

## NEW BUSINESS WELCOME PACKET



Tel: 973.989.7100  
Fax: 973.989.7076  
[www.randolphnj.org](http://www.randolphnj.org)

Township of Randolph  
502 Millbrook Avenue  
Randolph, NJ 07869-3799

Office Hours  
Monday - Friday  
8:30 a.m. - 4:30 p.m.

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# WELCOME TO RANDOLPH TOWNSHIP

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Thank you for considering Randolph Township for the location of your business operation. Information for opening the doors to your new, relocated, or expanded business here in Randolph is summarized within this packet. We understand the challenges associated with a business opening and want to make sure you have all the information and resources you need to navigate the process successfully.

Enclosed in this packet you will find a variety of information that can assist you in establishing your business; from how to choose a location, to setting up the ribbon cutting, and everything in between. Key topics include:

- Community Demographics
- Zoning and Construction Requirements
- Important Contacts
- Information on Municipal Services and Utilities
- Business Resources
- Frequently Asked Questions

As you settle into Randolph Township, please do not hesitate to contact the township municipal offices, or to reach out to members of the Economic Development Committee (EDC) if you have questions or need additional support.

Please visit the township website, [www.randolphnj.org](http://www.randolphnj.org), and the township's two business and economic development websites, [www.randolphlocal.com](http://www.randolphlocal.com) and [www.randolphnjedc.com](http://www.randolphnjedc.com) for information and assistance.

The Randolph Township and Randolph EDC social media pages on Facebook, Twitter, and Instagram are also valuable sources of information for businesses within the community.

Randolph Township encourages you to explore your new business community and meet your new neighbors who may have great advice to add to what we as municipal officials and representatives can provide you on our wonderful community.

Again, welcome to Randolph Township. We look forward to seeing you around town!

Sincerely,

Mark H. Forstenhausler  
Mayor

Gregory V. Poff II  
Township Manager

John Ragan  
EDC Chair

# COMMUNITY PROFILE

Randolph is the 3rd largest Township within Morris County. Resting in the heart of northern New Jersey, our 21 square mile boundary is home to a diverse population of just over 26,000 residents, according to the US Census American Community Survey.

In the 2013 Coldwell Banker edition of, "Best Places to Live in New Jersey for Booming Suburbs." Randolph was the number one ranked town in Morris County and fourth overall in the state.

## KEY DEMOGRAPHICS

Population 2020	26,504
Median Household Income	\$159,077
Median House Value	\$565,500
Households	9,371
Municipal Budget (2025) AAA Bond Rating	\$37,687,238
Bachelor's Degree or Higher	68.4%
High School Degree or Higher	95.3%
Acres of Parks	1,300+ acres
Miles of Trails	16 Miles
Municipality Size	21 Sq. Miles

Some of the factors considered in selecting the best suburbs included job growth, high percentage of home ownership, good schools, access to local shopping and community safety.

The Township is a modern suburban community that offers many advantages to its residents and business owners alike. The dedication of our local government staff and the Randolph Economic Development Committee coupled with the Township's enthusiasm for a vibrant business culture makes Randolph not just a great place to live, but a great place to work and invest.

## KEY BUSINESS ACTIVITY

Educational Services, Health Care, Social Services	21.0%
Professional, Scientific, Management, Administrative, and Waste Services	20.5%
Manufacturing	11.7%
Finance, Insurance, and Real Estate	11.5%
Retail Trade	7.2%
Arts, Entertainment, Recreation/Accommodation, and Food Service	7.1%
Wholesale Trade	4.2%
Information	4.0%
Construction	3.8%
Other services except for Public Administration	3.2%
Transportation and Warehousing/Utilities	2.9%
Public Administration	2.6%

# SITE SELECTION

*If interested in establishing a new business in Randolph, there are a few questions that will need to be answered:*



- What are the zoning requirements required to support the business operation? Are the locations under consideration zoned for business use?
- Is the space/property under consideration move-in ready or will it require the construction of a new building or renovation of an existing building?
- Is the space under consideration up to code for the use proposed or will it require an upgrade in order to be a permitted use?
- Does the use require public water and/or sewer to operate? If the business can operate on septic or well are there any upgrades necessary to those systems in order to support the new use?
- Are there improvements needed to the signage at the location under consideration? Have you reviewed the town's sign ordinance to determine if such improvements will be acceptable to the town?
- Are there any other needs for the business operation that must be met by the site (i.e. lighting, parking, handicap accessibility, drive-through service, etc.) that may need administrative and/or land-use board approval in order to proceed?
- Do you understand the time frames for those approval processes and are they consistent with your operational needs?

## ADDITIONAL CONSIDERATIONS

The township Zoning Map, and Land-Use Regulations; which contain the list of the permitted uses for each specific zone, can be found at: [www.randolphnj.org](http://www.randolphnj.org).

