



Haledon Board of Health
RETAIL FOOD/ELECTRONIC CIGARETTE APPLICATION

READ CAREFULLY: Complete this 3-page form for an initial application or renewal of an existing retail food, electronic cigarette or vape permit in Haledon and return with a money order or cashier's check payable to the Borough of Haledon NO LATER THAN FEBRUARY 1st TO AVOID A \$25 LATE FEE. Permits expire on December 31st. Haledon Ordinances are available upon request and accessible through haledonboronj.com or on ecode360.com. If an inspection results in a conditional satisfactory or unsatisfactory rating, there will be a reinspection fee in the amount of the fee set out in the table below. For example, if you operate a restaurant with 3 seats, then your application fee is \$150; if you receive a conditional satisfactory or unsatisfactory rating, then your reinspection fee will be \$175. If you have any questions, contact the Haledon Board of Health at (973) 595-7766, ext.132, or email ajones@haledonboronj.com

To complete your application, you **MUST** submit the following:

- ☐ Completed application
- ☐ Money order or cashier's check payable to Borough of Haledon
- ☐ Proof of ownership (for example, certificate of incorporation)
- ☐ Current food handler's certificate (only for retail food permits)

1. Check off one of the following:

☐ New application → Is this a change of ownership? ☐ Yes ☐ No

☐ Renewal application

2. If this is a **NEW** application or there have been any changes since your initial application, also attach the following:

☐ Floor plan

3. Circle which permit you're applying for: ☐ Retail Food See applicable fees Below:

Temporary (10 days or less) retail.... \$50

Itinerant, prepacked..... \$100

Itinerant, prepared..... \$150

Convenience store/supermarket:

Less than 5,000 square feet..... \$150

5,000-10,000 square feet..... \$300

Over 10,000 square feet..... \$450

Prepacked only..... \$150

Vending machine.....\$25

Restaurants with seating:

1-25 seats..... \$150

26-50 seats..... \$200

51-100 seats..... \$250

101-250 seats..... \$300

251 or more seats.....\$400

Restaurants without seating...\$150.

Not-for-profits.....None

**HALEDON BOARD OF HEALTH
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A. BASIC CONTACT INFORMATION (REQUIRED FOR ALL APPLICANTS)

Business Name

Business Address

Phone Number

Municipality

State

Zip Code

Check Applicable Business Type:

☐ Corporation, LLC or LLP

☐ Partnership

☐ Sole Proprietorship

State of Incorporation: _____

Date of Incorporation: _____

Name of Owner #1

Owner's Address

Phone Number

Municipality

State

Zip Code

Email Address

Name of Owner #2

Owner's Address

Phone Number

Municipality

State

Zip Code

Email Address

*** If there are additional owners, please attach their contact information ***

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B. ESTABLISHMENT INFORMATION (REQUIRED FOR ALL APPLICANTS)

Square Footage _____

Number of Seats _____

Number of Employees (check one):

☐ 1-5

☐ 6-10

☐ 11-15

☐ 16-20

☐ Over 20

Do any of the following apply to you?

☐ You prepare a vegetarian-only menu only

☐ Handle raw ingredients (for example, making sandwiches or cooking meals)

☐ Sell dairy or fish products that require refrigeration

☐ Smoke, curl, can, pickle or bottle any products for human consumption

☐ Rent a kitchen to another retail food business

☐ Rent a kitchen from another retail food business

☐ Operate a full-service kitchen that has a deep fryer or hot grill

☐ Accept SNAP/EBT

☐ Sell electronic cigarette, vape or hookah products

☐ Sell dietary supplements

☐ Sell, provide or administer infant formula

☐ School district, day care or preschool

☐ Carry liability insurance that covers foodborne illness or communicable disease

☐ Sell menthol or flavored cigarette or electronic cigarette/vape products

C. FOR RETAIL FOOD ONLY

Are you interested in participating in one or more of the following? If so, check off what you're interested in being contacted about:

☐ Food Truck Festival

☐ Farmer's Market

☐ Haledon Day Festival

☐ Music Festival

☐ Independence Day Celebration

☐ Food Safety Training in Haledon

☐ Street Fair

☐ Donating Food to the Poor

☐ Haledon Municipal Alliance

☐ Special Business District

☐ Buy Local Campaign

About how much of the food that your business sells do you estimate is not consumed and thrown away? _____ %

Does your business compost food leftovers? _____