



CITY OF CAMDEN  
 DEPARTMENT OF CODE ENFORCEMENT  
 PO BOX 95120, CITY HALL ROOM 220  
 CAMDEN, NJ 08101-5120  
 PHONE:(856) 757-7131 OR 7006 FAX: (856) 342-7168

**POSTING AND DISTRIBUTION LICENSE APPLICATION**

**FEE : \$110.40, Each distributor limited to 6 = \$22.08**

**[\$100.00 NON-REFUNDABLE APPLICATION FEE DUE WHEN FILING, TO BE APPLIED TO THE LICENSE FEE WHEN APPROVED.]**

**Business Info;** Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant's Info;** Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security#: \_\_\_\_\_

Sex:  Male  Female, Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_

**Email address:** \_\_\_\_\_

- Are you a United States citizen?  Yes  No (If no, please furnish a copy of your Alien Registration, Passport, or any other legal document to confirm your legal status in the United States).
- Has applicant ever been convicted of a crime?  Yes  No If yes, please explain \_\_\_\_\_
- Has applicant ever been denied a license or had a license suspended or revoked in the city of Camden or any other township in the state of New Jersey?  Yes  No If yes, please explain: \_\_\_\_\_
- Do you have any other businesses in the city of Camden or any other township in the state of New Jersey?  
 Yes  No, if yes, please explain: \_\_\_\_\_

**Property Owner's Info (if applicable);** Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

PRINT NAME  
Applicant

DATE

SIGNATURE



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AFFIDAVIT

STATE OF NEW JERSEY  
COUNTY OF CAMDEN : SS  
CITY OF CAMDEN

\_\_\_\_\_, BEING DULY SWORN THAT  
*Applicant*

HE/SHE IS THE INDIVIDUAL MAKING THE FORGOING APPLICATION FOR A

**POSTING AND DISTRIBUTION**

\_\_\_\_\_ LICENSE AND THAT THE

ANSWERS TO THE QUESTIONS CONTAINED THEREIN ARE TRUE.

SWORN AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF

\_\_\_\_\_, 20\_\_\_\_\_ .

\_\_\_\_\_  
NEW JERSEY NOTARY PUBLIC

[SEAL]

\_\_\_\_\_  
APPLICANT





CITY OF CAMDEN  
DEPARTMENT OF CODE ENFORCEMENT  
BUREAU OF LICENSE & INSPECTIONS  
PO BOX 95120, CITY HALL ROOM 220  
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## **INFORMATION REQUIRED WITH THE POSTING AND DISTRIBUTION LICENSE APPLICATION**

1. Two passport size [2x2] photos of the applicant [no substitutes].
2. Original valid driver's license or other proof of identification. Some acceptable documents are listed below.
  - Original birth certificate or certified copy
  - US passport [current or expired, less than three years]
  - Alien registration card
  - County ID
  - Military ID
  - Current State digital driver's license or ID
3. If you are a corporation, LLC, or partnership please submit a copy of your paperwork.
4. Applicant's social security card, if you do not have your card, you may order a replacement from the Social Security office. They will issue a receipt, which we will accept.

Location: 5 Executive Campus, Cherry Hill New Jersey 08002

Phone: 1-800-772-1213

Directions: Take 70 East, make a left on Cornell Ave [at King of Pizza, before Home Depot]. At the traffic light, make a left onto King Avenue. The Social Security office is ¼ mile on the right.

5. State Sales Tax Certificate of Authority; issued by the New Jersey Division of Taxation. You may contact their office at [856] 614-2600 for information regarding this certificate.
6. Proof of ownership or leasing of the subject premise [deed or lease].

### **Please Note: The following requirements are needed only if your business is located at a fixed location in the city of Camden.**

7. You must have Zoning approval before the license can be issued. The Planning department is located on the 2<sup>nd</sup> floor, room 224 [856] 757-7191.

#### **AFTER ZONING APPROVAL HAS BEEN OBTAINED**

8. Take your zoning approval letter to the Building Bureau located on the 4<sup>th</sup> floor, room 403 and file [\$264.00] for a **Continued Certificate of Occupancy**. You will be given an initial inspection date.
9. Take your \$264 receipt from the Building Bureau to the 2<sup>nd</sup> floor of the Fire Administration Building, located at 4 North 3<sup>rd</sup> Street (3<sup>rd</sup> & Federal Sts.). See Blanca Aponte or Ralph Slater (856) 757-7520 or 7514 where you will schedule an **Annual Fire Inspection**. The fee is calculated as follows:  
\$25 processing fee + an amount calculated on the square footage of your business, minus \$64 upon presentation of your paid \$264 receipt from the Building Bureau.