

**Building Permits**  
732-827-2087  
building@cityofrahway.com

**City Clerk**  
732-827-2100  
CityClerkDepartment@cityofrahway.com

**City Hall Administration**  
732-827-2100

**Engineering**  
732-827-2176  
engineering@cityofrahway.com

**Fire (non-emergency)**  
732-827-2155

**Health**  
732-827-2085  
healthoffice@cityofrahway.com

**Police (non-emergency number)**  
732-827-2200

**Property Maintenance**  
732-827-2199  
propertymaintenance@cityofrahway.com

**Public Works**  
732-827-2060

**Rahway Parking Utility**  
732-827-2222

**Rahway Redevelopment Agency**  
732-827-2022  
RahwayRedevelopment@cityofrahway.com

**Zoning**  
732-827-2181  
zoning@cityofrahway.com

**Zoning Board of Adjustment and  
Planning Board Secretary**  
732-827-2196

For inquiries about opening a business in Rahway or for general questions, please contact the City of Rahway's Office of Economic Development at 732-827-2193 or email [EconomicDevelopment@CityofRahway.com](mailto:EconomicDevelopment@CityofRahway.com)



**Rahway Special Improvement District (SID)**

732-827-2193 | [www.rahwayishappening.com](http://www.rahwayishappening.com)

 Rahway is Happening  RahwayIsHappening

All businesses within the city may contact the Rahway Special Improvement District to be added to the website [RahwayIsHappening.com](http://RahwayIsHappening.com) and the Business Directory. Connect with the Rahway SID on social media to share photos, promotions and have your business featured. Stay in touch by following us on Facebook and Instagram to get more information on the numerous community events that are organized through the year to benefit our businesses.

**Union County Economic Development Corporation** | 908-527-1166 | [www.ucedc.com](http://www.ucedc.com)

UCEDC is a private, non-profit economic development corporation, dedicated to boosting local economies and strengthening communities. We've been helping small businesses by making loans, training and mentoring business owners, helping businesses obtain government contracts, and providing accurate and relevant business information.

**State of New Jersey Business Guide** | [www.business.nj.gov](http://www.business.nj.gov)

Use this site to take advantage of the many resources to support your business.

**New Jersey Economic Development Authority** | [www.njeda.com](http://www.njeda.com)

The New Jersey Economic Development Authority (NJEDA) grows the state's economy and increases equitable access to opportunity by supporting high-quality job creation, catalyzing investment, and fostering vibrant, inclusive community development. NJEDA works in partnership with a diverse range of stakeholders to implement programs and initiatives that improve quality of life, enhance economic vitality, and strengthen New Jersey's long-term economic competitiveness.

**Additional Information**

# STEP-BY-STEP GUIDE TO OPENING A BUSINESS IN THE CITY OF RAHWAY



Photo: Darren Levine



“As Mayor, I believe that Rahway is a hub of economic activity and innovation. Our goal is to have a business-friendly community and a thriving downtown. This pamphlet is a great informational guide on opening a business in our great City. On behalf of the City of Rahway and the Rahway Special Improvement District, we will continue to work together to make our city a better place to live, work and visit.  
– Mayor Raymond A. Giacobbe





# 1 Zoning Compliance



The City of Rahway requires a Business Registration Certificate from the State of New Jersey before doing business in the city. You may also be required to obtain additional licenses or registrations depending on your specific type of business. Visit <https://business.nj.gov/category/start-for-license/certification-information>.

Every business operating in the City of Rahway requires an approved zoning permit prior to opening. When a business is considering a location in the city, the first step is to determine whether the zone/location is approved for that type of business. For inquiries about permitted uses, you can call or email the Department of Engineering & Land Use at [zoning@cityofrahway.com](mailto:zoning@cityofrahway.com) or 732-827-2181.

### Zoning Permit Application & Instructions

The zoning permit fee is \$20.00. You can visit the Department of Engineering and Land Use located at 1 City Hall Plaza, 2nd Floor (building entrance is from the parking lot) to submit a Zoning Application and payment (cash/check). You can also download the Commercial Zoning Application from our website: [www.cityofrahway.org/departments/engineering-land-use/division-of-land-use/](http://www.cityofrahway.org/departments/engineering-land-use/division-of-land-use/)

If you plan on making any changes or upgrades to the site, building or are doing any construction, electrical and/or plumbing work, engineering and or building permits are required and can be submitted at the time of submission of the zoning permit.

### Zoning & Planning Board Reviews

If a commercial zoning permit is denied by the zoning officer, it can be appealed to either the Zoning Board of Adjustment or the Planning Board depending on the reason. Also, some businesses and site improvements may require planning or zoning board approval as well. If you plan to make changes to the building, signage, parking areas, ancillary buildings or structures, you may need to obtain a Site Plan Approval from the Planning Board. If any of the proposed business uses are not allowed per ordinance, applicants may apply for approval by requesting a use variance through the Zoning Board of Adjustment.

