



Retail Food Establishment Plan Review Application

Monmouth County Health Department

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Public Health
Prevent. Promote. Protect.

Retail Food Establishment Plan Review Application Guidelines

The procedures to open a Retail Food Establishment will vary slightly by municipality. Retail Food Establishment licensing is always a municipal function. Prior to issuing a municipal food license, a plan review may be required by this office. In most cases Health Department applications and plans will be submitted to the individual municipality and a plan review fee will be collected in accordance with existing municipal ordinance. Those plans are then forwarded to this office for review and approval. Occasionally plans will be submitted to and the fee paid directly to the Monmouth County Health Department. This office can assist you in determining exactly where and how your plan should be submitted. In all cases approvals from the individual municipality through the Construction and Zoning Office and the municipal issuance of a Certificate of Occupancy will be required. In most instances a Municipal Business License is also required.

Plan approval from the Health Department should be obtained PRIOR to submitting your plan to the municipal construction office. Changes to your original plan may be required by this office during the review process and those changes may affect your construction application process. This is to insure that this office, the municipal construction officials and your contractor are all working off the SAME plan.

In addition to the municipal approval referenced above, the Monmouth County Health Department requires the following:

For All Establishments: Complete the application and provide a proposed menu for the purposes of determining your "Risk Classification". Advise this office if you intend to apply for a Time as a Public Health Control in any of your processes. Include documentation of any formal foodservice you may have received. If a Certified Food Protection Manager training is required (for Risk Category 3 establishments) include a copy of the certificate(s). The State of NJ recognizes programs from the following organizations: Serv Safe, National Registry of Food Safety Professionals and Thomson Prometric. Indicate if Specialized Processing will be conducted on the site. A Retail Food Establishment License must be obtained from the municipality PRIOR to operation.

New Construction: You will be required to provide a complete set of plans. This plan must include your proposed floor plan/equipment layouts and all finish schedules as well as plumbing, electrical and reflected ceiling plans. Manufacturers' specification sheets are recommended, and in certain circumstances may be required to ensure equipment is capable of performing within the requirements of Chapter 24.

Include all interior areas; kitchen/prep areas, bar, storage areas and their intended use, toilet rooms, dining room area etc. Indicate the location of hand wash sinks, ware washing sinks and associated equipment, food/produce washing equipment and wastewater/mop sinks. Indicate all exterior areas and indicate any areas intended for outside dining, food or equipment storage (sheds) food storage (exterior walk in boxes) as well as garbage/dumpster and grease storage areas etc. If applicable indicate the location and capacities of the septic system and well.

New Construction (cont.)

Please include a Letter of Transmittal, indicating to whom the approval letter should be sent, as well as contact information for the individual who will be able to answer any questions that may arise during the review process.

Existing Establishment: A walkthrough of the existing establishment may be required by the inspector assigned to the municipality. Provide contact information for the individual who will be able to answer any questions that may arise, or if a walkthrough is necessary. If alterations to the existing establishment are intended, if the risk category is affected by the proposed new use, if the menu or the nature of the new operation significantly differs from the prior use, or if it is required by existing municipal ordinance, a plan will be required as per "New Construction" above.

Once the application package has been reviewed you will be contacted by this office.

A pre-operational inspection will be required prior to opening. All required items must be present including product thermometers, gloves, tongs, deli papers or any other measure you intend to employ to minimize bare hand contact with ready to eat food, sanitizing test kit/papers, cleaners, soaps, hair nets or hats. Refrigeration systems must be functional and held at appropriate temperatures.

Facilities that are not served by a municipal water supply must be able to demonstrate their water quality by providing testing results from a certified laboratory. Many will need to be registered with the NJDEP Safe Drinking Water Program. Additionally, DEP must approve the septic system for all new construction. Any proposed change of use will be evaluated by this office and may be referred to DEP for further action.

Information may be requested by this department regarding flow patterns for food (receiving, storage, preparation, service) dishes (clean, soiled, cleaning, storage) trash and garbage (service area, holding, storage and disposal).

Upon pre-operational approval, food may be brought in and the facility may be open for business.

After opening, a complete Chapter 24 operational inspection will be conducted. A rating will be issued at that time.

Please complete the following plan review application and return it to this office with your plan information as specified above

If you have any questions or require any additional information, please contact this office at (732) 431-7456