The township maintains an [economic development website](http://www.randolphnjedc.com/site-location/) that functions as an extensive resource that can assist business owners with site selection, including demographic information, zoning and land-use information, information on the current Randolph business community, and important support resources. A listing of commercial properties currently for sale and lease can be found on the township economic development website at: [www.randolphnjedc.com/site-location/](http://www.randolphnjedc.com/site-location/).

The township employs a full-time staff of professionals prepared to assist businesses from the site selection process through and beyond the ribbon cutting. The primary contact on the staff for businesses considering a location in Randolph is the town's Planning/Zoning Administrator. In addition to being able to answer questions critical to the successful launch of a business in town, the Planning/Zoning Administrator can facilitate discussions with other township departments integral to the business start-up. Before signing a lease or even choosing a location in town for your business it is strongly recommended that you talk to the Planning/Zoning Administrator.

A change in use of a property may increase the parking demand and require a variance if sufficient parking does not exist. Parking requirements for non-residential uses: [https://library.municode.com/nj/randolph\\_township/codes/land\\_development\\_code?nodeId=LAND\\_DEVELOPMENT\\_CODE\\_ARTIVSUZORE\\_15-50PALO\\_15-50.2NUPASP](https://library.municode.com/nj/randolph_township/codes/land_development_code?nodeId=LAND_DEVELOPMENT_CODE_ARTIVSUZORE_15-50PALO_15-50.2NUPASP)

A significant number of properties in the township are not served by public sewer and rely on septic disposal systems. A change in use may increase the demand on a septic system beyond its design. The township [Engineering Department](#) at (973) 989-7066 should be consulted to confirm if a property is already served by public sewer or if sewer service is available.

The [Health Department](#) can assist with the determination of an existing septic disposal system to handle a proposed new use. The Health Department contact number is (973) 989-7051.



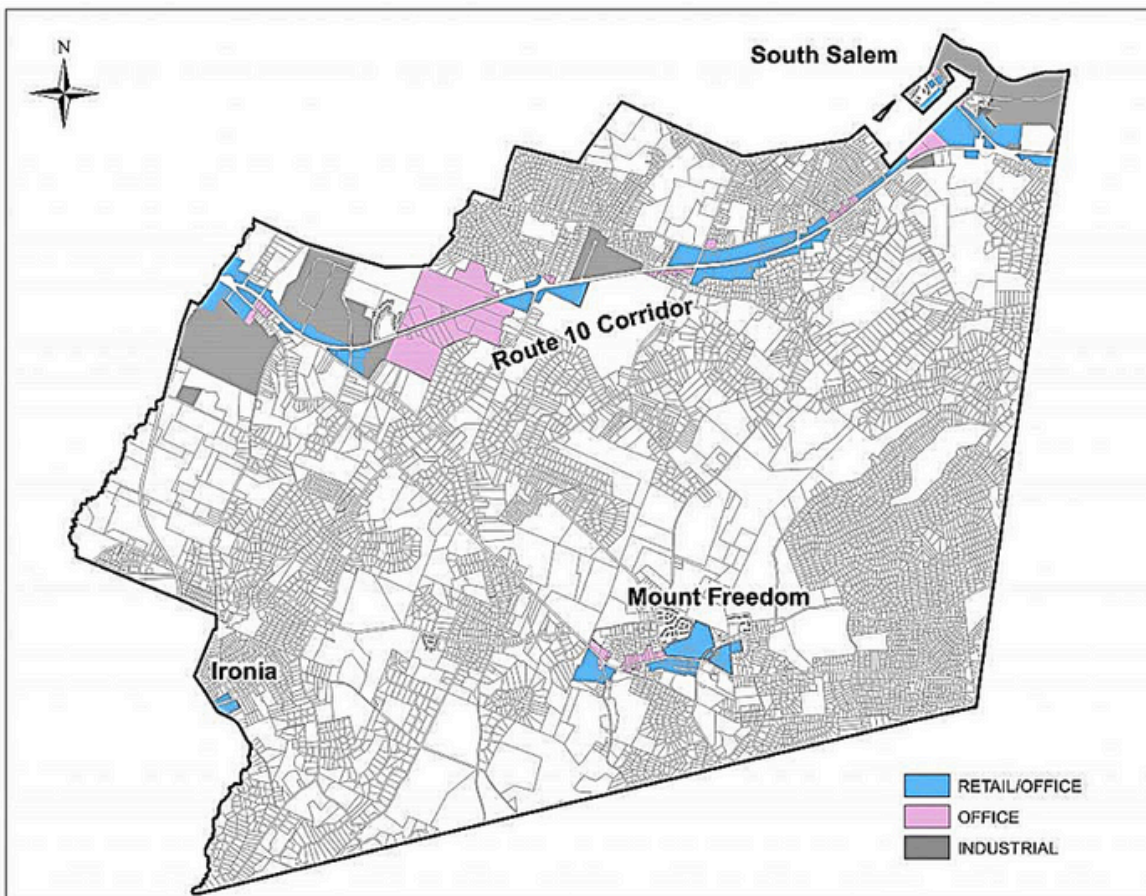
## FIND A LOCATION

Identify a location where your use is permitted. Randolph has 13 Zone Districts for commercial uses which fall into the general categories of retail, retail/office and industrial.

