



HOUSING, ECONOMIC DEVELOPMENT & COMMERCE
DIVISION OF COMMERCE
4 Jackson Square, Jersey City, NJ 07305
Telephone # 201-547-5139

STEVEN M. FULOP
MAYOR

ANNISIA CIALONE
DEPARTMENT DIRECTOR

MAYNARD WOODSON
DIVISION DIRECTOR

NEW APPLICANT INSTRUCTIONS FOR POOL ROOM

1. Complete the application and have it NOTARIZED.
2. If you are a new applicant and you are going to open a new business, you need to bring the following documents to this office:
 - A) New Jersey State Sales Tax Certificate of Authority (CA-1) permit or certificate. You can get this at 124 Halsey Street, Newark New Jersey. (Bring a photo ID). Tel. # (973) 648-2121 or (973) 648-6190.

Please make sure you bring the original documents; copies are not accepted. The certificate must be displayed at your place of business as well as the Jersey City License. Also, I have attached a sample of this certificate needed to facilitate the processing of this license.

3. If you are going to apply to become a licensed Pool Room, please go to the Division of Zoning at 1 Jackson Square to file a pre-application first.
4. A Criminal Justice Background Investigation form must be completed and taken to the Jersey City Police Department Bureau of Criminal Investigation (BCI) at Jersey City Municipal Court Building, 365 Summit Avenue (Basement), for a Criminal Background check. Each owner(s) must undergo a background check.

For a B.C.I., you need the following:

Two forms of government ID (passport, visa, Social Security card or Driver's license).

\$20.00 cash or money order for BCI.

Please call B.C.I. at (201) 547-5412; (201) 547-6541 or (201) 547-5440 if you have any questions.

The BCI unit will provide a State Safran MorphoTrust USA form to complete your additional State background check.

5. If your company is a corporation or partnership, each STOCKHOLDER or PARTNER is required to complete and submit a Criminal Justice Background Investigation form. Attach each to the application. If you are operating under a Trade Name, you must ATTACH a copy of your Trade Name Certificate (Hudson County Clerk at 257 Cornelison Ave., (201) 369-3470.
6. If your company is a CORPORATION or PARTNERSHIP, attach a copy of your CERTIFICATE OF INCORPORATION or PARTNERSHIP AGREEMENT. If you are not a corporation but have an LLC, please bring a copy of your LLC.
7. Attach two photographs of the front and inside of the building where the business is located. If the photograph does not show your business sign, ATTACH an additional photograph showing the business sign.
8. If you own the property at which the business is located, ATTACH a copy of the deed of the property. If you rent or lease, ATTACH a copy of the LEASE AGREEMENT. If the property has not yet been leased or rented, ATTACH an additional photograph showing the business sign.
9. Please bring your NJ Driver's License.
10. Fee is \$100.00. We accept business checks or money orders. WE DO NOT ACCEPT CASH.



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LICENSE APPLICATION FOR POOL ROOM
License Term January 1, 2022 - December 31, 2022

License # _____

CHECK ONE NEW APPLICATION RENEWAL APPLICATION

N.J. Tax ID Number: _____

Location of Pool Hall: _____

Name of Business: _____ Trade Name if any: _____

The applicant is a (check one) Sole Owner Partnership Corporation

If a Corporation, Address of Principal office (if not the same as above) _____

State of Incorporation: _____ Date of Incorporation: ____/____/____ State I.D. # _____

If a Corporation or Partnership- (Attach a copy of the Stockholder/Partnership Disclosure Form.)

Has any Stockholder, Partner, Officer or Director of the company been convicted of any crime? (If a Renewal Application, since your last application) Yes No If 'YES' complete below

Date of Conviction: _____ Nature of Crime: _____

Name of Parole/Probation Officer: _____ Telephone: _____

Name of Individual Completing Application: _____

Address: _____ Telephone: _____

Date of Birth: ____/____/____ Driver's License # _____

Position: Stockholder Partner Owner other _____

NOTARIZED STATEMENT

State of New Jersey

SS

County of Hudson

The applicant being duly sworn to law, deposes and says that he/she is an individual applicant, stockholder, or member of the partnership, and in the instances of corporate or partnership ownership, is authorized to sign this application on behalf of the corporation or partnership; and that the contents of this application are true and complete, under penalty of law.

