



VILLAGE OF RIDGEWOOD

131 N. MAPLE AVENUE, RIDGEWOOD, NJ 07450

Marianny Fermin

Registered Environmental Health Specialist

Health Department

201-670-5500 x2241

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FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

The establishment is ☐ NEW ☐ REMODEL ☐ CONVERSION

Name of Establishment: _____

Type of Food Operation: Restaurant ☐, Institution ☐, Daycare ☐,
Retail Food Store ☐, Other _____

Establishment Address: _____

Phone (if available): _____

Name of Owner: _____

Owner's Mailing Address: _____

Owner's Telephone: _____

Owner's Email Address: _____

Applicant's Name: _____

Title (owner, manager, architect, etc.): _____

Applicant's Mailing Address: _____

Applicant's Telephone: _____

Applicant Email Address: _____

Hours of Operation:

Sun _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

Number of Indoor Dining Seats: _____

Number of Outdoor Dining Seats: _____

Number of Staff (maximum per shift): _____

Total Square Feet of Facility: _____

Maximum Meals to be Served: Breakfast _____
(approximate number) Lunch _____
Dinner _____

Projected Date for Start of Project: _____

Projected Date for Completion of Project: _____

Type of Service: (check all that apply)	Sit Down Meals	_____
	Take Out	_____
	Caterer	_____
	Single Use Utensils	_____
	Multi-Use Utensils	_____
	Other	_____

Enclose the following documents:

_____ Proposed Menu or complete list of food and beverages to be offered (including seasonal, offsite and banquet menus)

_____ Plan of food establishment drawn to scale showing location of equipment, plumbing, electrical and mechanical services

_____ Equipment schedule including location, plumbing, drain and electrical connections

_____ Manufacturer specification sheets for each piece of equipment to be used in establishment

_____ Site plan showing location of food establishment location of building on site including alleys, streets; and location of any outside equipment or facilities (dumpsters, well, septic system – if applicable)

Chapter 24 PLAN REVIEW
For Newly Constructed or Extensively Renovated Retail Food Establishments

NAME OF
ESTABLISHMENT: _____ Date: _____

ADDRESS: _____

3-Compartment Sink _____ Drain Boards _____
Easily cleanable surfaces behind all sinks _____ Sinks sealed to wall _____
Dishwasher provided _____ Temperature gauges on dishwasher _____
Pressure gauges on dishwasher _____ Water temperature _____
(Hot water/chemical) sanitizer _____ if chemical, are strips provided _____
Hand wash sink provided (in all food prep. areas) _____ Towel & soap dispenser _____
Utility sink available _____ (Must be on same floor unless there is an elevator)
Walk-in refrigerator drain _____ Required? _____ Yes _____ No _____

Type of shelving _____
Lighting protected _____

Food storage area Adequate size _____
Shelving provided _____

Food testing thermometer provided _____ Sanitizer test strips provided _____

All refrigerators provided with indicating thermometers inside _____

Exhaust hood provided _____ Ventilating fan _____ Filters provided _____

Proper space & method provided for utensils & food storage _____

Indirect waste connections provided for: _____

Coffee urns or brewers _____ Dishwasher _____

Hot & cold drink dispensers _____ Ice machine drains _____

Dipperwells provided _____ Running water _____

Is a grease interceptor required? _____ Provided? _____

What type of room ventilation is provided? _____

Show location of employee lockers _____ Dressing Area _____

Are there cross connections on premises and if so state approved? _____

Are all outer openings protected? _____ #16 Mesh _____

Does all outside area meet code requirements? _____

Garbage Area _____ Parking Area _____

Are acceptable outside garbage containers provided? _____

Describe

Non-absorbent area provided under outside garbage containers _____

All food equipment easily disassembled _____ Stored _____

Sneeze guards provided where required _____ Kitchen aisle space adequate _____

Kitchen equipment properly sealed to floor or wall _____ OR up on legs _____

Lighting protected _____ 30 footcandles provided over work areas _____

Floors, walls, and ceilings easily cleanable _____ Cove moldings at floor wall junctions _____

Cleaning supplies stored separately from foods _____ Pesticides stored separately _____

Clean uniforms & aprons provided _____ Proper containers for soiled linens & uniforms _____

(Personal belongings or clothing not acceptable to be worn or stored in food prep or food storage areas)

Employees toilet rooms provided# _____ Windows _____ Fans _____

Customer toilet rooms provided# _____ Windows _____ Fans _____

Sanitary napkin disposal unit provided with cover in Ladies Room _____

Summary of Requirements under NJ Chapter 24 (N.J.A.C. 8:24)
For Retail Food Establishments undergoing Renovations
Prepared by the Ridgewood Health Department

This summary is provided to clarify some aspects of the code that are frequently questioned during renovation projects. The complete Health Department requirements for retail food establishment facilities are contained in Chapter 24 of the New Jersey Administrative Code (8:24). The full code can be accessed through the Health Dept. page on the Village website.