The Randolph Township Zoning Map, and Land-Use Regulations; which contain the list of the permitted uses for each specific zone, can be viewed at <https://www.randolphnj.org/319/Land-Use-Regulations>.

A listing of commercial properties currently for sale and lease can be found on the township's economic development website at [www.randolphnjedc.com/site-location/](http://www.randolphnjedc.com/site-location/).

Once you have narrowed down your location search it is highly recommended that you contact the Planning Department to confirm the use is permitted as certain properties may have restrictions from prior approvals. It is also helpful if you describe any proposed changes to the property. Some modifications can be approved administratively while others may require a variance or site plan approval.



# GETTING PERMITTED TO OPEN

*Once a site has been selected and a property has been acquired/or space has been leased, there are a number of actions required in order to gain approval to open the business:*

- All businesses in the State of New Jersey are required to possess a New Jersey Business Registration.
- A Zoning Certificate of Occupancy, as well as a Fire Department Occupancy Registration, is required for all new commercial businesses.
- If there will be construction involved with the establishment of the new business, Construction Permits will likely be required.
  - Permitting/registration may be required for home-based businesses.
- In Randolph, there are standards for façade and monument signs. Make sure to review the sign regulations.
- Any improvements impacting a public right of way would require a road opening permit through the Engineering Department.
- A change in the use of a property may increase the parking demand and require a land-use variance if sufficient parking does not exist.
- If there is a change in use per the Uniform Construction Code (UCC), for example, changing an office building into a restaurant, a CO or CA (Certificate of Approval) must be obtained to ensure the site meets the UCC regulatory requirements.
- Licensing is required for many types of businesses and the requisite licensing will be a condition of approval for the business opening.





# PERMITTING & LICENSES

*Every business looking to operate in Randolph will need some form of permits and licenses to operate. The required permitting and licensing can range from the very basic to the more extensive and specific. The following is a listing of the common types of permits and licenses that may be required:*

**Zoning CO/CA** – All new commercial businesses require a zoning certificate of occupancy/approval. The Zoning CO/CA will confirm the use is permitted.

**Fire Occupancy Registration** – All new commercial businesses also require a Fire Occupancy Registration. This registration is triggered if the use is approved by the Planning/Zoning Administrator. The Fire Inspection Bureau coordinates the registration process. An inspection of the property is conducted by the Fire Inspector and if the results are satisfactory the Registration will be approved.

**Construction Permits** – Construction permits are generally required for businesses constructing or modifying their place of business. If construction permits are required, the Zoning Certificate of Occupancy, Fire Occupancy Registration, Zoning Permit, as well as relevant construction permits (electrical, plumbing, fire, and building) should be submitted to the Building Department for review.

**Signage Permitting** – All sign changes require a Zoning Permit. If the sign is new or involves electrical work, a construction permit will also be required. Zoning regulations for signs are available at:  
[https://library.municode.com/nj/randolph\\_township/codes/land\\_development\\_code?nodeId=LAND\\_DEVELOPMENT\\_CODE\\_ARTIVSUZORE\\_15-43SI](https://library.municode.com/nj/randolph_township/codes/land_development_code?nodeId=LAND_DEVELOPMENT_CODE_ARTIVSUZORE_15-43SI)

**Zoning Permit** – This permit is generally required if you are developing/redeveloping the land for a specific commercial use.

**Health** – Businesses requiring kennel and pet shop licenses, food establishment licenses, child care center licenses, and vending machine operator permits should contact the Health Department at (973) 989-7050.

**Clerk** – Businesses requiring information about liquor licenses, precious metal licenses, and livery operations should contact the Township Clerk's Office at (973) 989-7041.

**Trade Name Registration/Incorporation** – If trading under any other name than your own, registration of the name is required by law. To register your Trade Name, visit the Morris County Clerk's website at [www.morriscountyclerk.org/index.php/register/trade-names/](http://www.morriscountyclerk.org/index.php/register/trade-names/).

If you wish to incorporate, you should contact the New Jersey Department of the Treasury. To learn more about this process visit [www.nj.gov/njbusiness/starting/](http://www.nj.gov/njbusiness/starting/).

**Business Registration** - Whether a sole proprietor, partnership or Corporation, you must register with the state of New Jersey. The New Jersey business registration information is available at [www.nj.gov/treasury/revenue/](http://www.nj.gov/treasury/revenue/).

