



NEW BUSINESS WELCOME PACKET

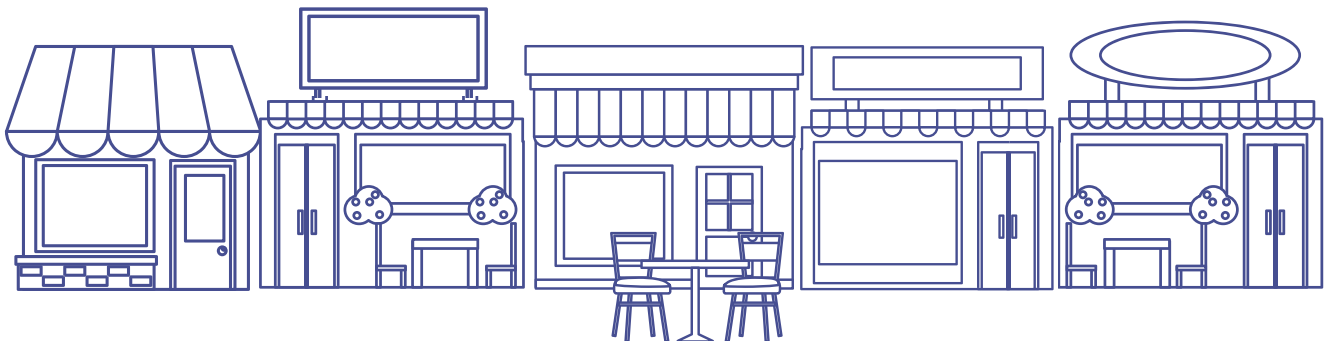
Randolph Township Municipal Building
502 Millbrook Avenue
Randolph, New Jersey, 07869

Hours: Monday-Friday
8:30 A.M. - 4:30 P.M.

www.randolphnj.org

Tel: 973.989.7100

Fax: 973.989.7076



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WELCOME TO RANDOLPH TOWNSHIP

Thank you for considering Randolph Township for the location of your business operation. Information for opening the doors to your new, relocated, or expanded business here in Randolph is summarized in this packet. We understand the challenges associated with a business opening and want to make sure you have all the information and resources you need to navigate the process successfully.

Enclosed in this packet you will find information from how to choose a location, to setting up the ribbon cutting, and everything in between. Information such as:

- Community Demographics
- Zoning and Construction Requirements
- Important Contacts
- Information on Municipal Services and Utilities
- Business Resources
- Frequently Asked Questions

As you settle into Randolph Township, please do not hesitate to call or email us at town hall, or to reach out to members of the Economic Development Committee (EDC) if you have questions or need additional support. Please use our township website, www.randolphnj.org, and our two websites designed for business and economic development, www.randolphlocal.com and www.randolphnjedc.com for information and assistance. We are also active on social media with Township and EDC Facebook pages and Instagram accounts, which are must follows for any business.

Finally, as you explore your new business community, make sure to meet your new neighbors who may have great advice to add to what we as municipal officials and representatives can provide you on our wonderful community.

Again, welcome to Randolph Township. We look forward to seeing you around town!

Sincerely,

Chris Carey
Mayor

Steve Mountain
Town Manager

John Ragan
Economic Development Committee Chair

COMMUNITY PROFILE

Randolph is the 3rd largest Township within Morris County. Resting in the heart of northern New Jersey, our 21 square mile boundary is home to a diverse population of just under 26,000 residents.

In the 2013 Coldwell Banker edition of, “Best Places to Live in New Jersey for Booming Suburbs,” Randolph was the number one ranked town in Morris County and fourth overall in the state.

Fast Facts:

Population – 2020	25,916
Households	9,029
Median Household Income	\$121,334
Size in Square Miles	21 square miles
Acres of Parks/Miles of Trail	1,300+ acres/16 miles
Median House Value	\$498,700
Municipal Budget	\$32,559,459 – AAA Bond Rating
2020 Property Tax Rate	2.625 per \$100 Valuation

Education/Labor Force

Bachelors Degree or higher	63%
High School Diploma or higher	96.5%

Some of the factors considered in selecting the best suburbs included job growth, high percentage of home-ownership, good schools access to local shopping, and community safety. Randolph was named by Safewise as the 33rd safest community in the Nation in 2020.

Key Business Activity By Sector

Educational Services, Health Care, Social Services	21.00%
Professional, Scientific, Management and Administrative and Waste Services	20.50%
Manufacturing	11.70%
Finance, Insurance and Real Estate	11.50%
Retail Trade	7.20%
Arts, Entertainment and Recreation/Accommodation and Food Services	7.10%
Wholesale Trade	4.20%
Information	4.00%
Construction	3.80%
Other Services Except Public Administration	3.20%
Transportation and Warehousing/Utilities	2.90%
Public Administration	2.60%

SITE SELECTION

If interested in establishing a new business in Randolph, there are a few questions that will need to be answered.



