



Township of West Milford

Department of Health
1480 Union Valley Road, West Milford, NJ 07480-1303
(973) 728-2720 Fax: (973) 728-2847
Health@westmilford.org

RETAIL FOOD ESTABLISHMENT APPLICATION NEW ESTABLISHMENT OR NEW OWNER For the period July 1, 20__ to June 30, 20__

(Please print neatly)

Establishment Name: _____

Establishment Address: _____

Establishment Telephone: _____ Fax: _____

Email address of contact person: _____

Emergency Phone Number: _____

Applicant Name or Registered Agent if a Corporation: _____

Applicant Mailing Address: _____

City/Town: _____ State: _____ Zip: _____

Days & Hours of Operation: _____

Number of Employees per shift: _____ Number of Shifts: _____

Total Square feet of Facility: _____

Category:

____ Restaurant

____ Institution

____ Daycare

____ Retail Market

____ Other

Type of Service:

____ Sit down/# of seats _____

____ Take out only

____ Caterer

____ Other

Are there any new/used food service equipment changes?

Description: _____

(Copy of manufacturer's specification sheet must be provided for all equipment changes)

Do **all** food preparation areas have a handwashing sink for "convenient and expeditious use by all employees"? (N.J.A.C. 8:24-6.7 Handwashing facilities)

Number of handwashing sinks: _____

Locations: _____

Extensive alterations or a change in ownership requires that handwashing sinks be added to food preparation areas that do not have one.

The following fees shall apply for licenses required under Chapter 163, Food Establishments. Please mark the category that best describes the nature of your business as per N.J.A.C. 8:24-1.5 Definitions.

Retail:

- Temporary retail food establishment (for a period not to exceed 14 days): **\$100**
- Mobile retail food establishments: **\$200 annually.**
- Establishments which only offer prepackaged food for sale: **\$50 annually.**
- Farmers markets: **\$50 seasonally**
- Nonprofit organizations, Public Schools and charitable organizations: **fee waived**

Restaurants:

- Seating capacity under 50: **\$150**
- 51 to 100 seats: **\$200**
- 101 seats or more: **\$250**

Other than restaurants:

- Up to 2,499 square feet: **\$100**
- 2,500 to 4,999 square feet: **\$200**
- 5,000 to 9,999 square feet: **\$300**
- 10,000 square feet or more: **\$400**

If applicable, submit copies of the following information:

- 1) The intended menu;
- 2) A floor plan drawn to scale (minimum ¼ inch = 1 foot) showing locations of equipment, plumbing, ventilation and seating capacity including self-service hot and cold holding units with sneeze guards;
- 3) Finish schedule (construction materials) for the floor, baseboard coving, walls, and ceiling;
- 4) Manufacturer specification sheets for each piece of equipment shown on the floor plan.
- 5) A current copy of the NJDEP Bureau of Safe Drinking Water Transient Non-Community Water System inspection report for the well water supply. For further information, contact the Passaic County Department of Health at 973-225-3646.
- 6) A West Milford Township Septic tank pumping permit issued within the last 3 years.
- 7) If you sell milk, you must apply for a NJ Department of Agriculture Retail Store Milk License. An application can be obtained at:
www.state.nj.us/agriculture/divisions/md/prog/dairy.html.

As per the Code of the Township of West Milford Chapter 163-2: *It shall be unlawful for any person to conduct a retail food establishment without complying with all of the retail food establishment provisions of the State Sanitary Code as set forth in N.J.A.C. 8:24-1.1 et seq.*

Applicant's Signature _____ **Date** _____