

BOROUGH OF ELMWOOD PARK

TO: Prospective Retail Food Operators

FROM: Deborah Ricci  
Health Officer

SUBJECT: New Jersey Sanitary Code Compliance and Approval for Certificate of Occupancy.

Be advised that the following procedures are adhered to and enforced by the Board of Health of Elmwood Park:

- 1.) Plans which are submitted to the Board of Health for a proposed new or renovated retail food establishment are reviewed for code compliance ( Chapter 24 - Sanitation In Retail Food Establishments and Food and Beverage Vending Machines 8:24-1.1— 8:24-13.14).
- 2.) A memo of deficiencies, omissions and errors will be sent to the Building Official and to the owner and/or owner's agent (by law up to 30 days).
- 3.) A written plan of remediation is required to be submitted. If necessary, a revised set of prints may be required.
- 4.) Written approval to begin construction, will be sent to the Building Official and the owner and/or owner's agent.
- 5.) Prior to a final inspection, any changes in the approved prints must be indicated in writing to the Board of Health before they are made.
- 6.) If, upon the pre-operational inspection, the completed retail food establishment deviates from the approved plans, a delay in opening may result and the approved procedure re-initiated.
- 7.) Final approval to open will be contingent upon compliance with all state and local sanitary codes.

" I have read this compliance statement and agree to meet all items as specified".

Please Print

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Business Telephone #: \_\_\_\_\_

Owners Name \_\_\_\_\_

Please print

Signature \_\_\_\_\_

Date \_\_\_\_\_

PLAN REVIEW APPLICATION

Fee: \$275.00 Paid on \_\_\_\_\_

Elmwood Park Health Department  
182 Market Street  
Elmwood Park, NJ 07407  
Tel. 201-796-1457, x604  
Fax 201-796-0292  
[dricci@elmwoodparknj.us](mailto:dricci@elmwoodparknj.us)

Date Received: .....  
Date Reviewed: .....  
Reviewed by: .....  
Letter mailed: .....

Approved... Yes No Date \_\_\_\_\_

Revision 1 Revision2 Revision3 Date \_\_\_\_\_

Name of Establishment \_\_\_\_\_  
Address \_\_\_\_\_  
Name of contractor \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

NEWLY PROPOSED \_\_\_\_\_  
NEW OWNER \_\_\_\_\_  
RENOVATION \_\_\_\_\_  
EXISTING \_\_\_\_\_

Business owner's name \_\_\_\_\_  
Address \_\_\_\_\_  
Owner's telephone number \_\_\_\_\_  
Who is the contact person for this job? \_\_\_\_\_  
Describe type of work that will be done. \_\_\_\_\_

TYPE OF BUSINESS? \_\_\_\_\_

NOTE\*

Plans must be submitted and approved by the Health Department in writing prior to work starting.



DEPARTMENT OF HEALTH  
Borough of Elmwood Park  
Bergen County  
NEW JERSEY

Municipal Building, Market Street  
Elmwood Park, New Jersey 07407-1497

201-796-1072  
Fax 201-796-0292

8:24-8.14 Interpretations

For the purpose of uniform enforcement, the Department, at its discretion, will issue statements regarding the interpretation of portions of this chapter. The interpretations shall be regarded by local health authorities as statements of Statewide policy regarding the interpretation of this chapter.

\* SUBCHAPTER 9. REVIEW OF PLANS \*

8:24-9.1 Plan submission and approval

(a) A permit applicant or operator shall submit to the health authority properly prepared plans and specifications for review and approval before:

1. The construction of a retail food establishment;
2. The conversion of an existing structure for use as a retail food establishment; or
3. The remodeling of a retail food establishment or a change of type of retail food establishment or food operation if the health authority determines that plans and specifications are necessary to ensure compliance with these rules.

(b) The plans and specifications for a retail food establishment shall include, as required by the health authority based on the type of operation, type of food preparation, and foods prepared, the following information to demonstrate conformance with rule provisions:

1. The intended menu;
2. The anticipated volume of food to be stored, prepared, and sold or served;
3. The proposed layout, mechanical schematics, construction materials, and finish schedules;
4. The proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities, and installation specifications;
5. Proposed program of training for the persons in charge and food employees pertaining to protecting public health and the safety and integrity of food; and
6. Other information that may be required by the health authority for the proper review of the proposed construction, conversion or modification, and procedures for operating a retail food establishment.

(c) The health authority 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 appropriate health and construction authorities.