- What are the zoning requirements required to support the business operation? Are the locations under consideration zoned for the business use?
- Is the space/property under consideration move in ready or will it require the construction of a new building or renovation of an existing building?
- Is the space under consideration up to code for the use proposed or will it require upgrade in order to be a permitted use?
- Does the use require public water and/or sewer to operate? If the business can operate on septic or well are there any upgrades necessary to those systems in order to support the new use?
- Are there improvements needed to the signage at the location under consideration. Have you reviewed the town's sign ordinance to determine if such improvements will be acceptable to the town?
- Are there any other needs for the business operation which must be met by the site (i.e. lighting, parking, handicap accessibility, drive through service, etc.) which may need administrative and/land-use board approval in order to proceed.
- Do you understand the time-frames for those approval processes and are they consistent with your operational needs?

ADDITIONAL CONSIDERATIONS

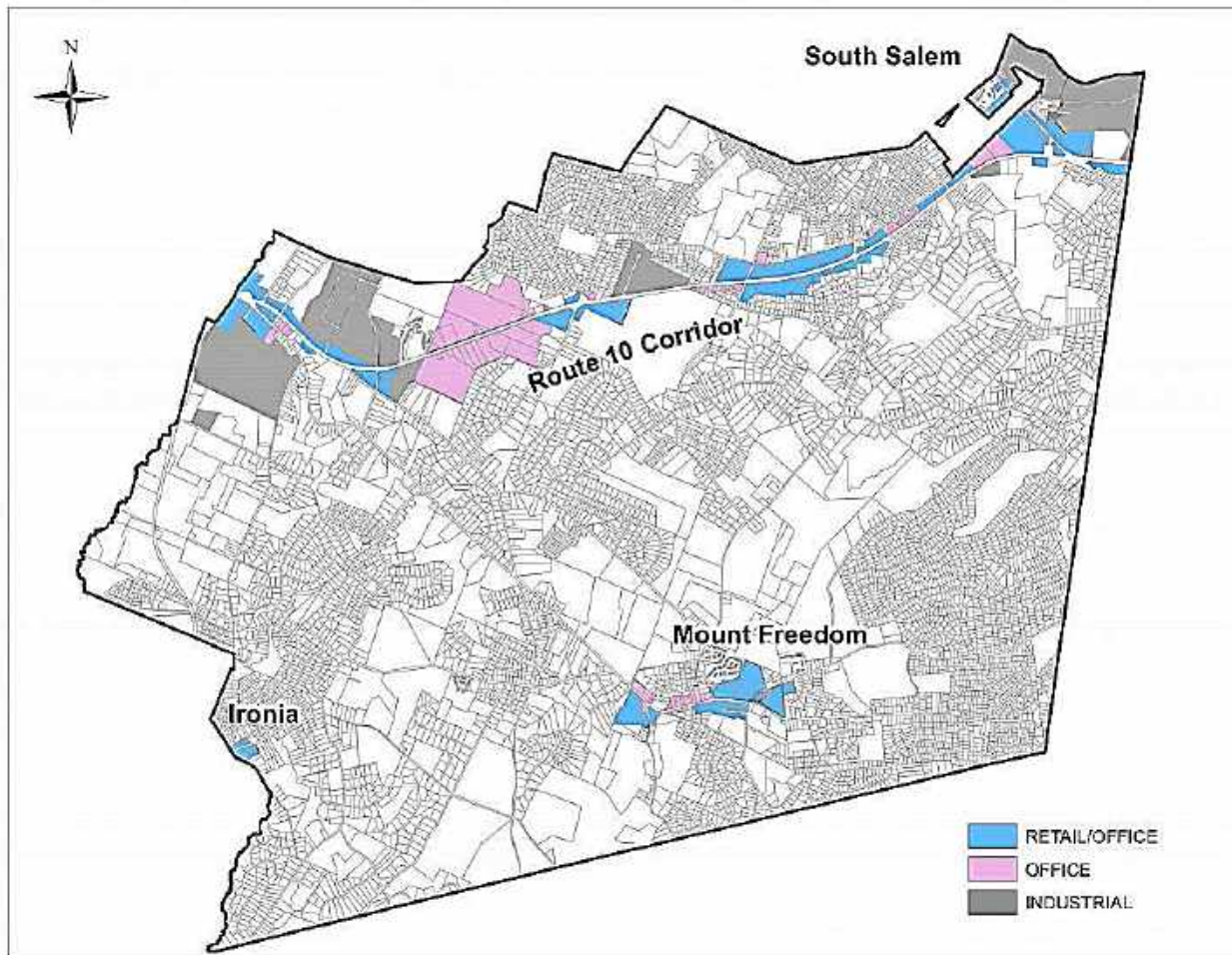
- The Township Zoning Map, and Land-Use Regulations; which contain the list of the permitted uses for each specific zone, can be found at: www.randolphnj.org/government/land_use_regulations
- The township maintains an economic development website that contains many resources which can assist business owners on site selection, including extensive demographic information, zoning and land-use information, information on the current Randolph business community and important support resources. A listing of commercial properties currently for sale and lease can be found on the townships economic development website at: www.randolphnjedc.com/site-location/
- The township employs a full-time staff of professionals prepared to assist businesses from the site selection process through and beyond the ribbon cutting. The primary contact on the staff for businesses considering a location in Randolph is the town's Planning/Zoning Administrator. In addition to being able to answer questions critical to the successful launch of a business in town, the Planning/Zoning Administrator can facilitate discussions with other town department integral to the business start-up. Before signing a lease or even choosing a location in town for your business it is strongly recommended that you talk to the Planning/Zoning Administrator.
- A change in use of a property may increase the parking demand and require a variance if sufficient parking does not exist. Parking requirements for non-residential uses: https://library.municode.com/nj/randolph_township/codes/land_development_code?nodeId=LAND_DEVELOPMENT_CODE_ARTIVSUZORE_15-50PALO_15-50.2NUPASP
- A significant number of properties in the township are not served by public sewer and rely on septic disposal systems. A change in use may increase the demand on a septic system beyond its design. The Township Engineering Department at 973-989-7066 should be consulted to confirm if a property is already served by public sewer or if sewer service is available.
- The Health Department can assist with the determination if an existing septic disposal system to handle a proposed new use. The Health Department contact number is (973) 989-7051.