(Signature of Applicant)

Sworn to and subscribed before me this _____ day of _____ 20____

Notary Public Signature: -----

FOR OFFICE USE ONLY

DENIED _____ APPROVED _____ AMOUNT _____ CHECK/MONEY ORDER # _____

Director's Signature: _____ DATE: _____



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CRIMINAL JUSTICE BACKGROUND AND SCOFFLAW VIOLATION CHECK

INSTRUCTIONS TO APPLICANT: Complete the "shaded Section" below. Bring it ONLY to the Jersey City Police Department, Bureau of Criminal Investigation (B.C.I.) at 365 Summit Avenue for fingerprints and completion. Return this form back to the Division of Commerce, 4 Jackson Square, as soon as possible to expedite the licensing process.

License Type: _____

Name: _____
(Last) (First) (MI)

Address: _____

S.S. # _____ Date of Birth: _____ Sex: _____

Driver's License# _____ State _____

License Plate: _____ State: _____

Scofflaw Violations Check

FINDINGS: NEGATIVE POSITIVE

COMMENTS: _____

COMPLETED BY: _____ DATE: _____

TITLE: _____ TEL. # _____

AUTHORIZATION WAIVER

This is to certify that I have applied for a license application provided by the City of Jersey City. I do hereby authorize the release of any and all information that may be maintained in the Jersey City Police Department files or in the files of any other criminal justice organization, including traffic records, arrest files, police reports, etc.

I also release all persons from liability which could result from furnishing said information. Furthermore, I authorize the Jersey City Division of Commerce and the Jersey City Police Department to Xerox, copy, fax or otherwise produce this original document. The reproduced copy of this document will be considered as effective and valid as the original

Signature: _____ Date: _____

JERSEY CITY POLICE DEPARTMENT- B.C.I.

FINDINGS NEGATIVE POSITIVE

COMMENTS: _____

Completed By: _____ Date: _____

Title: _____ Tel. # _____



WAGE THEFT CERTIFICATION

This form will be part of the License Application. It is a required document to be completed by the applicant and its completion is an express condition to approval of the License Application.

CERTIFICATION STATEMENT: I have not been found guilty, liable, or responsible in any judicial or administrative proceeding of committing a violation of the NJ State Wage and Hour Law N.J.S.A 34:11-56; Wage Payment Law N.J.S.A 34:11-4; Hudson County Living Wage Ordinance (No. 363-6-2014,364-6-2014,365-6-2014 and PL: 1977,C.33), N.J.S.A 2C:40A-2, the Fair Labor standards Act, 29 U.S.C§201 *et seq.*, Section 3-76c of the Jersey City Municipal Code or any other federal or state law related to the payment of wages or the collection of debt owed due to unpaid wages. If I have been found liable as indicated herein within the last 24 months, I will provide the dates, location and nature of the wage theft claim, along with written evidence which demonstrates that the claim has been resolved.

I hereby certify that the information provided herein is true and accurate. I further certify that if any of the information provided herein is willfully false, I am subject to punishment.

Signature of Applicant _____

Print Name _____

Date _____

[HISTORY: Adopted by the Council of the City of Jersey City 5-4-1971 as Ch. 5, Art. VI, of the 1971 Jersey City Code, as readopted 9-19-1978 by Ord. No. S-128. Amendments noted where applicable.]

GENERAL REFERENCES

Amusement devices — See Ch. 87.

Zoning — See Ch. 345.

Fees and charges — See Ch. 160.

§ 248-1. - Definitions. [Amended 3-11-2009 by Ord. No. 09-024]

As used herein, the following terms shall have the meanings indicated:

DIRECTOR — The Director of Commerce in the Department of Housing, Economic Development and Commerce. [Added 1-9-2008 by Ord. No. 07-192]

POOL — Synonymous with the word "billiard." It includes any of the various games played on a pool table having six (6) pockets with usually fifteen (15) object balls and it also includes a game in which one scores by causing a cue ball to hit in succession two (2) object balls.

POOL ROOM — Synonymous with the words "pool hall." A "pool room" also means any place wherein a pool or billiard table or tables are available for hire to the public for the purpose of playing pool.

POOL ROOM LICENSEE — Any person to whom a license has been issued for the operation of a pool room.

POOL TABLE — Any table surrounded by a ledge or cushion with or without pockets in which billiard balls are propelled by a stick or cue.

§ 248-2. - License required. [Amended 1-9-2008 by Ord. No. 07-192; 3-11-2009 by Ord. No. 09-024]

No person shall operate any pool room for the use of the general public for private profit without obtaining a license from the Director of the Division of Commerce.