If no board review is necessary, the business owner will still need to submit architectural drawings to the Building Department and apply for the necessary building permits. There are fees associated with Planning Board and Zoning Board of Adjustment reviews. Both the Zoning Board of Adjustment and Planning Board applications can be found on the City of Rahway Website under Department of Engineering and Land Use, subsection Division of Land Use.



# 2 Space Alterations

### Construction

Construction permits are required for renovations, alterations, electric, plumbing, fire protection systems, and proposed changes of use.

The City of Rahway recommends that business owners contact the Division of Building for guidance with construction permit applications, and work with a New Jersey licensed architect if construction documents are required.

New Jersey State law requires architectural drawings for renovations or alterations to commercial spaces. Construction documents (i.e. blueprints) may be required depending on the scope of work. Electric, plumbing, HVAC, and fire protection systems must be done by New Jersey licensed contractors.

By state law, the Division of Building must adhere to the Uniform Construction Code (UCC).

The owner or contractor is responsible for obtaining a construction permit, and scheduling and passing all required inspections. Once passed, a Certificate of Approval for Continued Occupancy will be issued by the Division of Building. For inquiries, they can be reached via email or phone at [building@cityofrahway.com](mailto:building@cityofrahway.com) or 732-827-2087.

### Signage / Window Displays / Lighting

A zoning permit is required to erect, install, paint, alter, relocate or change any signage on doors, windows, facades,

pylons, or awnings (fabric change or installation). A rendering of the sign should be submitted with the Zoning Application. Permits are issued through the Department of Engineering and Land Use and they will advise if the signage also requires a permit from the Division of Building.

### Certificate of Occupancy/Change of Occupancy

If no construction or change of use is required, a business owner must apply for a Certificate of Approval for Continued Occupancy from the Property Maintenance Division at 732-827-2199 or [propertymaintenance@cityofrahway.com](mailto:propertymaintenance@cityofrahway.com)



# 3 Special Requirements

### Food Establishments

Food-related businesses must adhere to strict requirements for construction and remodeling set by the State of New Jersey. The Department of Health requires and issues licenses for all restaurants and retail food businesses.

Food businesses must go through plan review with the Department of Health in addition to their Division of Building reviews and inspections.

Please refer to the Guide for Retail Food Establishment Construction in the City of Rahway: <https://ecode360.com/9583874>

For food and/or personal service related inquiries, you can call or email the Department of Health at 732-827-2085 or [health@cityofrahway.com](mailto:health@cityofrahway.com)

### Personal Services

Refer to these websites to ensure you are compliant with the State mandates [www.nj.gov/health/ceohs/phfpp/body\\_art/index.shtml](http://www.nj.gov/health/ceohs/phfpp/body_art/index.shtml) and [www.nj.gov/health/ceohs/documents/phss/bodyart.pdf](http://www.nj.gov/health/ceohs/documents/phss/bodyart.pdf)

Massage, Bodywork and Somatic Therapy Application can be found at <http://www.cityofrahway.org/wp-content/uploads/2021/05/Massage-Bodywork-Somatic-Therapy-Application-COMLETE-PACKET-2021-5.pdf>



# 4 After the Grand Opening

### Now That You Have A Business

Please reach out to the Economic Development Office once you are ready to open to schedule an official ribbon cutting at [economicdevelopment@cityofrahway.com](mailto:economicdevelopment@cityofrahway.com) or call 732-827-2193.

### Parking for Business Owners

For any questions regarding parking, please call the Rahway Parking Utility at 732-827-2222.

### Clean to Curb/Property Maintenance

Businesses within the Central Business District are asked to participate in the Clean to Curb Program. Clean to Curb is a business partnership to keep the sidewalks clean in front of establishments by regularly picking up wind-blown litter. Businesses also work together to make the downtown environment more pleasant by following garbage and recycling guidelines. Please keep your buildings and lots clean, safe and free of garbage, graffiti and debris. Any questions or ideas please contact the Rahway Department of Health at 732-827-2092. Any safety concerns or nuisances can be reported to the Police Department's non-emergency number 732-827-2200. (For emergencies call 9-1-1)

### Garbage & Recycling

There are special requirements for garbage and recycling collection in the Central Business District. Contact the Public Works Department at 732-827-2060 for Solid Waste and Recycling Guidelines.

### Vehicle Idling

New Jersey law limits the length of time a stopped motor vehicle can sit with the engine idling to 3 minutes. Violation is subject to a fine of a minimum of \$250. Delivery vehicle drivers should be made aware of this statewide regulation.