FIND A LOCATION

Identify a location where your use is permitted. Randolph has 13 Zone Districts for commercial uses which fall into the general categories of retail, retail/office and industrial.

- The Randolph Township Zoning Map, and Land-Use Regulations; which contain the list of the permitted uses for each specific zone, can be viewed at www.randolphnj.org/government/land_use_regulations.
- A listing of commercial properties currently for sale and lease can be found on the township's economic development website at www.randolphnjedc.com/site-location/.

Once you have narrowed down your location search it is highly recommended that you contact the Planning Department to confirm the use is permitted as certain properties may have restrictions from prior approvals. It is also helpful if you describe any proposed changes to the property. Some modifications can be approved administratively while others may require a variance or site plan approval.



GETTING PERMITTED TO OPEN

Once a site has been selected and a property has been acquired/or space has been leased, there are a number of actions required in order to gain approval to open the business:

- All businesses in the State of New Jersey are required to possess a New Jersey Business Registration.
- A Zoning Certificate of Occupancy as well as a Fire Department Occupancy Registration is required for all new commercial businesses.
 - If there will be construction involved with the establishment of the new business, Construction Permits will likely be required.
 - Is there any permitting/ registration required for home based business?
- In Randolph, there are standards for façade and monument signs. Make sure to review the sign regulations.
- Any improvements impacting a public right of way would require a road opening permit through the Engineering Department.
- A change in use of a property may increase the parking demand and require a land-use variance if sufficient parking does not exist.
- If there is a change in use per the Uniform Construction Code (UCC), for example, changing an office building into a restaurant, a CO or CA (Certificate of Approval) must be obtained to ensure the site meets the UCC regulatory requirements.
- Licensing is required for many types of businesses and the requisite licensing will be a condition of approval for the business opening.



PERMITTING & LICENSES

Every business looking to operate in Randolph will need some form of permits and licenses to operate. The required permitting and licensing can range from the very basic to the more extensive and specific. The following is a listing of the common types of permits and licenses that may be required:

Zoning CO/CA – All new commercial businesses require a zoning certificate of occupancy/approval. The Zoning CO/CA will confirm the use is permitted. This permit is issued through the Planning/Zoning Office.

Fire Occupancy Registration – All new commercial businesses also require a Fire Occupancy Registration. This registration is triggered if the use is approved by the Planning/Zoning Administrator. The Fire Inspection Bureau coordinates the registration process. An inspection of the property is conducted by the Fire Inspector and if the results are satisfactory the Registration will be approved. A Zoning CO/CA will not be issued until the Fire Occupancy Registration is approved.

Zoning Permit – This permit is generally required if you are developing/redeveloping land for a specific commercial use. This permit is issued through the Planning/Zoning Office.