§ 248-3. - License application. [Amended 1-9-2008 by Ord. No. 07-192; 3-11-2009 by Ord. No. 09-024]

- A. An applicant for a license to operate a pool room shall be of good moral character and shall file an application with the Director giving the name of the owner if a sole proprietorship, the partners if a partnership or the officials, directors and stockholders if a corporation, with the residence address of each person so named and the business in which he is engaged.
- B. The Director shall refer the application to the Director of Public Safety, who shall conduct an investigation to determine whether the applicant, in his judgment, qualifies for the desired license, and the Director of Public Safety shall notify the Director of the result of the investigation with his recommendation, and the Director shall or shall not, after due consideration thereof, issue the desired license. [**Amended 9-11-2013 by Ord. No. 13-081**]

§ 248-4. - License fee; expiration. [Amended 6-14-1995 by Ord. No. 95-050; 12-23-1997 by Ord. No. 97-088; 2-11-1998 by Ord. No. 98-004; 1-9-2008 by Ord. No. 07-192; 3-11-2009 by Ord. No. 09-024]

The annual pool room license fee in the amount as provided in Chapter 160, Fees and Charges, shall be filed with the application for the desired license; provided, however, that if the license is not granted, the fee shall be returned to the applicant. All licenses shall expire on December 31 of each year. The initial license fee following the change in expiration date will be subject to proration by the Division of Commerce.

§ 248-5. - Exceptions. [Amended 3-11-2009 by Ord. No. 09-024]

The license provisions and other requirements hereof shall not apply to the operation of pool tables kept on the premises of religious, charitable and educational organizations not operated for private profit, nor to those kept in private residences or on the premises of bona fide clubs or social organizations not operated for private profit.

§ 248-6. - Licenses to be posted. [Amended 3-11-2009 by Ord. No. 09-024]

The pool room license shall be posted in a conspicuous place inside the entrance of the pool room.

§ 248-7. - Transfer of license. [Amended 3-11-2009 by Ord. No. 09-024]

- A. A license may be transferred to a different lawful location upon application approved by the Director and payment of a transfer fee as provided in Chapter 160, Fees and Charges. [Amended 6-14-1995 by Ord. No. 95-050; 1-9-2008 by Ord. No. 07-192]
- B. A license shall not be transferred to a different licensee.

§ 248-8. - Compliance with zoning regulations. [Amended 3-11-2009 by Ord. No. 09-024]

No pool room license shall be issued for any pool room where the proposed operation or location thereof would be in violation of the zoning provisions of this Code.

* Editor's Note: See Ch. 345, Zoning.

§ 248-9. - Hours of operation. [Amended 1-9-2008 by Ord. No. 07-192; 3-11-2009 by Ord. No. 09-024]

No licensed pool hall shall operate said business except during the following hours: Sunday through Thursday from 12:00 noon to 2:00 a.m. the following day; Friday and Saturday from 12:00 noon to 3:00 a.m. the following day; and on New Year's Eve, from the opening hours herein specified until 4:00 a.m. the following day.

§ 248-10. - View into pool halls to be unobstructed. [Amended 3-11-2009 by Ord. No. 09-024]

Every pool hall shall have unobstructed windows or open space on at least one (1) side so that the area is open to view by the general public passing by on a public street or using a corridor, lobby or other rooms to which the public resorts and is admitted without charge. The licensee shall not permit any obstruction of such public view by the use of drawn shades, blinds, partitions or other structures or obstructions.

§ 248-11. - Presence of minors. [Amended 3-11-2009 by Ord. No. 09-024]

No persons under the age of seventeen (17) shall frequent, loiter, go or remain in any pool hall licensed hereunder at any time unless accompanied thereto by an adult. This prohibition shall apply to persons under eighteen (18) with reference to pool halls wherein intoxicating liquors are dispensed.

§ 248-12. - Wagering on games. [Amended 3-11-2009 by Ord. No. 09-024]

No person shall wager or bet upon the outcome of any game, contest or exhibition played in a licensed pool hall.

§ 248-13. - Suspension or revocation; Director of Public Safety or the Director of the Division of Commerce authorized. [Added 1-9-2008 by Ord. No. 07-192; 3-11-2009 by Ord. No. 09-024;]

- A. Pursuant to a ten-day notice in writing to the licensee and after a hearing, the Director may suspend or revoke any license if
- (1) the owner, partner, or agent has been convicted of a crime under federal or state law; or
 - (2) has violated any of the provision of this Chapter; or
 - (3) has been found responsible for any acts constituting a breach of the peace or a public

nuisance; or

(4) where the Director finds the operation of the licensed premises detrimental to the health, safety and welfare of the people of the city.

B. The Director of Commerce or the Director of Public Safety may suspend any license on an emergent basis for a period not exceeding thirty (30) days after a hearing pursuant to two-days' notice to the licensee for any of the grounds listed in subsection A if the Director finds in addition that protection of the public health, safety or welfare requires an immediate suspension.