



# 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](mailto: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.**

Please mark the category that best describes the nature of your business as per N.J.A.C. 8:24-1.5 Definitions.

("Risk Type 1-4" license fees shall be prorated to the nearest month of opening.)

\_\_\_\_\_ **Non-profit Organization: \$40.00 license fee. Please mark "Risk Type" also.**

\_\_\_\_\_ **Pre-packaged foods only: \$40.00 license fee.**

\_\_\_\_\_ **"Risk Type 1 Food Establishment** means any retail food establishment that

1. Prepares only non-potentially hazardous foods; or
2. Heats only commercially processed, potentially hazardous foods for hot holding and does not cool potentially hazardous foods. Such retail establishments may include, but are not limited to, convenience store operations, hot dog carts, and coffee shops".

**\$105.00 license fee.**

\_\_\_\_\_ **"Risk Type 2 Food Establishment** means any retail food establishment that has a limited menu; and

1. Prepares, cooks, and serves most products immediately.
2. Exercises hot and cold holding of potentially hazardous foods after preparation or cooking; or
3. Limits the complex preparation of potentially hazardous foods, including the cooking, cooling, and reheating for hot holding, to two or fewer items. Such retail establishments may include, but are not limited to, retail food store operations, schools that do not serve a highly susceptible population, and quick service operations, depending on the menu and preparation procedures." **\$160.00 license fee.**

\_\_\_\_\_ **"Risk Type 3 Food Establishments:** means any retail food establishment that:

1. Has an extensive menu which requires the handling of raw ingredients; and is involved in the complex preparation of menu items that includes the cooking, cooling, and reheating of a least three or more potentially hazardous foods; or
2. Prepares and serves potentially hazardous foods including the extensive handling of raw ingredients; and whose primary service population is a highly susceptible population. Such establishments may include, but are not limited to, full service restaurants, diners, commissaries, and catering operations; or hospitals, nursing homes, and preschools preparing and serving potentially hazardous foods." **\$250.00 license fee** (requires two inspections per year). **By January 2, 2010, at least one person in charge shall be a certified food protection manager.**

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Name of certified food protection manager / Position  
(Copy of certificate must be attached)

\_\_\_\_\_ **“Risk Type 4 Food Establishments:** means a retail food establishment that conducts specialized processes such as smoking, curing, canning, bottling, acidification designed to control pathogen proliferation, or any reduced oxygen packaging intended for extended shelf-life where such activities may require the assistance of a trained food technologist. Such establishments include those establishments conducting specialized processing at retail.” **\$250.00 license fee;** if combined with a Risk Type 3 only one fee charged (requires two inspections per year).

\* Per N.J.A.C. 8:24 -1.5

*“Potentially hazardous food” means a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:*

1. *The rapid and progressive growth of infectious or toxigenic microorganisms;*
2. *The growth and toxin production of Clostridium botulinum; or*
3. *In raw shell eggs, the growth of Salmonella enteritidis.*

*“Potentially hazardous food” includes an animal food (a food of animal origin) that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic and oil mixtures that are not acidified or otherwise modified at a food processing plant in a way that results in mixtures that do not support growth as specified under the first paragraph of this definition.*

**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](http://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 the provisions 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** \_\_\_\_\_