Construction Permits – Construction permits are generally required for businesses constructing or modifying their place of business. If construction permits are required, the Zoning Certificate of Occupancy, Fire Occupancy Registration, Zoning Permit, as well as relevant construction permits (electrical, plumbing, fire, and building) should be submitted to the Building Department as a packet. The packet is then reviewed by all departments for compliance before the permits are issued.

Signage Permitting – All sign changes require a Zoning Permit. If the sign is new or involves electrical work, a construction permit will also be required. Zoning regulations for signs are available at:

https://library.municode.com/nj/randolph_township/codes/land_development_code?nodeId=LAND_DEVELOPMENT_CODE_ARTIVSUZORE_15-43SI

(Continued on next page.)

PERMITTING & LICENSES

Licensing - Below is a list of licenses that may be required for your business.
Please contact the individual offices for more information.

Health Department (973) 989-7050

- Kennel license
- Pet shop license
- Food handler's certificate
- Milk license
- Food establishment licensing
- Child care center
- Vending machine operator permit

Clerk's Office (973) 989-7041

- Liquor license
- Purchase or sale of precious metals or jewelry

Zoning, Construction, and License forms and applications are available on-line for download to print, fill-out and submit to the applicable office. For review, you can find these forms on our Permits and Licenses page at www.randolphnj.org/services/construction_permits.

Trade Name Registration/Incorporation – If trading under any other name than your own, registration of the name is required by law. To register your Trade Name, contact the County Clerk's office.

www.morriscountyclerk.org/index.php/registry/trade-names/. If you wish to incorporate, you should contact the New Jersey Department of the Treasury. To learn more about this process visit www.nj.gov/njbusiness/starting/.

Business Registration - Whether a sole proprietor, partnership or Corporation, you must register with the state of New Jersey. The New Jersey business registration information is available at www.nj.gov/treasury/revenue/.

GRAND OPENING AND COMMUNITY SUPPORT

Congratulations, you have made it to your Grand Opening! The Randolph Township Council and Economic Development Committee can help you launch your business with a ribbon cutting. The ribbon cutting will help you celebrate this important moment in the business's history, but more importantly, it also a great way to announce the arrival of your business to the community. Here are some of the opportunities the ribbon cutting ceremony will provide your business:

- A forum to assemble and recognize all the people who were integral to getting your business open.
- An event that you can advertise in the local press, as well as through all of the town's media outlets.
- A celebratory event to invite the public/potential customers to your business location and to orient them to your physical location, products and/or services.
- Generate possible leads from attendees.
- Make contacts with key members of the community including township elected officials, Economic Development Committee and Randolph Chamber of Commerce leadership, and other community leaders.
- Photo opportunities that can lead to post event media coverage of your business's opening.



To include the Mayor, Randolph Township Council, Economic Development Committee, and Chamber of Commerce in your planned ribbon cutting, contact the Township Manager's Office at 973-989-7060 or by email at manager@randolphnj.org. We will facilitate the inclusion of these key community leaders in the event and will assist with the noticing of the event with the local media and the Randolph community at-large.

TOWNSHIP SUPPORT

The Township's support of your business does not end with the ribbon cutting/grand opening. The following is an overview of services and/or opportunities for your business to partner with the Township to ensure your business succeeds in Randolph.

Randolph Local – Randolphlocal.com is a website designed and supported by the Township Economic Development Committee (EDC). The site is designed positively promote local businesses and connect those businesses with the active and supportive Randolph residential community. The site features a searchable, on-line directory of all township businesses and their business categories. The site offers an opportunity for local businesses to be featured through spotlight articles, as well as for information on events such as grand openings/ribbon cuttings and promotional activities.

Social Media Promotion - The EDC manages and supports several social media accounts including a Facebook page [@RTNJEDC](https://www.facebook.com/RTNJEDC) and an Instagram account [@Randolphedc](https://www.instagram.com/Randolphedc). Through these social media accounts the EDC draws positive attention to the Randolph business community and helps promote the community's support for local business. Randolph businesses may contact the EDC to be featured on either the EDC Facebook page or the Instagram account. The EDC can also assist in creating posts about activities being offered by local businesses. These social media accounts have hundreds of followers and offer another great way to connect with the Randolph business community on-line.

EDC Business Recognition Program – The EDC actively supports local business through a number of different recognition programs. The programs include the business profile program, which develops on-line profiles of Randolph businesses that run on randolphlocal.com and on social media. Businesses interested in participating in the business profile program can download the questionnaire form at randolphlocal.com/resources. The EDC also conducts an annual business awards program. The awards program recognizes the civic contributions of local businesses through an award ceremony conducted each year at the town's Country Fair event.

