Borough of Pitman Construction Office
110 S. Broadway, Pitman, NJ 08071
Phone: 856-589-2433 Fax: 856-589-0259
Zoning@Pitman.org Construction@Pitman.org www.pitman.org

Guide to Opening a Business in Pitman:

The most important step is to visit the **Construction Office**. There are many different local and State requirements that affect the opening of a business. They will have all the current information required by Local, County and State statues. They are here to assist and navigate everyone through the process. There are different departments and ordinances that apply when opening a business; Planning and Zoning, Historic Commission, Construction and Fire Safety regulations, just to name a few. The details provided below are intended solely for information purposes.

- **Zoning** approval is required for any change in use or change of tenant to ensure the business meets the local zoning code. Depending on the scope of the project, it may be necessary to establish and escrow account to cover professional fees as required.
- **Board of Health** approval is required for any food preparation, food service establishment, tattoo parlors, kennels, etc., this also includes the Gloucester County Department of Health.
- **Construction Permits** are required from the Construction Office when renovation to the building is needed to accommodate a new business (building, plumbing, electrical, fire, mechanical) Architect or Engineer sealed plans may be required.
- **Signs** require approvals from the Zoning Officer; they may require approval from the Historic Commission. A Construction permit may be necessary depending on the type of sign.
- **The Bureau of Fire Safety** performs an annual inspection of all commercial properties and apartments. They are billed annually.
- **Certificate of Continued Occupancy** before opening.

The Historic Commission meets on the second Thursday of each month at 7:00 PM in Borough Hall. Applications are due in the Construction Office one week prior to the meeting.

The Planning and Zoning Board meets on the third Monday of each month at 7:00 PM in Borough Hall. If it is necessary to go before the Board, the Construction Office will provide assistance.

Construction Official/Building Inspector…..Gus Morganti
Plumbing Inspector……Dennis Lasassa
Zoning Officer…….Roy Duffield
Fire Safety Official……Ryan Pierson
Fire Inspector……Jennifer Barrientos-Morris
Electrical Inspector……..Stacy Davis

The above information is intended as a guideline, and may not reflect all of the paperwork and labor required to open a business. This is not intended to be a legal document.