



BOROUGH of ROSELAND

Health Department

140 Eagle Rock Ave., Roseland New Jersey 07068

(973) 428-3035

APPLICATION FOR LICENSE TO OPERATE A RETAIL FOOD ESTABLISHMENT

Read Entire Application BEFORE Signing

1. SUBMISSION OF PLANS: INSPECTIONS

Whenever a retail food establishment is constructed or extensively remodeled and whenever a structure is converted for use as a retail food establishment, plans and specifications pertaining to the health and sanitary aspects of the operation (including equipment layout and design, construction materials of all surfaces, overview of operation, etc) shall be submitted directly to the Health Department for review and approval *before* construction or remodeling can begin. A pre-operational inspection by the Health Department is required prior to the operation of any new or remodeled establishment.

2. EXPIRATION OF LICENSE: RENEWAL

Every license issued shall expire December 31st of the year of its issue. Applications for renewal shall be submitted with the required fee at least ten (10) days prior to December 31st of each year. A **\$100.00 LATE FEE WILL BE CHARGED TO ALL APPLICATIONS RECEIVED AFTER DECEMBER 31ST.**

3. CHANGE OF OWNERSHIP INSPECTION

Retail Food Establishment Licenses are NOT *TRANSFERABLE*. All retail food establishments which change ownership, including re-incorporation, are required to obtain a new license and be inspected by the Health Department *before* the new owners may begin operation.

4. FEES

Please note that the fee schedule has been revised. It is imperative that you accurately fill out this application in order for the appropriate fee to be issued. Please read through this section carefully.

TOTAL SQUARE FOOTAGE : _____

The fees have been assessed on the basis of square footage of the establishment (OUTDOOR DINING ALSO), including storage and preparation areas according to the following schedule:

0-	1,000 sq. ft.	\$ 100.00
1,001-	2,000 sq. ft.	\$ 200.00
2,001-	3,000 sq. ft.	\$ 300.00
3,001-	4,000 sq. ft.	\$ 400.00
4,001-	5,000 sq. ft.	\$ 500.00
5,001-	10,000 sq. ft.	\$ 600.00
10,001-	20,000 sq. ft.	\$ 700.00
20,001-	30,000 sq. ft.	\$ 800.00
30,001-	40,000 sq. ft.	\$ 900.00
40,001-	50,000 sq. ft.	\$ 1,000.00
50,001-	75,000 sq. ft.	\$ 1,100.00
75,001-	100,000 sq. ft.	\$ 1,200.00
above	100,000 sq. ft.	\$ 1,300.00

TYPE OF FACILITY: _____

**In addition to the fees above, an additional fee of \$50.00 per service shall be charged when the establishment also contains any of the following on site:
(PLEASE CIRCLE ALL THAT APPLY):**

- a. Bakery
- b. Meat Counter
- c. Deli Counter
- d. Salad Bar or Raw bar (seafood /shellfish)
- e. Sushi bar
- f. Catering delivery amounting to 25% or more of the business
- g. Buffet

5. Name of Establishment: _____

6. Address: _____

Phone # _____ Fax # _____

7. Name of Owner(s): _____

8. Home Address: _____

Home Phone #: _____ E- Mail Address: _____

(If Corporation, give corporate name & address as well as name and address of agent)

9. If premises are leased or rented, give owners name & address

10. Number of square feet of floor space (including storage area)

11. Total seating capacity of establishment (including bar area)

12. Name & phone # of Waste Disposal Service

13. Name & address of shellfish supplier (fresh & frozen)

14. List other names & addresses of other food & beverage suppliers:

15. List types of foods & beverages sold or served (attach menu, if applicable):

16. Please provide copies of *food handler's certificates* for each employee that prepares/processes foods for human consumption. (Ord. 186-17).

17. I understand that this establishment is being licensed under The Borough of Roseland Ordinance Chapter BH:VIII, Chapter 24 of the state of New Jersey Sanitary Code (N.J.A.C. 8:24;1-1 et.seq.). In consideration of such license, I hereby agree to at all times conduct the said premises in conformance with the proposed intentand provisions of The Borough of Roseland Ordinance Chapter BH:VIII, Chapter 24 of the NJ State Sanitary Code and other Ordinances, the amendments and supplements thereto and other Ordinances of the municipality and statutory laws of the State of New Jersey relating to the conduct of such business.

FEE TOTALS:

TOTAL SQUARE FOOTAGE : _____ \$ _____

TYPE(s) OF FACILITY: _____ \$ _____

TOTAL AMOUNT DUE: _____ \$ _____

I have read and understand all the above requirements and agree to abide by them as conditions of this license.

Signature of Applicant _____ Date _____

Title of Applicant _____

(Office use only)		
FEE FOR THIS ESTABLISHMENT	DATE OF ISSUE	LICENSE NUMBER