

DEPARTMENT OF HEALTH
BOROUGH OF RIDGEFIELD
BERGEN COUNTY NEW JERSEY
blulic@ridgefieldboro.com

HUGO JIMENEZ, MAYOR

BRANKA LULIC, MPA
HEALTH OFFICER
ADMINISTRATOR



HEALTH CENTER
725 SLOCUM AVENUE
RIDGEFIELD, NJ 07657
TEL: 201-943-6062
FAX: 201-943-5978

MOBILE/TEMPORARY FOOD ESTABLISHMENT APPLICATION

- If you *serve* food to the public, you are required by NJ law to have an approval from the local health department **prior** to operating. Whether the food is sold or given away, you **Must** have an approval.
- **Temporary** food vendors operating for 1 – 3 consecutive days – **FEE: \$125.00**
- **Temporary** food vendors operating for 3 – 10 consecutive days in conjunction with a single event or celebration – **FEE: \$150.00**
- Complete the below and submit with the fee (cash/check: *Ridgefield Health Department*).
- Applications must be received for review/approval minimum of 7 days prior to the event but will be reviewed up to 30 days from date of submission.
- Compliance with all Boro Departments/Ordinances/Approvals shall be met.

Applicant/Business Owner Information

Business Owner Name: _____

Business Owner Home Address: _____

Business Owner Phone No: _____ Email: _____

*If applicable, Contact Person (Manager, etc.):

Name: _____ Phone No. _____

Mobile Business Information

Business Legal Name (Corp/LLC): _____

Mobile Truck Trade Name (DBA): _____

Business Address: _____

Business Phone No: _____ Email: _____

Temporary Event Information:

Name: _____ Address/Location: _____

Date of Event(s): _____ Time/Days Operating: _____

Event Contact Person Name & Phone #: _____

Type of License/Fees

___ 1. Temporary (1 - 3 days): \$125.00 ___ 2. Temporary (3 - 10): \$150.00

Type of Mobile Food Unit:

___ 1. Vehicle ___ 2. Cart ___ 3. Table-top/Stand ___ 4. Tent

Truck License Plate #/State: _____ **VIN #:** _____

Drivers License (submit copy) **Vehicle Registration** (submit copy) **Insurance Card** (submit copy)

NJ Sales Tax ID (submit copy of NJ Taxation Certificate)

Menu (submit menu)

___ 1. Cooking on site ___ 2. Ready to Eat Foods ___ 3. Pre-packaged foods only

List of Foods to be cooked/served: _____

Food Safety Training Certificates: (submit copies -- required for all Risk Type 3 food service)

___ 1. Certified Food Manager ___ 2. Certified Food Handlers

Food Equipment:

Ensure that you have all the necessary equipment and supplies to properly cook, maintain cold/hot holding, and clean/disinfect surfaces. Bare hand contact is prohibited with Ready-to-Eat-Foods.

Food Source Information: All foods must come from a regulated wholesale/retail food establishment. Ensure proper records (receipts). Home prepared foods are NOT permitted for sale.

Please Read and Sign

I have read the above application, and by signing this application, I am certifying that the above stated information and any documents submitted in support of this application are true, complete, and accurate and that all applicable laws and regulations for the State of New Jersey and Borough of Ridgefield will be complied with.

The agreement between the mobile vendor & servicing area is part of the application approval for specific days, times & location of food operations. Both parties have the obligation to notify the Health Department when servicing area, set-up, menu, or any other changes are made from the approved application. All state, local public health laws, regulations, ordinances, directives, orders, etc. shall be complied with.

X _____
Applicant Signature **Date of Signature**

OFFICE USE ONLY:

Date Submitted: _____ Fee Amount Paid: _____ (Check No: _____ or Cash: _____)

Reviewer: _____ Date Reviewed: _____

Action Taken: Approve ___ Disapprove ___ Pending ___

Notes: _____

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GUIDELINES FOR TEMPORARY FOOD EVENTS

Application

Submit completed application and applicable fees to the Health Department at least 7 days prior to the event. No application will be accepted on the day of the event. *Late fees can be charged and issuance of the temporary food permit will be subject to the approval of the Health Officer.*

Certified Food Managers/Handlers

At least one person with a valid food manager's/food handler's certificate or person in charge with food safety/sanitization knowledge must be present during all times of the operation.

