

## FOOD LICENSE APPLICATION

Please be advised that licenses for Retail Food Establishments expire on June 30<sup>th</sup> of each year according to: An Ordinance to Amend Chapter XXIV Retail Food Handling Establishments Section 24-4 of the General Ordinances of the Township of Scotch Plains, adopted on April 8, 2008.

We have enclosed an application for your convenience to be promptly returned.

| <u>License Fee</u> | <u>Description</u>  |
|--------------------|---|
| \$ 50.00           | Establishments offering pre-packaged items (candy/snacks) and Non-Profit establishments.  |
| \$100.00           | Establishments preparing food without seating facilities (excluding counter service) also Establishments with seating at a capacity of fifty (50) or fewer; or fewer than two thousand (2,000) square feet. |
| \$100.00           | Mobil Retail Food Establishments  |
| \$150.00           | Establishments with a seating capacity of more than fifty (50) persons, or over two thousand (2,000) square feet.   |
| \$300.00           | Establishments with a seating capacity of more than one hundred (100) persons or over five thousand (5,000) square feet.  |

MAKE CHECKS PAYABLE TO: TOWNSHIP OF SCOTCH PLAINS

Any questions contact the Health Department at (908) 322-6700, ext. 1-309.

Retail Food Establishment means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption:

Such as a restaurant; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market, vending location/ conveyance used to transport people; institution; or food bank; and

That relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as human delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.

An operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.

Late Fee: A fee of twenty-five dollars (\$25.00) shall be imposed on renewal licenses for each month or part therefore after June 30<sup>th</sup> which has expired prior to renewal.

**APPLICATION FOR LICENSE TO OPERATE A RETAIL FOOD ESTABLISHMENT**

**EXPIRES JUNE 30<sup>TH</sup> \_\_\_\_\_**

**PLEASE PRINT INFORMATION**

TRADE NAME \_\_\_\_\_

LOCATION OF BUSINESS \_\_\_\_\_

NAME OF OWNERSHIP (AND PRESIDENT IF CORP.) - IF CORP. GIVE EXACT NAME OF CORP.

\_\_\_\_\_

HOME OR MAILING ADDRESS OF OWNERSHIP \_\_\_\_\_

\_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ FAX \_\_\_\_\_

TYPE OF FOOD BUSINESS \_\_\_\_\_ SEATING CAPACITY \_\_\_\_\_

I/WE HEREBY MAKE APPLICATION FOR A LICENSE TO OPERATE A RETAIL FOOD ESTABLISHMENT, AND AGREE TO CONDUCT BUSINESS IN COMPLIANCE WITH THE LAWS OF THE STATE OF NEW JERSEY AND THE ORDINANCES OF THE TOWNSHIP OF SCOTCH PLAINS IN THE COUNTY OF UNION, STATE OF NEW JERSEY AND ORDINANCES AND REGULATIONS OF THE HEALTH DEPARTMENT OF THE SAID TOWNSHIP OF SCOTCH PLAINS.

DATE OF APPLICATION

SIGNATURE OF APPLICANT

\_\_\_\_\_

\_\_\_\_\_

PRINT NAME

\_\_\_\_\_

**THIS APPLICATION MUST BE COMPLETED BEFORE LICENSE IS ISSUED OR RENEWED PREMISES INSPECTED AND APPROVED FOR INITIAL LICENSE BY:**

(For office use only)

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

LICENSE NO. \_\_\_\_\_ DATE \_\_\_\_\_ FEE \_\_\_\_\_

CHECK/CASH \_\_\_\_\_ INITIALS \_\_\_\_\_