

DEPARTMENT OF HEALTH
BOROUGH OF RIDGEFIELD
BERGEN COUNTY NEW JERSEY
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ANTHONY R. SUAREZ, MAYOR

BRANKA LULIC, MPA
HEALTH OFFICER
ADMINISTRATOR



HEALTH CENTER
725 SLOCUM AVENUE
RIDGEFIELD, NJ 07657
TEL: 201-943-6062
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***RIDGEFIELD HEALTH DEPARTMENT
FOOD FACILITY FACT SHEET***

- WHO:** Any person planning to distribute, prepare, handle or otherwise disperse food for public consumption with or without charge.
- WHAT:** Retail Food Establishment shall mean any private, public, non-profit organization or institution where food or drink is prepared, served, handled or provided with or without charge for human consumption on or off the premises.
- WHEN:** A license must be obtained prior to opening the business. Licenses expire on December 31st of each year.
- HOW:** Licenses are issued by the Ridgefield Board of Health, 725 Slocum Avenue; Ridgefield, (201) 943-6062.
- FEE:** See attached application.

WHAT TO DO

1. Select a location and contact the Building Department, at 550 Edison Street, (201) 943-5546 to obtain information on zoning and any building permits that may be required. The Building Department will process your certificate of occupancy application and any required building permit applications.
2. The Ridgefield Health Department requires submission of properly prepared plans for review and approval for all new construction, extensive remodeling or conversion of any existing structure for use as a food establishment, before such work begins. The purpose for the review and approval of plans before the work begins is: (1) to insure compliance with sanitary regulations based on the type of operation (2) to prevent misunderstanding by the operator as to what is required and (3) to prevent errors which might later result in additional cost(s)/fines to the operator.
3. Per N.J.A.C. 8:24, the plan shall show a scale and layout of the entire establishment and the proposed location of lights and plumbing. Materials used for the construction of floors, walls and ceilings shall be shown. In addition, the proposed locations of equipment such as refrigerators, stoves, hoods, sinks, dishwashing machines, slicers and

similar equipment should be shown. Specification for this equipment should also be provided so that a determination can be made as to the adequacy of the equipment to do the job, as well as its compliance with sanitary regulations. These plans are in addition to any plans submitted to the Building Department. Issuance of building and electrical permits does not indicate Health Department approval.

4. The Health Department shall review these plans and respond accordingly within 30 days of the date of submission. No retail food establishment shall be constructed, renovated, or converted except in accordance with plans and specifications previously submitted to and approved by the health and construction authorities.
5. Submit your application for the Retail Food Establishment License to the Ridgefield Health Department prior to the scheduling of the pre-operational compliance inspection. The application will be reviewed and returned if incomplete. No compliance inspection will be scheduled until the application is on file.
6. At least one week prior to the desired opening date, schedule a pre-operational compliance inspection with the Ridgefield Health Department to determine compliance with the requirements of the Sanitary Code. Failure to pass the inspection will result in a required re-inspection and possible delay in opening.

GENERAL NOTES

HOME KITCHENS WILL NOT BE LICENSED.

If you intend to dispense alcoholic beverages, you will need a license to do so. Contact the Borough Clerk at 604 Broad Avenue, Ridgefield (201) 943-5215.

LICENSES ARE NOT TRANSFERABLE

If you plan to purchase an existing Retail Food Establishment, submit an application to the Ridgefield Health Department for review. An inspection will be conducted at the discretion of the inspector(s) to determine any necessary repairs and or requirements that must be brought up to code.

Applying for a Ridgefield Department of Health permit does not satisfy the regulatory requirements of other Borough departments and does not grant permission to use or occupy the premises. It is your responsibility to apply for all other permits, licenses, and authorizations as required by other Borough departments.

Failure to comply with all relevant regulations, including those under the jurisdiction of other Borough departments, may result in the suspension of your Ridgefield Department of Health permit until you have demonstrated proof of compliance.

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PLAN REVIEW APPLICATION

NEW RETAIL FOOD ESTABLISHMENT/ REMODEL OF EXISTING FOOD ESTABLISHMENT/SALON-LAUNDRY-PET ESTABLISHMENTS/SWIMMING POOLS/CHILD CARE FACILITIES/OTHER

Plan Review Fee: \$200.00

Make checks payable to: Ridgefield Health Department

Please complete information below and submit with blueprints and fee.

Project Information

Food Establishment Trade Name: _____

Legal Business Name: _____

Site Address: _____

*Former name of food establishment, if applicable: _____

If a mobile vehicle, provide license plate number: _____

Applicant/Ownership Information

Contact Person (Owner, Applicant or Agent): _____

Owner: _____

Home Address: _____

Phone Numbers: _____

TURN OVER

Project Scope

Brief description of proposal: _____

Proposed number of seats: _____

REASON FOR REVIEW:

New Operation ___ Remodel of Existing Establishment ___ Ownership Change ___
Pool ___

PLEASE READ AND SIGN:

I have examined and read the above application, and know the same is true and correct, and that, in the construction/remodeling of this facility, all applicable laws and regulations for the State of New Jersey and Borough Of Ridgefield will be complied with.

X

Applicant Signature

Date of Signature

OFFICE USE ONLY

Date Submitted: _____

Approval Date: _____

Reviewer: _____

Action Taken: Approve ___ Disapprove ___ Corrections ___ Pending ___

Date/Discussion:

