**Starting a Business in Highlands**

Opening a business in Highlands Borough involves multiple departments depending on a variety of factors.

**The Business/Mercantile Check List** will provide you with a process flow and packet of required permits/approvals to do business in Highlands Borough. Here are highlights of what is required:

**Bay Avenue Central Business District is a Redevelopment Area subject to a special review process.**

1. Highlands Borough has a **Special Flood Hazard Area** **(SFHA**). Check your location to see if you are in the **(SFHA),** which requires a **Floodplain Development Permit**. Flood Insurance is required. <https://www.highlandsboroughnj.withforerunner.com/properties>
2. When a existing or new business is doing a tenant fit-up submit **all** your construction/permitting at the start of the project to streamline approvals.
3. Maintain an existing use location (Retail, Service, Office, Restaurant, etc.): Please contact the Zoning Officer, Courtney Lopes clopes@highlandsnborough.org to confirm that the use is the same as the existing use.
4. Any new/replacement signage will require Zoning Permit Application and approval.
5. Facade renovations usually require a site plan review. Please contact the Zoning Officer to review the scope of work.
6. New business involving a change of use:  The process for signs, external alterations is the same as referenced above - review with Zoning Officer
7. Additional contacts for specific businesses are listed below:
	1. Restaurants:

Health Department, Housing & Fire Prevention, Sewer Department for specific guidance.

* 1. Hair/nail salons: Health and Sewer Departments.
	2. Laundromats: Contact the Sewer Department.

[**Quick Links**](https://www.princetonnj.gov/QuickLinks.aspx?CID=146)

**Bay Avenue Redevelopment Area**

**www.highlandsborough.org**

**Health Department: Monmouth County Health:**

Contact Richard Englert onsite inspection

**(732) 431-7456 x7493** **richard.englert@co.monmouth.nj.us.**

**http://www.visitmonmouth.com/health**

**Highlands Borough Flood Information**

. <https://www.highlandsboroughnj.withforerunner.com/properties>

1. [Division of Alcoholic Beverage Control (ABC), Catering Permit, Social Affair Permit](https://www.njoag.gov/about/divisions-and-offices/division-of-alcoholic-beverage-control-home/)
2. [Farm Market Application](https://princeton.seamlessdocs.com/f/FarmMarketAppFees)
3. [Outdoor Cafe / Retail Services License Application (Online)](https://princeton.seamlessdocs.com/f/SidewalkServiceLicApp_2020)
4. [Temporary Event Application](https://princeton.seamlessdocs.com/f/TempEventAppFee)