Basic requirements include the following (related Ch 24 sections in parentheses):

One or more ~~Handwash~~ Sinks located within food preparation and service areas. Location of sinks must provide for convenient and expeditious use by all employees. Review of plans by the Health Department will determine whether the number and location of handwash sinks is adequate. Handwash sinks may not be used for any other purpose, nor may hands be washed anywhere but in handwash sinks. (6.7)

A three compartment sink for warewashing. Each compartment must be large enough to allow immersion of the largest equipment and wares to be cleaned. Must be provided with drainboards, racks, or tables to allow storage of all items that may accumulate before they are cleaned and after they are sanitized. (4.8)

A mop sink or curbed cleaning well with floor drain. This is to be used for disposal of mop water and cleaning of mopping and other wet floor cleaning tools. Must be conveniently located for this purpose. (5.2)

Lockers or other suitable facilities for employees clothing and possessions. All such articles must be segregated from food preparation and service areas and stored in an orderly fashion. (6.3)

Protection from entry of insects and rodents. Doors must be tight fitting and kept closed. Screening in doors or windows, if provided, must be 16 mesh/ inch or tighter. All openings to the outside environment must be closed or sealed to provide no gaps. (6.2)
Floors, walls and ceilings easily cleanable. In food preparation areas, these surfaces must be constructed with materials that are smooth and easily cleaned. Where water flushing is to be used for floor cleaning, floors must be provided with drains and adequately graded, and junction of walls to floors must be sealed; otherwise, junction of walls to floor must be covered with coving material to allow no gap exceeding 1/32". (6.2)

Clearances surrounding installed equipment. Equipment not easily movable must be provided with sufficient clearances to allow cleaning of sides, behind, and above. Alternatively, such equipment may be spaced immediately against adjacent surfaces with gaps not exceeding 1/32", or, if exposed to seepage or spillage, must be sealed to adjoining equipment or walls. (4.4)
Any questions should be directed to the Health Department at 201-670-5500 x2241

CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS.

Plans at minimum of 11 x 14 inches in size drawn to scale.

Proposed menu, seating capacity, and projected daily meal volume for the food establishment.

Location of all food equipment. Each piece of equipment must be clearly labeled, marked, or identified. Food equipment schedule which includes the make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable) must be submitted. Elevation drawings may be requested by the Regulatory Authority.

Provisions for adequate rapid cooling, including ice baths and refrigeration, and for hot and cold-holding PHF (TCS).

Handwashing sinks

Warewashing sinks

Food preparation sinks

Auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation.

Entrances, exits, loading/unloading areas and delivery docks.

Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases.

Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, and wastewater line connections.

Location of lighting fixtures.

Source of water and method of sewage disposal.

A color coded flow chart may be requested by the Regulatory Authority demonstrating flow patterns for:

- food (receiving, storage, preparation, service);
- dishes (clean, soiled, cleaning, storage);
- trash and garbage (service area, holding, storage, disposal)



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Village of Ridgewood Retail License Application

Application for License for: _____ ORDINANCE #: _____

As Provided in Sanitary Code of the Village of Ridgewood, NJ LIC. #: _____

Name of Business: _____

Business Address: _____

Business Telephone: _____

Business Fax: _____

Email Address: _____

Owner's Name: _____

Owner's Home Address: _____

Owner's Home Telephone: _____

Type of License: _____ Ordinance #: _____

License Fee: _____ No. of Seats: _____

Square Footage: _____ Vehicle License #: _____

ALL LICENSES EXPIRE DECEMBER 31 OF YEAR ISSUED

(Licenses not applied for by January 31st of the new year are subject to a Late Fee of \$50.00)

NOTE: CATERING/FOOD TRUCKS MUST CALL TO SCHEDULE AN APPOINTMENT FOR INSPECTION BEFORE LICENSE WILL BE RENEWED. LATE FEE WILL APPLY IF YOU HAVE NOT COMPLIED WITH APPOINTMENT CRITERIA BY JANUARY 1ST.