*Forms and permit applications are available for download at [www.randolphnj.org](http://www.randolphnj.org).*

# GRAND OPENING AND COMMUNITY SUPPORT

*Congratulations, you have made it to your Grand Opening! The Randolph Township Council and Economic Development Committee can help you launch your business with a ribbon-cutting ceremony. The ribbon-cutting will help you celebrate this important moment, but more importantly, it is also a great way to announce the arrival of your business to the community. Here are some of the opportunities the ribbon-cutting ceremony will provide your business:*



- A forum to assemble and recognize all the people who were integral to getting your business open.
- An event that you can advertise in the local press, as well as through all of the town's media outlets.
- A celebratory event to invite the public/potential customers to your business location and to orient them to your physical location, products, and/or services.
- Generate possible leads from attendees.
- Make contacts with key members of the community including township elected officials, the Economic Development Committee and Randolph Area Chamber of Commerce leadership, and other community leaders.
- Photo opportunities that can lead to post-event media coverage of your business's opening.

To include the Mayor, Randolph Township Council, Economic Development Committee, and Chamber of Commerce in your planned ribbon cutting, contact the Township Manager's Office at (973) 989-7060 or by email at [manager@randolphnj.org](mailto:manager@randolphnj.org). We will facilitate the inclusion of these key community leaders in the event and will assist with notifying local media and the Randolph community at-large.

# TOWNSHIP SUPPORT

*Randolph Township's support of your business does not end with the ribbon cutting/grand opening. The following is an overview of services and/or opportunities for your business to partner with the Township to ensure your business succeeds in Randolph.*

**Randolph Local** - [Randolphlocal.com](http://Randolphlocal.com) is a website designed and supported by the Township Economic Development Committee (EDC) to promote local businesses and connect those businesses with the active and supportive Randolph residential community. The site features a searchable, online directory of township businesses and filters by business categories. Additionally, the website offers an opportunity for local businesses to be promoted through spotlight articles and business events/news items such as grand openings, ribbon cuttings, and other promotional activities.

**Social Media Promotion** - The EDC manages and supports several social media accounts including a Facebook page [@RTNJEDC](https://www.facebook.com/RTNJEDC) and an Instagram account [@Randolphedc](https://www.instagram.com/Randolphedc). Through these social media accounts, the EDC draws positive attention to the Randolph business community and helps promote the community's support for local businesses. Randolph businesses may contact the EDC to be featured on either the EDC Facebook page or the Instagram account. The EDC can also assist in creating posts about activities being offered by local businesses. These social media accounts have hundreds of followers and offer another great way to connect with the Randolph business community online.

**EDC Business Recognition Program** - The EDC actively supports local businesses through a number of different recognition programs. These programs include the Business Spotlight program, which develops online profiles of Randolph businesses that run on [randolphlocal.com](http://randolphlocal.com) and on social media. Businesses interested in participating in the business profile program can download the questionnaire form at [randolphlocal.com/resources](http://randolphlocal.com/resources). The EDC also conducts an annual business awards program. The awards program recognizes the civic contributions of local businesses through an award ceremony conducted each year at the town's Country Fair event.

**Business Friendly Town Hall** - Township staff are supportive and eager to assist members of the business community with any issues and/or needs when establishing operations in Randolph. The Planning/Zoning Office should be the primary point of contact for business owners, but all township offices are customer service-oriented and positioned to assist local businesses with their municipal service needs.

**Temporary Sign/Banner Requests** - One temporary sign or banner not exceeding 24 square feet designed to advertise a grand opening of commercial establishment may be erected and maintained on the commercial premises of the business celebrating the opening for a period of 14 days prior to the event and for seven days afterward. Streamers, pennants, balloons, and other accessory decorations may also be erected during the above time period. After the grand opening, a banner permit is required for any temporary signs. The permit is available at [www.randolphnj.org](http://www.randolphnj.org). Temporary signs may be installed for a period of up to 30 days four times a year.



**Municipal Building,  
502 Millbrook Ave, Randolph, NJ 07869**

The Township Council is the legislative body of Randolph. The township operates under a council-manager form of government. A seven-member Township Council (elected at large) serves as the legislative and policy-making board overseeing the municipal organization. The council selects one of its members annually to serve as Mayor.

The Township Council holds its regularly scheduled meetings at 6:00 p.m. (unless otherwise noted) in Randolph the Municipal Building Council Chambers. For more information about the Township Council, visit [www.randolphnj.org](http://www.randolphnj.org).

Meeting agendas are posted at least 72 hours before the meeting and are accessible on the township's website at [www.randolphnj.org](http://www.randolphnj.org) under the Government tab. All meetings are open to the public and the public is welcome and encouraged to attend and participate.