Business Friendly Town Hall – Township staff are supportive and eager to assist members of the business community with any issues and/or needs which arise once establishing operation in Randolph. The Planning/Zoning Office should be the primary point of contact for business owners, but all township offices are customer service oriented and positioned to assist local businesses with their municipal service needs.

Temporary Sign/Banner Requests – One temporary sign or banner not exceeding 24 square feet designed to advertise a grand opening of commercial establishment may be erected and maintained on the commercial premises of the business celebrating the opening for a period of 14 days prior to the event and for seven days afterwards. Streamers, pennants, balloons and other like accessory decorations may also be erected during the above time period. After the grand opening a banner permit is required for any temporary signs. The permit is available at www.randolphnj.org/government/online_forms. Temporary signs may be installed for a period up to 30 days four times a year.

MUNICIPAL ORGANIZATION



The township council is the legislative body of Randolph. The township operates under a council-manager form of government. A seven-member township council (elected at large) serves as the legislative and policy-making board overseeing the municipal organization. The council selects one of its members annually to serve as Mayor.

The day to day operation is managed by the Township Manager, a municipal management professional, who serves at the will of the council. For more information on the township council, please visit www.randolphnj.org/government/section/township_council.

The Randolph Township Council meets on the 1st and 3rd Thursdays of each month at 7:00 p.m. in the Randolph Municipal Building Council Chambers at 502 Millbrook Avenue. Meeting dates may be changed by official council action. Agendas are posted at least 72 hours before the meeting and are accessible on the township’s website at www.randolphnj.org under the Government/Township Council/Meetings tab. All meetings are open to the public and the public is welcome and encouraged to attend and participate.

Township Offices 502 Millbrook Avenue	973-989-7100	Monday-Friday 8:30 a.m.-4:30 p.m. For special evening hours visit the Township website.
Police Department 502 Millbrook Avenue	973-989-7010	Entrance at rear of Municipal Building Police Emergencies – Dial 911
Public Works and Recycling 1345 Sussex Turnpike	973-989-7086	Public Works Operational Center Monday-Friday 7:00 a.m. – 3:00 p.m.
Community Center/ Recreation Office 30 Calais Road	973-989-7081	Monday-Friday 8:30 a.m.-4:30 p.m. For special evening hours visit the Township website.

DEPARTMENT OF PLANNING AND ZONING

The Township regulates land use by designating zone districts, such as residential and commercial, where specific uses are permitted and others prohibited. The Zoning Map can be found on the township website at [www.randolphnj.org/government/land use regulations](http://www.randolphnj.org/government/land_use_regulations)

Randolph Township is broken into many different zone districts. Each district has Permitted Principal Uses and Permitted Accessory Uses. The purpose of designating zone districts is to avoid incompatible uses or activities located adjacent to one another. There are thirteen (13) commercial districts located throughout the Township, accessible to both residents and visitors. Each area is unique, offering something for every type of retailer or business operation.

All new commercial businesses require a zoning certificate of occupancy as well as a fire department occupancy registration. The zoning CO review will confirm the use is permitted. If the use is acceptable, the fire occupancy registration is forwarded to the Fire Inspection Bureau which conducts a property review to determine if it is safe to occupy. The Zoning CO will not be issued until the Fire Bureau inspection is satisfactorily completed.

Remodeling or construction may require construction permits. It is recommended businesses proposing new construction or remodeling meet with the relevant township departments early in the design process to gain input on the code compliance of your plan. If permits are required, the zoning certificate of occupancy, fire department occupancy registration, zoning permit as well as the relevant construction permits (electrical, plumbing, fire, and building) should be submitted to the building department as a packet. The packet is then reviewed by all departments for compliance before the construction permit is issued.

If there is a change in use per the Uniform Construction Code (UCC) for example, changing an office building into a restaurant, a CO or CA (Certificate of Approval) must be obtained to ensure that the site meets the UCC regulatory requirements. A NJ Uniform Construction Code (UCC) code analysis is required. Depending on the scope and/ or magnitude of the project, a CO (Certificate of Occupancy) or CA (Certificate of Approval) will be issued after all required UCC inspections are approved. NJ State Law requires architectural drawings for renovations or alterations to commercial spaces.

It is recommended business owners work with professionals who are knowledgeable in all the State and Local codes for their specific type of business and meet early in the design process for input on the NJ Uniform Construction Code (UCC). State law provides up to 20 business days for township officials to review plans each time plans are submitted or resubmitted with revisions.

Contact Information

Administrator
Darren Carney

Telephone
973.989.7080

E-Mail
dcarney@randolphnj.org

Hours
Monday through Friday
8:30 a.m. to 4:30 p.m.

