

Quaker Bridge Mall/Lawrenceville, NJ Township
Short-Term Leasing
Set-up Procedures Prior to Opening

1. After signing Short-Term lease with Simon to open at the Quaker Bridge mall; you need to personally go to the Township of Lawrence to register your business. (see attached directions). You have to make two stops: The Construction Dept. & The Fire Dept. (see attached applications)
2. Fill out Application for Certificate for Commercial Business License and/or Fire Code Registration. Township officials will direct you as to what is required from you. Register your business under the same d/b/a name that is on your lease. Request an inspection date prior to your move-in date at your location.
3. Simon/Quaker Bridge Mall will fax a letter of approval to request your certificate of occupancy/fire permit after we receive your signed lease and security deposit. Please contact the Mall Management Office at: 609-799-8132 to arrange for this letter to be faxed to Lawrence Township.
4. **DO NOT LEAVE THE TOWNSHIP BUILDING WITHOUT THE LICENSE AND AN APPROX. DATE OF INSPECTION!**
Depending on the length of your lease, and what you applied for, you must re-apply: Fire Safety Permits expire after ninety (90) days. Business Permits expire after one (1) year.
5. Tenant must display and have current up-to-date permits readily available for township inspectors who come into the mall requesting to see them.
6. Fax your Certificate of Insurance (see attached sample) to the mall office at: 609-275-6523 Before you set up and open.

Please let us know if you have any questions.