## **MUNICIPAL ORGANIZATION**

### **Township Offices**

502 Millbrook Avenue  
(973) 989-7100

Monday-Friday 8:30 a.m.- 4:30 p.m.

### **Police Department**

502 Millbrook Avenue  
(973) 989-7010

Entrance at rear of Municipal Building

### **Public Works and Recycling**

1345 Sussex Turnpike  
(973) 989-7086

Public Works Operational Center Hours:  
Monday-Friday 7:00 a.m. – 3:00 p.m.

### **Community Center/ Recreation Office**

30 Calais Road  
(973) 989-7081

Monday-Friday 8:30 a.m.-4:30 p.m.



# DEPARTMENT OF PLANNING AND ZONING

The township regulates land use by designating zone districts, such as residential and commercial districts, where specific uses are permitted and others prohibited. The township's zoning map can be found on the township website at [www.randolphnj.org](http://www.randolphnj.org).

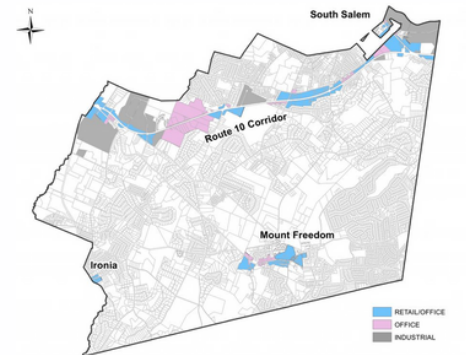
Randolph Township is broken into many different zone districts. Each district has Permitted Principal Uses and Permitted Accessory Uses. The purpose of designating zone districts is to avoid incompatible uses or activities located adjacent to one another. There are thirteen (13) commercial districts located throughout the township, accessible to both residents and visitors. Each area is unique, offering something for every type of retailer or business operation.

All new commercial businesses require a zoning certificate of occupancy as well as a fire department occupancy registration. The zoning CO review will confirm the use is permitted. If the use is acceptable, the fire occupancy registration is forwarded to the Fire Inspection Bureau which conducts a property review to determine if it is safe to occupy. The Zoning CO will not be issued until the Fire Bureau inspection is satisfactorily completed.

Remodeling or construction may require construction permits. It is recommended businesses proposing new construction or remodeling meet with the relevant township departments early in the design process to gain input on the code compliance of your plan. If permits are required, the zoning certificate of occupancy, fire department occupancy registration, zoning permit as well as the relevant construction permits (electrical, plumbing, fire, and building) should be submitted to the building department as a packet. The packet is then reviewed by all departments for compliance before the construction permit is issued.

If there is a change in use per the Uniform Construction Code (UCC) for example, changing an office building into a restaurant, a CO or CA (Certificate of Approval) must be obtained to ensure that the site meets the UCC regulatory requirements. An NJ Uniform Construction Code (UCC) code analysis is required. Depending on the scope and/or magnitude of the project, a CO (Certificate of Occupancy) or CA (Certificate of Approval) will be issued after all required UCC inspections are approved. NJ State Law requires architectural drawings for renovations or alterations to commercial spaces.

It is recommended business owners work with professionals who are knowledgeable in all the State and Local codes for their specific type of business and meet early in the design process for input on the NJ Uniform Construction Code (UCC). State law provides up to 20 business days for township officials to review plans each time plans are submitted or resubmitted with revisions.



## Contact Information

**Administrator**  
**Darren Carney**

**Zoning Officer**  
**Richard Biase**

**Telephone**  
**(973) 989-7080**

**E-Mail**  
**dcarney@randolphnj.org**  
**rbiase@randolphnj.org**

**Hours**  
**Monday through Friday**  
**8:30 a.m. to 4:30 p.m.**

**Address**  
**Township of Randolph**  
**502 Millbrook Avenue**  
**Randolph, NJ 07869**



## HEALTH DEPARTMENT

Businesses with uses licensed by the local Department of Health (including, but not limited to food-related businesses, animal sheltering or sale, and childcare establishments) will need approvals from the Health Department prior to opening.

The Health Department will also need to be contacted regarding any issues related to the septic serving the facility to be occupied by the new business. For more information on the services provided by the township's Health Department visit [www.randolphnj.org](http://www.randolphnj.org) or call (973) 989-7050.



## BUILDING DEPARTMENT

The Building Department is responsible for ensuring all construction work in the community complies with the requirements of the New Jersey Uniform Construction Code (UCC). The UCC has stringent requirements for construction materials and practices, as well as fire suppression requirements.

It is important to have a professional architect or engineer review the UCC Use Group (which is different from the Township Approved Uses for Zone Districts) for your business and incorporate the appropriate construction details for your business in the building you are seeking to occupy.

Contractors working on construction projects are required to be registered with the NJ Division of Consumer Affairs. For more information on the township Building Department, please visit [www.randolphnj.org](http://www.randolphnj.org) or call (973) 989-7070.