Address
Township of Randolph
502 Millbrook Avenue
Randolph, NJ 07869

HEALTH DEPARTMENT

Businesses with uses licensed by the local Department of Health (including, but not limited to food related businesses, animal sheltering or sale, and child care establishments) will need approvals from the Health Department prior to opening.

The Health Department will also need to be contacted regarding any issues related to the septic serving the facility to be occupied by the new business. For more information on the services provided by the township's Health Department visit the township website at www.randolphnj.org/government/health or call (973) 989-7050.



Contact Information

Health Officer
Mark Caputo

Telephone
973.989.7050

Fax
973.989.7076

E-Mail
mcaputo@randolphnj.org

Hours
Monday through Friday
8:30 a.m. to 4:30 p.m.

Address
Township of Randolph
502 Millbrook Avenue
Randolph, NJ 07869

Contact Information

Construction Official
Rod Schmidt

Telephone
973.537.7021
973.989.7070

Fax
973.989.0762

E-Mail
rschmidt@randolphnj.org

Hours
Monday through Friday
8:30 a.m. to 4:30 p.m.

Address
Township of Randolph
502 Millbrook Avenue
Randolph, NJ 07869

BUILDING DEPARTMENT

The Building Department is responsible for ensuring all construction work in the community complies with the requirements of the New Jersey Uniform Construction Code (UCC). The UCC has stringent requirements for construction materials and practices, as well as fire suppression requirements.

It is very important to have a professional architect or engineer review the UCC Use Group (which is different from the Township Approved Uses for Zone Districts) for your business and incorporate the appropriate construction details for your business in the building you are seeking to occupy.

Contractors working on construction projects are required to be registered with the NJ Division of Consumer Affairs. For more information on the township Building Department, please visit the township website at www.randolphnj.org/government/construction_codes or call (973) 989-7121.

ECONOMIC DEVELOPMENT COMMITTEE

The township is committed to attracting new business, and maintaining the vitality of existing business established in the community by, supporting economic vitality, providing goods and services to residents, and enhancing the overall quality of life for all citizens.

The lead entity in this effort is the Randolph Township Economic Development Committee (EDC), whose members are appointed by the township council. The ten volunteer committee members are charged with promoting opportunities to do business in the township, assisting with the development of reasonable business policies, and researching and monitoring Randolph's economy.

The EDC aims to promote sound economic development by: acting as a liaison between existing business/industry and township departments; encouraging business and industry to locate within the community; proactively identifying any problems relating to industry and other commercial enterprises; and recommending pro-business policies, programs and projects to the township council.

The EDC meets at 7:30 p.m. on the first Tuesday of every month (except July and August) at the Randolph Municipal Building at 502 Millbrook Avenue. All meetings of the EDC are open to the public.



EDC Point of Contact

Chairman John Ragan

973.332.7759

jragan@randolphnj.org

Websites & Social Media

www.randolphjedc.com

www.randolphlocal.com

www.randolphnj.org

www.facebook.com/rtnjedc

LAND-USE BOARDS

Planning Board-Meets on the first and third Mondays of every month at 7:30 p.m. Municipal Building, 502 Millbrook Avenue

Board of Adjustment-Meets on the second and 4th Thursday of every month at 7:30 p.m. Municipal Building, 502 Millbrook Avenue

Appointments can be scheduled with the Planning/Zoning Administrator to review and discuss proposed plans for a business and to assist in the determination of where the business may be permitted within the various zone districts. If the location sought for the business is in a zone in which the use is not permitted, the Planning/Zoning Administrator will recommend that Zoning Variance be obtained from the Board of Adjustment.

Other circumstances that may require a variance from the Board of Adjustment include changes to the building signage, parking areas, and/or ancillary buildings or structures. The Planning/Zoning Administrator can assist the business owner with the development of the board application, but the business owner should also seek legal representation and depending on the complexity of the change, the assistance of outside professionals to facilitate the presentation of the application to the board.

Once it is determined that the use is permitted within a zone district, the building must adhere to the bulk area requirements within that zone. Bulk area requirements include items such as the distance of the building to the property lines, heights of structures, location and size of signage, etc.

If the site proposed for the business requires a subdivision of the property or a site plan approval then an application will be necessary to the Planning Board. The Planning/Zoning Administrator can assist with the development of the board application, but the Business Owner will need outside legal counsel and potentially planning and/or engineering professionals to present the application to the Board.



