

BUSINESS GUIDE:

AN INTRODUCTION AND  
OVERVIEW FOR DOING  
BUSINESS IN LOGAN  
TOWNSHIP



Mayor Frank Minor  
Deputy Mayor Chris Morris  
Councilwoman Bernadine Jackson  
Councilwoman Doris Hall  
Councilman Stephen Dougherty

*The information contained herein should be considered only as a reference and is not intended to supersede existing state statutes, municipal ordinances and/or other regulations.*

LOGAN TOWNSHIP MUNICIPAL COMPLEX  
125 MAIN STREET  
BRIDGEPORT, NEW JERSEY 08014  
(856) 467-3424

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## 1) GETTING STARTED:

### IS MY BUSINESS AN APPROVED USE FOR THE AREA WHERE I WANT TO BE LOCATED?

Logan Township is broken down into many Zone Districts. Each District has Permitted Principal Uses and Permitted Accessory Uses. The purpose of designating specific Zone Districts is to avoid incompatible uses or activities in proximity to each other.

The permitted uses can be found by reviewing the Zoning Map for the Township to determine the Zone District of a specific location and then by referencing the Unified Development Ordinance (UDO) which outlines the specific criteria for each Zone District.

If you would like to see if a particular type of business can be located within the Township, first consult the UDO to see if any District includes your business as a permitted Use. If your Use is permitted within a Zone District, the Zoning Map can then show where that Use can be located.

***Appointments can be scheduled with the Zoning Officer and/or the Township Administrator to assist you in reviewing your proposed business and discussing where it may be permitted within the various Zone Districts.***

In order to locate a business within a Zone District that does not allow that Use, a **Zoning Variance** must be obtained from the Zoning Board.

**Remember, just because you believe your business fits in a certain category does not mean that it is an Approved Use.**

For example, a retail business cannot be located within the Township's LI (Light Industrial) Zone District without a variance issued by the Zoning Board.

Once you have determined that you are permitted to conduct your business 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.

New building construction must obtain either Planning Board or Zoning Board site plan approvals (see section 2) prior to issuance of a building permit. Bulk and Area criteria can be found in the UDO.

Alterations to existing buildings and/or parking facilities will likely require building permits and may require an amended site plan approval from either the Planning Board or Zoning Board (based on which Board gave the original site plan approval).

Copies of the Official Township Zoning Map and the Unified Development Ordinance are available for review at the Municipal Complex.

**Dates to Remember:**

Planning Board meets the 2nd Thursday each month at 6:30PM

Zoning Board meets the 2nd Monday each month at 7:00PM.

All meetings are held at the Township Municipal Complex in the Courtroom.

## 2) DO I NEED TO OBTAIN ANY APPROVALS FROM THE GOVERNING BODY OR ANY OTHER TOWNSHIP BOARDS?

If your Use is not an Approved Use for the Zone District, a **Use Variance** must be obtained from the Zoning Board.

If you are changing the Use of an existing building, or if you plan on making changes to the Building, Signage, Parking Areas, Ancillary Buildings or Structures, but your Use is still an Approved Use within the Zone District, you may need to obtain an **Amended Site Plan Approval** from the Planning Board.

**NOTE:** If the Applicant is a Corporation, the Applicant **must** be represented by an attorney at any Board hearings.

If your site plan approval is granted by either the Planning or Zoning Board, you will then need to post a Performance Guarantee, or other approved method of financial assurance. The estimate of the costs on which the financial assurance is based must be approved by the engineer and both the amount and the type of financial assurance must be approved by the Township Council **before any construction permits can be issued.**

You will also need to make sure that there are adequate escrow funds deposited in your account. The escrow account funds pay for the Township professionals to review submissions and perform inspections.

### **Construction Permits**

Construction permits are required when you make any changes to the building, including any interior or exterior demolition, electrical, plumbing, fire systems, or interior and exterior building construction activities.

The Construction Department is guided by different regulations than the Planning and Zoning Boards. They must adhere to the Uniform Construction Code (UCC). The UCC has stringent requirements for construction materials and practices, as well as fire suppression requirements. It is very important to have a professional architect or engineer review your UCC Use Group (which is different from the Township Approved Uses for Zone Districts) and incorporate the appropriate construction details for your business into your building.

All electrical and plumbing work must be performed by NJ Licensed contractors.