### Contact Information

**Health Officer**  
Courtney Sartain

**Telephone**  
(973) 989-7050

**Fax**  
(973) 989-7076

**E-Mail**  
[csartain@randolphnj.org](mailto:csartain@randolphnj.org)

**Hours**  
Monday through Friday  
8:30 a.m. to 4:30 p.m.

**Address**  
Township of Randolph  
502 Millbrook Avenue  
Randolph, NJ 07869

### Contact Information

**Construction Official**  
Rod Schmidt

**Telephone**  
(973) 989-7070

**Fax**  
(973) 989-0762

**E-Mail**  
[rschmidt@randolphnj.org](mailto:rschmidt@randolphnj.org)

**Hours**  
Monday through Friday  
8:30 a.m. to 4:30 p.m.

**Address**  
Township of Randolph  
502 Millbrook Avenue  
Randolph, NJ 07869

# ECONOMIC DEVELOPMENT COMMITTEE

The township is committed to attracting new businesses and maintaining the vitality of existing businesses by supporting economic vitality, providing goods and services to residents, and enhancing the overall quality of life for all citizens.

The lead entity in this effort is the Randolph Township Economic Development Committee (EDC), whose members are appointed by the Township Council. The volunteer committee members are charged with promoting opportunities to do business in the township, assisting with the development of reasonable business policies, and researching and monitoring Randolph's economy.

The EDC aims to promote sound economic development by acting as a liaison between existing business/industry and township departments; encouraging business and industry to locate within the community; proactively identifying any problems relating to industry and other commercial enterprises; and recommending pro-business policies, programs, and projects to the Township Council. Contact the EDC at [edc@randolphnj.org](mailto:edc@randolphnj.org).

The EDC meets at 6:30 p.m. on the first Tuesday of every month (except July and August) at the Randolph Municipal Building at 502 Millbrook Avenue. All meetings of the EDC are open to the public.



## Websites & Social Media

- [www.randolphnjedc.com](http://www.randolphnjedc.com)
- [www.randolphlocal.com](http://www.randolphlocal.com)
- [www.randolphnj.org](http://www.randolphnj.org)
- [www.facebook.com/rtnjedc](https://www.facebook.com/rtnjedc)

# LAND-USE BOARDS

**Planning Board** - Meets on the first and third Mondays of every month at 7:00 p.m. Municipal Building, 502 Millbrook Avenue

**Board of Adjustment** - Meets on the second and 4th Thursday of every month at 7:30 p.m. Municipal Building, 502 Millbrook Avenue

Appointments can be scheduled with the Planning/Zoning Administrator to review and discuss proposed plans for a business and to assist in the determination of where the business may be permitted within the various zone districts. If the location sought for the business is in a zone in which the use is not permitted, the Planning/Zoning Administrator will recommend that Zoning Variance be obtained from the Board of Adjustment.

Other circumstances that may require a variance from the Board of Adjustment include changes to the building signage, parking areas, and/or ancillary buildings or structures. The Planning/Zoning Administrator can assist the business owner with the development of the board application, but the business owner should also seek legal representation and depending on the complexity of the change, the assistance of outside professionals to facilitate the presentation of the application to the board.

Once it is determined that the use is permitted within a zone district, the building must adhere to the bulk area requirements within that zone. Bulk area requirements include items such as the distance of the building to the property lines, heights of structures, location, and size of signage, etc.

If the site proposed for the business requires a subdivision of the property or a site plan approval then an application will be necessary to the Planning Board. The Planning/Zoning Administrator can assist with the development of the board application, but the business owner will need outside legal counsel and potentially planning and/or engineering professionals to present the application to the board.





# TOWNSHIP OFFICIALS

**Township Manager**  
**Gregory V. Poff**

**Assistant Manager**  
**Evan Covello**

The Township Manager is responsible for overseeing all municipal departments, coordinating the day-to-day operations of the community, and carrying out the policies as set by the elected Township Council.

Phone:  
(973) 989-7060  
Email:  
manager@randolphnj.org

**Planning & Zoning  
Administrator**  
**Darren Carney**

The Planning and Zoning Department's duties include advising on the completeness of applications pending before boards, communicating with consulting engineers and planners employed by the Township Council and boards, and supervising the development and maintenance of the GIS system.

Phone:  
(973) 989-7080  
Email:  
planning@randolphnj.org

**Township Clerk**  
**Donna Luciani**

The Clerk's Office is responsible for processing and handling Liquor Sales Licenses, Livery operations, Solicitor Activities, Bingo Raffle Licenses, and Temporary Outdoor Sales

Phone:  
(973) 989-7043  
Email:  
twpclerk@randolphnj.org

**Chief Financial  
Officer**  
**Deborah Bonanno**

The CFO oversees all the township's fiscal operations, including budgetary expenditures, administering the township's debt and cash management programs, preparing year-end financial statements, and making recommendations to the Governing Body.