TOWNSHIP OFFICIALS

**Township Manager
Stephen Mountain**

Responsible for overseeing all municipal departments, coordinating the day-to-day operations of the community and carrying out the policies as set by the elected Township council.
Phone: 973.989.7060 Email: manager@randolphnj.org

**Planning & Zoning Admin.
Assistant Manager
Darren Carney**

Department duties include advising on the completeness of applications pending before boards, communicating with consulting engineers and planners employed by the Township Council and boards, and supervising the development and maintenance of the GIS system.
Phone: 973.989.7080 Email: planning@randolphnj.org

**Township Clerk
Donna Luciani**

Office duties include the processing and handling of Liquor Sales Licenses, Livery operations, Solicitor Activities, Bingo Raffle Licenses, and Temporary Outdoor Sales
Phone: 973.989.7043 Email: twpclerk@randolphnj.org

**Engineering Administrator
Water & Sewer
Wayne Corsey**

Department provides planning and technical oversight related to improvements and other work performed relative to the Township's roadways, water and sewer networks, as well as the Township's parks and trails.
Phone: 973.989.7066 Email: engineering@randolphnj.org

**Construction Official
Rod Schmidt**

Department administers and enforces the provisions of New Jersey's Uniform Construction Code, the state's approved building, plumbing, electrical and fire sub codes, and any local ordinances which govern construction activities.
Phone: 973.989.7070 Email: building@randolphnj.org

**Public Works Director
Tom Sweeney**

Department provides a variety of services through the division of public roads, vehicle maintenance & recycling and the division of sewer & water.
Phone: 973.989.7086 Email: publicworks@randolphnj.org

**Chief Financial Officer
Darren Maloney**

Department coordinates all the Township's fiscal operations. It controls budgetary expenditures, administers the Township's debt and cash management programs, prepares year-end financial statements and makes recommendations to the Township Manager and Township Council with regard to financial policy.
Phone: 973.989.7045 Email: cfo@randolphnj.org

(Continued on next page.)

**Tax Assessor
Glen Sherman**

Division is responsible for the valuation of all real property in the Township for taxation purposes and maintaining assessment records for each property.

Phone: 973.989.7075

**Tax Collector
Linda Roth**

Division prepares tax bills, maintains an accounting of all tax collections and enforces the collection of delinquent taxes through foreclosure of municipal tax liens and municipal tax sales.

Phone: 973.989.7047

**Health Officer
Mark Caputo**

Department provides numerous health-related services including, environmental health activities, animal control, vital statistics maintenance and curbside garbage collection through the department of health and construction codes.

Phone: 973.989.7050 Email: mcaputo@randolphnj.org

**Parks, Recreation &
Community Services
Director Russ Newman**

Department provides a wide range of leisure activities and facilities for Township residents of all ages as well as a series of programs and support to senior citizens, handicapped adults and others requiring special assistance.

Phone: 973.989.7081 Email: rnewman@randolphnj.org

Randolph Public Safety **FOR EMERGENCIES DIAL 911******

**Randolph Township
Police Department**

Department is currently staffed by thirty-six full-time sworn officers, a police chief, and six civilian employees. Departmental functions for the organization are divided among three main areas of service—administrative, patrol and support services. The Police Department is located in the lower level of the municipal building at 502 Millbrook Avenue.

**Chief of Police
David Stokoe**

Police Dept. Response (NON- EMERGENCY) **Phone: 973.989.7000**
Police General Information **Phone: 973.989.7010**

**Fire Official
Fire Sub-Code Official
Richard Briant**

The Bureau of Fire Prevention conducts annual inspections of all buildings within the township—with the exception of one and two family owner occupied dwellings—to ensure that they meet all aspects of New Jersey's Uniform Fire Safety Code.

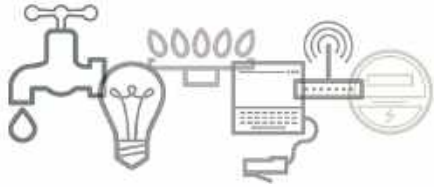
Phone: 973.989.7039 Email: rbriant@randolphnj.org

Randolph Rescue Squad

The squad provides transport services to local hospitals and standby services at fire calls and various community events.

Phone: 973.366.7900 Email: info@randolphrescue.org

UTILITIES



Electricity

Jersey Central Power & Light/First Energy

- www.firstenergycorp.com
- (800) 662-3115

Sanitation/Recycling Service

(Services Privately Contracted by Business)

Blue Diamond Disposal

- www.bluediamonddisposal.com
- (973) 598-9800

Waste Management

- www.wm.com/us/en/business/business-waste-recycling-pickup
- (855) 683-5386

Internet/Broadband Service Providers

<u>Verizon/Fios</u>	www.verizon.com/business	888-586-5445 (1-19 Employees)
(Availability limited to sections of township)		800-274-8002 (20-500 Employees)

<u>Optimum/Altice</u>	www.optimum.net	888-276-5255
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Water & Sewer