Menu

Keep the menu simple. Cook to order as much as possible. Some menu items may not be appropriate for a temporary food event.

Food Preparation

All food preparation is limited to cooking and portioning. No foods cooked at home are permitted. No cutting up of raw meat, fish, vegetables, etc. will be allowed.

Temperature Control

Keep all potentially hazardous foods out of the danger zone.

Cold Holding - Cold holding of potentially hazardous foods must be below 41° F.

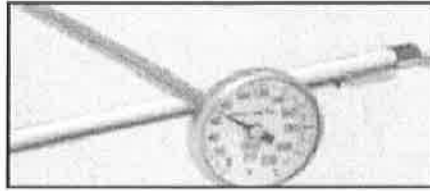
Hot Holding - Hot holding of cooked potentially hazardous foods must be at or above 135° F.

Cooling - No cooling of potentially hazardous food is allowed in the booth. **Do not use** leftovers. Leftovers **must** be discarded.

Reheating - Potentially hazardous foods must be reheated to 165° F within 60 minutes.

Thermometers

A thermometer must be available and used to check internal food temperatures. Thin foods such as hamburgers need to be measured with a digital thermometer that is tip sensitive or a thermocouple can be used. Thermometers are also needed in all refrigerators.



Booth/Food Station Rules

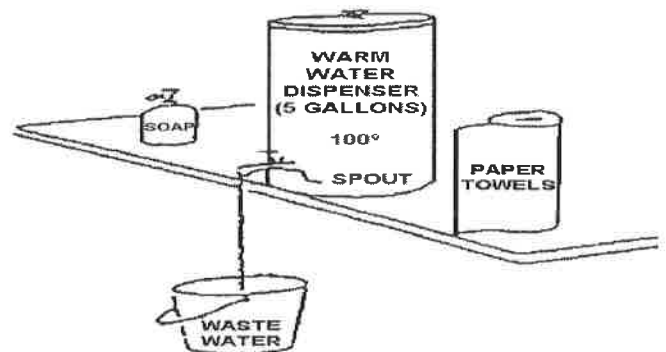
Only food service workers are allowed in the booth. Do not smoke or eat in the booth.

Illness

No person who is sick, vomiting, has diarrhea or who has open sores or infected cuts on his/her hands, shall work in any temporary food event.

Hand Washing

Hand washing must be available in each booth. A minimum of a 5 gallon insulated container with a continuous-flow spigot of warm running water at a minimum of 100° F must be provided. A bucket for wastewater, pump soap and paper towels must be set up and available at all times. **Use it often!**

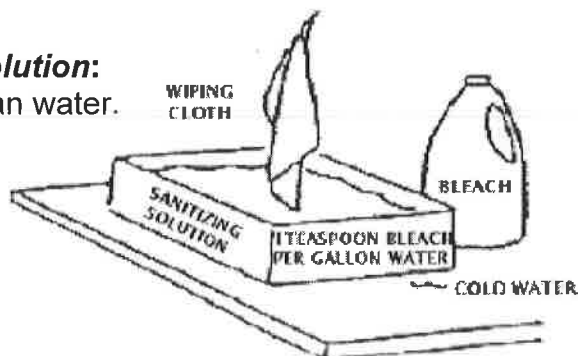


Wiping Cloths

Wiping cloths used for cleaning food spills or wiping work surfaces, equipment, etc. must be kept in a clean, sanitary condition, moistened with an approved sanitizing solution between uses.

Recipe for Sanitizing Rinse Solution:

1 tsp bleach per gallon cool, clean water.



PROPER STORAGE OF WIPING CLOTHS

Utensils

Only single service articles for use by consumers are allowed.

Waste

All liquid/solid waste shall be disposed of in such a manner as not to create a public health hazard or nuisance condition. Provide sufficient waste receptacles.

Restrooms

Toilet facilities must be provided and accessible at all times of operation for use by food service workers. Facilities must include hand sink with hot and cold running water, soap and paper-towels.

Booth Construction

Construct booths/tents to minimize: public access, dust, mud, contamination, etc. Refer to/follow Fire Codes.

Grills

Separate grills and other cooking devices from public access by using ropes or other approved methods (minimum of a 3 foot separation).

Additional Requirements

The Health Officer may impose additional requirements to protect against public health hazards and nuisances related to the operation of the temporary food service event and may limit preparation steps or prohibit some menu items.