Phone:  
(973) 989-7045  
Email:  
cfo@randolphnj.org

**Township Engineer**  
**Trista Kuna-Santos**

The Randolph Township Division of Engineering, within the manager's office, maintains all technical records related to township-owned and operated property, facilities, and utility infrastructure.

Phone:  
(973) 989-7066  
Email:  
engineering@randolphnj.org

**Water & Sewer  
Administrator**  
**Wayne Corsey**

The Randolph Township Division of Water and Sewer conducts maintenance operations of the township's sewer and water networks through the Randolph Township Division of Engineering.

Phone:  
(973) 989-7066  
Email:  
watersewer@randolphnj.org

**Public Works  
Director**  
**Tom Sweeney**

The Department of Public Works provides a variety of services through the division of public roads, vehicle maintenance & recycling, and the Division of Sewer & Water.

Phone:  
(973) 989-7086  
Email:  
publicworks@randolphnj.org

<b>Construction Official Rod Schmidt</b>	The Building Department administers and enforces the provisions of New Jersey's Uniform Construction Code, the state's approved building, plumbing, electrical, and fire subcodes, and any local construction ordinances.	Phone: (973) 989-7070 Email: building@randolphnj.org
<b>Tax Assessor Glen Sherman</b>	The Tax Assessor's Office is responsible for the valuation of all real property in the township for taxation purposes and maintaining assessment records for each property.	Phone: (973) 989-7075 Email: gsherman@randolphnj.org
<b>Tax Collector Linda Roth</b>	The Tax Collector's Office prepares tax bills, maintains an accounting of all tax collections, and enforces the collection of delinquent taxes through foreclosure of municipal tax liens and municipal tax sales.	Phone: (973) 989-7047 Email: lroth@randolphnj.org
<b>Health Officer Courtney Sartain</b>	The Health Department provides numerous health-related services including, environmental health activities, animal control, vital statistics maintenance, and curbside garbage collection through the department of health and construction codes.	Phone: (973) 989-7050 Email: csartain@randolphnj.org
<b>Parks and Recreation, and Community Services Director Russ Newman</b>	The Parks and Recreation Department provides a wide range of leisure activities and facilities for Township residents of all ages. The department offers event sponsorship opportunities for local businesses.	Phone: (973) 989-7081 Email: rnewman@randolphnj.org
<b>Police Department Chief Will Harzula</b>	The Police Department functions are divided into three main areas of service—administrative, patrol, and support services. The Police Department is located on the lower level of the municipal building at 502 Millbrook Avenue.	Phone (Non-Emergency): (973) 989-7000 Phone (General Info): (973)-989-7010 <b>For Emergencies - Dial 911</b>
<b>Fire Official Richard Briant</b>	The Bureau of Fire Prevention conducts annual inspections of all buildings within the township—with the exception of one and two family owner occupied dwellings—to ensure that they meet all aspects of New Jersey's Uniform Fire Safety Code.	Phone: (973) 989-7039 Email: publicworks@randolphnj.org



# UTILITIES

## Electricity

- **Jersey Central Power & Light/First Energy**
- Website: [www.firstenergycorp.com](http://www.firstenergycorp.com)
- Phone: (800) 662-3115

## Internet Broadband Service Providers

- **Verizon/Fios** (Availability limited to sections of township)
- Website: [www.verizon.com/business](http://www.verizon.com/business)
- Phone: (888) 586-5445 (1-19 Employees) (800) 274-8002 (20-500 Employees)
- **Optimum/Altice**
- Website: [www.optimum.net](http://www.optimum.net)
- Phone: (888) 276-5255

## Sanitation/Recycling Services

*(SERVICES PRIVATELY CONTRACTED BY BUSINESS)*

- **Blue Diamond Disposal**
- Website: [www.bluediamonddisposal.com](http://www.bluediamonddisposal.com)
- Phone: (973) 598-9800
- **Waste Management**
- Website: [www.wm.com/us/en/business/business-waste-recycling-pickup](http://www.wm.com/us/en/business/business-waste-recycling-pickup)
- Phone: (855) 683-5386

## Water & Sewer

- **Randolph Township**
- Website: [www.randolphnj.org](http://www.randolphnj.org)
- Phone: (973) 989-7066 (Operation) (973) 989-7063 (Billing)
- **Town of Dover** (Serves a section of the township for public water)
- Website: [www.dover.nj.us](http://www.dover.nj.us)
- Phone: (973) 366-2200

## Natural Gas

- **NJ Natural Gas**
- Website: [www.njng.com](http://www.njng.com)
- Phone: (800) 221-0051
- **PSE&G** (Available in a small section of the township)
- Website: [www.pseg.com](http://www.pseg.com)
- Phone: (800) 436-7734

# BUSINESS RESOURCES

## **Randolph Area Chamber of Commerce**

(973) 361-3462

[www.randolphchamber.org](http://www.randolphchamber.org)

The Randolph Area Chamber of Commerce represents the needs of local organizations to the government and the community on business-related issues. The RACC is a key partner for your organization's success, offering the expertise of its members, providing business educational programs to help you develop your business, and fostering professional networking opportunities.