**\*\*NOTE\*\***

Food related businesses will also need approval from the County Health Department. Telephone: 856.218.4101

### 3) WHAT PERMITS WILL I NEED FROM THE TOWNSHIP AND HOW CAN I OBTAIN THEM?

#### - CONSTRUCTION PERMITS

The Construction Department is guided by the NJ State Department of Community Affairs and the Uniform Construction Code. The Construction Department is managed by the Municipal Construction Official.

There are Four (4) Primary disciplines for which to obtain permits. They are:

Building  
Electrical  
Fire  
Plumbing

All permits are applied for through the Construction Department.

Generally, each discipline is divided into two primary categories: subcode review, conducted by the Subcode Officials; and inspections, conducted by each discipline's Inspector(s).

Subcode Officials review plans and drawings to ensure that they meet the UCC requirements for your business' Use Group. Approval by the Subcode Official and the Construction Official are required to obtain a permit. Construction Office Permits generally fall into five categories:

- BUILDING PERMITS
- DEMOLITION PERMITS
- ELECTRICAL PERMITS
- FIRE PERMITS
- PLUMBING PERMITS

Once a permit has been issued, you or your contractor must contact the Construction Office to arrange for inspections of the work at various stages. The Inspectors will check to make sure that the work is in compliance with the permit. Each inspection will be marked as either Pass or Fail. Once all inspections have been completed and passed, the Construction Official will issue you a certificate to occupy the building and conduct your business.

## - TEMPORARY USE PERMITS

Temporary Use permits can be issued by the Planning Board for Construction related activities (such as an office trailer) or the Township Council for special events (such as tents associated with an employee or customer appreciation event). Information on Temporary Uses can be found in Chapter 145 of the Township Municipal Code.

Temporary Use applications can be obtained from the Logan Township website ([www.logan-twp.org](http://www.logan-twp.org)) under the Forms and Information page, Municipal Clerk section. The Municipal Code describing Temporary Use Authorization can be found under the “Ordinances” section of the website.

## **MUNICIPAL CONTACT INFORMATION**

Linda Oswald, Municipal Clerk

[loswald@logan-twp.org](mailto:loswald@logan-twp.org)

Jennifer Pearson, Deputy Clerk

[jholland@logan-twp.org](mailto:jholland@logan-twp.org)

125 Main Street, PO Box 314, Bridgeport, NJ 08014

Phone: 856.467.3424 Ext. 9 - Fax: 856.467.1061

### **Planning Board**

Terri Lynn Lemesevski, Planning Board Secretary

(856) 467 - 3424 ext. 3027

### **Zoning Board of Adjustment**

Cindi Giandomenico Zoning Board Secretary

(856) 467-0859

### **Construction and Code Enforcement Office:**

Tel: (856) 467-3626

Fax: (856) 467-9260

Construction Official: Frank Servais

Construction Control Person: Monika Gelsomini

Building Sub-Code: Frank Servais

Building Inspector: Frank Servais

Housing Official: Frank Servais

Property Maintenance: Mack Washington

Electrical Subcode Inspector: Brian Hacking

Plumbing Inspector: Phil Zimm

Fire Sub-Code: Joe Tull

Zoning Official: Frank Servais

**Bureau of Fire Office:**

Tel: (856) 467-3424 ext. 3019

Fax: (856) 467-9260

Fire Official: Scott Oatman

Fire Inspector: Scott Oatman

Municipal Fire Chief: Scott Oatman

Deputy Municipal Fire Chief: Richard Rhoad

**Police Department:**

**Emergency: 9-1-1**

Non-Emergency Dispatch/Non-Office Hours:  
(856) 589-0911

Police Headquarters: (856) 467-0061

Administrative Hours are Monday-Friday 8:30 am - 4:00 pm

Fax: (856) 467-2614

**Township Administrator:**

Lyman Barnes, Administrator

Phone: 856.467.3424 extension 3018

E-mail: [lbarnes@logan-twp.org](mailto:lbarnes@logan-twp.org)

Terri Lynn Lemesevski, Administrative Assistant

Phone: 856.467.3424 extension 3027

E-mail: [tlemesevski@logan-twp.org](mailto:tlemesevski@logan-twp.org)

## **BUSINESS ASSISTANCE**

Financial incentives, employee training and small business development assistance can be obtained by contacting the Gloucester County Department of Economic Development:

Telephone: 856.384.6963

Website: <http://www.co.gloucester.nj.us/depts/e/ed/default.asp>

*The information contained in this Business Guide is intended to provide a general understanding of conducting business in Logan Township. Nothing contained in this document is intended to supersede or contradict any Municipal Ordinances or Procedures, State Statutes or outside agency requirements. You should seek professional legal advice as to the specific applicable requirements for your business.*