



**Opening A Business  
In  
Haddonfield,  
New Jersey**

**Borough of Haddonfield  
The Partnership for Haddonfield  
[www.Haddonfieldnj.org](http://www.Haddonfieldnj.org)**

## Getting Started Whom to contact

The purpose of this brochure is to identify the appropriate **office and staff to contact** when you decide to open a new business in Haddonfield, New Jersey.

All office extensions listed are reached through the Borough of Haddonfield's main number, (856) 429-4700, during normal business hours.

Business Hours: Monday – Friday, 8:30 A.M – 4:30 P.M.

Where there are two or more offices listed, always call the **Zoning Office first.**

Type of Work	Contact Person
<p><b>Buildings or Structures</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Build a new building or structure.</li> <li><input type="checkbox"/> Make alterations to an existing building or structure.</li> <li><input type="checkbox"/> Build an addition to an existing building or structure.</li> <li><input type="checkbox"/> Relocate an existing building or structure.</li> <li><input type="checkbox"/> Demolish an existing building or structure.</li> </ul>	<p><b>Zoning Officer Steven P. Walko Extension 209</b></p> <p><b>Construction Official Steven P. Walko Extension 209</b></p>
<p><b>Electrical work</b></p>	<p><b>Construction Official Steven P. Walko Extension 209</b></p>

Type of Work	Contact Person
<p><b>Exterior Alterations</b></p> <p><input type="checkbox"/> Make alterations to the exterior of your building. (EXCLUDING PAINTING)</p>	<p>Zoning Officer Steven P. Walko Extension 209</p> <p>Historic Consultant Lisa Soderberg Extension 209</p>
<p><b>Fire and Security Systems</b></p> <p><input type="checkbox"/> Install fire and other security alarm systems.</p>	<p>Construction Official Steven P. Walko Extension 209</p>
<p><b>Handicapped Accessible</b></p> <p><input type="checkbox"/> Make a new building or structure Handicapped Accessible.</p> <p><input type="checkbox"/> Make an existing building or structure Handicapped Accessible.</p>	<p>Zoning Officer Steven P. Walko Extension 209</p>
<p><b>Merchandise Display</b></p> <p><input type="checkbox"/> Install new merchandise display.</p> <p><input type="checkbox"/> Make alterations to an existing merchandise display.</p>	<p>Zoning Office Joe Waters Extension 228</p>
<p><b>Noxious Odors</b></p> <p><input type="checkbox"/> Detect a noxious odor within the Haddonfield Business District.</p>	<p>Camden County Health Dept. 856-225-5000</p>

Type of Work	Contact Person
<b>Plumbing Work</b>	<b>Construction Official</b> <b>Steven P. Walko</b> <b>Extension 209</b>
<b>Roads</b> <input type="checkbox"/> Borough Road Conditions	<b>Director of Public Works</b> <b>Dave Watson</b> <b>856-429-0183</b> <b>Extension 123</b>
<input type="checkbox"/> County Road Conditions	<b>Camden County Highway Dept.</b> <b>856-225-5000</b>
<b>Sewer and Water</b>	<b>Superintendent of Public Works</b> <b>Joe Keating</b> <b>856-429-0183</b> <b>Extension 122</b>
<b>Sidewalks</b> <input type="checkbox"/> Repair or replace a sidewalk.	<b>Construction Official</b> <b>Steven P. Walko</b> <b>Extension 228</b>
<b>Sidewalk Restaurant</b> <input type="checkbox"/> Open a new sidewalk restaurant. <input type="checkbox"/> Make alterations to an existing sidewalk restaurant.	<b>Zoning Office</b> <b>Joe Waters</b> <b>Extension 228</b>

<b>Type of Work</b>	<b>Contact Person</b>
<p><b>Signs – Permanent</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Install a new permanent sign.</li> <li><input type="checkbox"/> Make alterations to an existing approved permanent sign.</li> <li><input type="checkbox"/> Relocate an existing approved permanent sign.</li> </ul>	<p>Zoning Office Joe Waters Extension 228</p> <p>Zoning Officer Steven P. Walko Extension 209</p> <p>Historic Consultant Lisa Soderberg Extension 209</p>
<p><b>Signs – Temporary</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Install a new temporary sign.</li> <li><input type="checkbox"/> Relocate an existing approved temporary sign.</li> <li><input type="checkbox"/> Install a temporary interior advertising sign.</li> <li><input type="checkbox"/> Install an interior business sign.</li> <li><input type="checkbox"/> Install new outdoor marketing graphic display (Sandwich board/Easel) sign.</li> </ul>	<p>Zoning Office Joe Waters Extension 228</p> <p>Construction Official Steven P. Walko Extension 209</p>
<p><b>Trash and Trash Dumpsters</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Install a temporary construction trash dumpster in the back of your building.</li> <li><input type="checkbox"/> Any other questions concerning trash in the Business District.</li> </ul>	<p>Steven P. Walko Extension 209</p> <p>Lynn McCade Extension 315</p>

Type of Work	Contact Person
<p><b>Use of Building or Structure</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Change the principal use of a building or structure to a different principal use.</li> <li><input type="checkbox"/> Alter the principal use of a building or structure such as a non-conforming use, or accessory use.</li> <li><input type="checkbox"/> Replace an existing business tenant with a new tenant.</li> </ul>	<p><b>Zoning Officer Steven P. Walko Extension 209</b></p>
<p><b>For More Information</b></p> <p>If you need further information after opening a business in Haddonfield, contact the Information Center.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Register at the Information Center to be listed on Haddonfieldnj.org and to be included in current brochures &amp; communications.</li> <li><input type="checkbox"/> Schedule a ribbon cutting.</li> <li><input type="checkbox"/> Become a featured merchant on the Shopaddonfieldnj.org website.</li> <li><input type="checkbox"/> Pick up an updated listing of downtown stores and professional offices.</li> <li><input type="checkbox"/> Pick up the most current information on town events &amp; townwide gift certificates.</li> </ul>	<p><b>Arlene Fiorilli, Director Haddonfield Information Center 2 Kings Court Haddonfield, New Jersey 08033 856.216.7253</b></p> <p><b>E-mail:</b> InfoCenter@ HaddonfieldNJ.org</p> <p><b>Hours:</b> 7 days a week, 12 noon to 4 p.m.</p> <p>Extended hours during major town events.</p>

## **Partnership for Haddonfield Inc.**

**PARTNERSHIP FOR HADDONFIELD, INC.** is the management corporation for Haddonfield's Business Improvement District. The ordinance creating the district was adopted on February 10, 2004 to encourage self-help and self-financing programs within the business community, enhance the commercial viability and attractiveness of the business district and promote growth and employment within the Borough.

The mission of the PfH is to provide leadership that produces the best downtown in the region by creating and promoting a superior business mix, and enhancing the image of Haddonfield in the marketplace.

The PfH offers grant programs to attract distinctive retailers in targeted categories and fine dining restaurants, sponsors business networking events, maintains and promotes the ShopHaddonfield website, actively markets the downtown, and organizes special events.

For more information, contact our retail coordinator:

**Lisa Hurd, Retail Coordinator**

Phone: 856-220-7363

Email: [lhurd8@verizon.net](mailto:lhurd8@verizon.net)