## **Morris County Chamber of Commerce and Economic Development Corp.**

(973) 539-3882

[www.morrischamber.org](http://www.morrischamber.org)

[www.morriscountyedc.org](http://www.morriscountyedc.org)

The Morris County Chamber of Commerce and the Morris County Economic Development Corporation work to provide a platform for members to connect, collaborate, and succeed.

The organizations provide services, information, and advocacy to support the success of its members and the advancement of Morris County businesses.

## **Center for Business & Technology County College of Morris**

(973) 328-5188

[www.ccm.edu](http://www.ccm.edu)

The goal of the Center for Business & Technology is to deliver cost-effective, professional training to improve the quality of your workforce your way. Located on the County College of Morris campus, the center specializes in offering high-quality on or offsite training programs and services for businesses in the greater Morris County area.

## **North Jersey Chamber of Commerce**

(973) 470-9300

[www.northjerseychamber.org](http://www.northjerseychamber.org)

The North Jersey Chamber of Commerce (NJCC) is a community-minded, member-focused, non-profit business organization. Their mission is to foster the growth and profitability of their members via a variety of dynamic networking events, educational seminars, cost-saving programs, legislative advocacy, and member-to-member collaborative opportunities.

## **New Jersey Chamber of Commerce**

(609) 989-7888

[www.njchamber.com](http://www.njchamber.com)

The New Jersey Chamber of Commerce is dedicated to promoting legislation and regulations that will grow the economy, create new jobs, and make the state more competitive and more affordable for everyone.

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**New Jersey Economic  
Development Authority**

(609) 858-6767  
[www.njeda.com](http://www.njeda.com)

The New Jersey Economic Development Authority (NJEDA) is committed to making New Jersey a national model for inclusive and sustainable economic development by focusing on key strategies to help build strong and dynamic communities, create good jobs for New Jersey residents, and provide pathways to a stronger and fairer economy.

Through partnerships with a diverse range of stakeholders, the NJEDA creates and implements initiatives to enhance the economic vitality and quality of life in the State and strengthen New Jersey's long-term economic competitiveness.

**New Jersey Business &  
Industry Association**

(609) 393-7707  
[www.njbja.org](http://www.njbja.org)

The New Jersey Business & Industry Association provides information, services, and advocacy to its member companies to build a more prosperous New Jersey.

**U.S. Small Business  
Administration**

(800) 877-8339  
[www.sba.gov](http://www.sba.gov)

The SBA is the only cabinet-level federal agency fully dedicated to small business. The agency provides counseling, capital, and contracting expertise as the nation's only go-to resource and voice for small businesses.



*Pictured above: Local, County, and State Officials participating in a ribbon cutting ceremony for the opening of the County College of Morris Career Center.*

# STARTUP CHECKLIST



## Trade Name and Business Registration

- Register your Trade Name at the Morris County Clerk's office, visit [www.morriscountyclerk.org](http://www.morriscountyclerk.org) for more information.
- You must also register your business with the New Jersey Division of Revenue and Enterprise Services, visit [www.nj.gov/treasury/revenue/](http://www.nj.gov/treasury/revenue/) to learn more.



## Obtain an EIN

- An Employer Identification Number (EIN) is used by the IRS to identify businesses for tax purposes. It is primarily used for paying state taxes and hiring employees. Visit [irs.gov/business](http://irs.gov/business) to begin an application and learn more.



## Pick your business location

- Your business location determines the taxes, zoning laws, and regulations your business will be subject to. You'll need to make a strategic decision about your site selection. Consider the operational needs of your business and the local zoning ordinances and permitted uses for your site.
- If you are considering establishing a home-based business there are a few rules that you'll want to be aware of to make sure that your business activities aren't disrupting your neighbors and that your location is safe for your clients.
- Contact the Department of Planning & Zoning for assistance with this process.



## Licenses, Permits, and Inspections

- Your business may need a combination of licenses and permits from local and state agencies. The requirements and fees vary based on your business activities, location, and government rules.
- You should reach out to the Departments of [Planning & Zoning](#), [Health, Construction](#), and the offices of the [Fire Official](#) and the [Township Clerk](#) if you have questions about this process.



## Connect with the Community

- Communicate with the Randolph Township Economic Development Committee to launch your business with a ribbon-cutting and further promote your business in the community by being featured on the EDC Facebook page and Randolph Local website.