

To: All Prospective New Business Operators in the City of Absecon

From: City Administrator Thomas L. Henshaw

Re: Requirement to Obtain a Mercantile License

Welcome to the City of Absecon. We look forward to the opportunity to assist you in obtaining all necessary local permits and approvals to conduct business in Absecon. You should first discuss your specific plans with our Construction Official/Zoning Officer. He will advise you if you need to submit an application for land use approval for your business premises. If you do not require such approval (or if you subsequently obtain such approvals), he will then assist you in submitting any necessary applications for construction permits.

This memorandum is intended to inform you of a separate condition for the operation of a business in the City of Absecon. Pursuant to Chapter 234 – Mercantile License, of our City Code, all prospective businesses in the City of Absecon must apply for a mercantile license to confirm the applicant's suitability to conduct business in the City of Absecon and pay an annual fee. Each initial applicant is required to submit a background check application to the City Clerk. As part of that investigation, the applicant must consent to the criminal background check conducted by the New Jersey State Police and also submit a check or money order for the cost of that background check.

Most important, you should understand that the background check could typically take up to 6 weeks. No mercantile license can be considered for issuance until the results of that background check are received. You should consider filing an application early enough so that the operation of your business is not delayed because of a failure to obtain a mercantile license due to delay in obtaining the necessary background check.

I would ask you to sign and date a copy of this memorandum, which we will keep on file as a record that you have been informed of this requirement.

Print Name: _____

Signature: _____

Date: _____