<u>Township of Randolph</u>	www.randolphnj.org	973-989-7066 (Operation) 973-989-7063 (Billing)
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<u>Town of Dover</u> (Serves a section of the township for public water)	www.dover.nj.us	973-366-2200
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Natural Gas

<u>NJ Natural Gas</u>	www.njng.com	800-221-0051
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<u>PSE&G</u> (Availability in a small section of the township)	www.pseg.com	800-436-7734
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BUSINESS RESOURCES

Randolph Chamber of Commerce

(973) 361-3462

www.randolphchamber.org

The Randolph Area Chamber of Commerce represents the needs of local organizations to the government and the community on business related issues important to members. The RACC is a key partner for your organization's success, offering the expertise of its members, providing business educational programs to help you develop your business and fostering professional networking opportunities.

Morris County Chamber of Commerce and Economic Development Corp.

(973) 539-3882

www.morrischamber.org

www.morriscountyedc.org

www.connecttomorris.com

The Morris County Chamber of Commerce and the Morris County Economic Development Corporation provides a platform for members to connect, collaborate, and succeed. The organizations provide services, information, and advocacy to support the success of members and the advancement of Morris County businesses.

Center for Business & Technology County College of Morris

973-328-5188

www.ccm.edu/category/continuing-education/

The goal of the Center for Business & Technology is to deliver cost-effective, professional training to improve the quality of your workforce your way. Located on the County College of Morris campus, the center of business specializes in offering high-quality on or offsite training programs and services for business in the greater Morris county area.

North Jersey Chamber of Commerce

(973) 470-9300

www.northjerseychamber.org

The North Jersey Chamber of Commerce (NJCC) is a community-minded, member-focused, non-profit business organization. Their mission is to foster the growth and profitability of their members via a variety of dynamic networking events, educational seminars, cost-saving programs, legislative advocacy and member-to-member collaborative opportunities.

New Jersey Chamber of Commerce

(609) 989-7888

www.njchamber.com

The New Jersey Chamber of Commerce is dedicated to promoting legislation and regulations that will grow the economy, create new jobs and make the state more competitive and more affordable for everyone.

(Continued on next page.)

**New Jersey Economic
Development Authority**

(609) 858-6767
www.njeda.com

The New Jersey Economic Development Authority (NJEDA) serves as the State’s principal agency for driving economic growth. The NJEDA is committed to making New Jersey a national model for inclusive and sustainable economic development by focusing on key strategies to help build strong and dynamic communities, create good jobs for New Jersey residents, and provide pathways to a stronger and fairer economy. Through partnerships with a diverse range of stakeholders, the NJEDA creates and implements initiatives to enhance the economic vitality and quality of life in the State and strengthen New Jersey’s long-term economic competitiveness.

**New Jersey Business &
Industry Association**

(609) 393-7707
www.njbia.org

The New Jersey Business & Industry Association provides information, services and advocacy to its member companies to build a more prosperous New Jersey.

**U.S. Small Business
Administration**

(800) 877-8339
www.sba.gov

The SBA is the only cabinet-level federal agency fully dedicated to small business and provides counseling, capital, and contracting expertise as the nation’s only go-to resource and voice for small businesses.



STARTUP CHECKLIST

Trade Name and Business Registration

- Register your Trade Name at the Morris County Clerk's office, visit www.morriscountyclerk.org for more information.
- You must also register your business with the New Jersey Division of Revenue and Enterprise Services, visit www.nj.gov/treasury/revenue/ to learn more.

Obtain an EIN

- An Employer Identification Number (EIN) is used by the IRS to identify businesses for tax purposes. It is primarily used for paying state taxes and hiring employees. Visit www.e-gov-filings.com to begin an application and learn more.

Pick your business location

- Your business location determines the taxes, zoning laws, and regulations your business will be subject to. You'll need to make a strategic decision about your site selection. Consider the operational needs for your business and the local zoning ordinances and permitted uses for your site.
- If you are considering establishing a home based business there are a few rules that you'll want to be aware of to make sure that your business activities aren't disrupting your neighbors and that your location is safe for your clients.

Contact the Department of Planning & Zoning for assistance with this process.

Licenses, Permits, and Inspections

- Your business may need a combination of licenses and permits from local and state agencies. The requirements and fees vary based on your business activities, location, and government rules.
- You should reach out to the Departments of Planning & Zoning, Health, Construction, and the offices of the Fire Official and the Township Clerk if you have questions about this process.

Connect with the Community

- Communicate with the Randolph Township Economic Development Committee to launch your business with a ribbon cutting and further promote your business in the community by being featured on the EDC Facebook page and Randolph Local website.