Stores & sales area (incl. food) under 4,000 sq. ft	\$300.00	
292		Stores and sales areas (including food) over 4,000 sq. ft	\$1,000.00	

Restaurant Related License Type

CODE	QUANTITY	DESCRIPTION	EACH	TOTAL
27		Restaurant - Inside Seating Annual Per Seat Fee (SEATING PLAN REQUIRED)	\$10.00	
110		Restaurant - Outdoor Seating Annual Per Seat Fee (SEATING PLAN REQUIRED)	\$20.00	
123		Outdoor Seating Application Fee	\$250.00	
869		Outdoor Seating Escrow Fee	\$500.00	
167		Peddlers Parking Permit Fee	TBA	You will be contacted

Required Assessments

CODE	QUANTITY	DESCRIPTION	EACH	TOTAL
858	1	Tourism Assessment Fee (\$50 per business license)	\$50.00	\$50.00
895	1	Parking Trust Fund	25.00	\$25.00

Total License Fees From Previous Page _____

Total License Fees From Current Page _____

Total Payment _____

*** * * APPLICANT'S CERTIFICATION * * ***

I/we certify that this application is complete and accurate, that all necessary zoning and other approvals have been secured. I/we understand that if any information on this form is found to be inaccurate, or if any necessary zoning or other approvals have not been secured, the City shall not be bound by any license issued in reliance of this certification. Please be advised that if your application is not approved, even though the required fees have been paid, you are not entitled to engage in the business or trade for which you have made application until approval is granted.

_____ DATE	_____ SIGNATURE - Owner/President	_____ SIGNATURE - Secretary/Partner
	_____ Print - Owner/President	_____ Print - Secretary/Partner

Please ensure the following is complete prior to turning in this paperwork.

- Complete the enclosed application IN FULL, including BLOCK and LOT.
- Be sure all **taxes, water/sewer** charges and any other **municipal assessments** are currently paid.
- The rental must be scheduled for **inspection by the Fire Prevention Bureau** pursuant to Section 2479.
- **Proof of Insurance** (Declaration page showing the policy period, property address, property owner(s) and coverage levels)

Thank You!

To: City of Cape May
ATT: City Clerk's Licensing Office
643 Washington Street
Cape May, NJ 08204-2397

<u>CITY USE ONLY</u>
Receipt: _____
Check #/Cash: _____
Fee Paid: _____
Late Fee: _____
Date Received: _____
<u>APPROVALS</u>
Licensing: _____
Zoning: _____
Clerk: _____