



# *Town of Kearny*

Department of Public Health \* Walter J. Nicol Health Center

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## NEW RESTAURANT CHECKLIST

<input type="checkbox"/>	Review Copy of Chapter 24- "Sanitation in Retail Food Establishments and Food and Beverage Vending Machines"	
<input type="checkbox"/>	Enroll for a food Manager program for any risk type 3 establishment. Risk type 3 establishments are outlined in Chapter 24.	
<input type="checkbox"/>	Submit application for restaurant to the Construction Code Department-Town Hall Annex 410 Kearny Ave	
<input type="checkbox"/>	Submit Health Department application along with proposed menu, payment and architectural plans (to scale). * Architectural plans are needed for full renovation. If leaving layout as is, a hand drawn plan with the required labeling listed below will be accepted.	
<input type="checkbox"/>	Schedule site inspection with construction code.	
<input type="checkbox"/>	Schedule pre-operational inspection with Health Department after Construction code inspects and issues a certificate of occupancy (CO). *Schedule a pre-operational inspection at least 10 days prior to the planned opening. Food shall not be brought in to the facility until you are cleared by the Health Dept.	
<input type="checkbox"/>	After the Health Department gives a satisfactory for the pre-operational inspection, the business can purchase food and start cooking.	

# Designing a commercial kitchen



## **ARCHITECTURAL PLANS MUST INCLUDE THE FOLLOWING INFORMATION:**

**Floors:** All floors must be smooth, easily cleanable and of light color. All construction details must clearly show the following:

- Construction Materials
- Location of floor drains
- Details on juncture between floors and walls

**Walls & Ceilings:** Kitchen walls must be smooth, easily cleanable and be of light color. Ceilings must be clean and in good repair. Complete details must be provided, including:

- Materials
- Finish
- Color

### **Doors & Windows:**

- Indicate self-closing devices on doors where required.
- Indicate screening or other insect control devices.

**Lighting:**

- a) Indicate placement of all fixtures (in relation to equipment)
- b) Indicate illumination level (in foot candles) for all areas; including bathrooms, storage areas, etc. Specific intensities must be shown for food preparation areas and utensil washing areas.
- c) Light shields must be provided in the food prep areas.

**Plumbing:** Detailed plumbing plans must be submitted to the plumbing inspector for approval. Plumbing must comply with the NJ Uniform Construction Code. In addition, the plans to this department must include:

- a) All hand-wash sinks, provide specifications. Hand-washing sinks must be available in the food prep area and counter area.
- b) Three Compartment Sinks (where applicable), provide specifications
- c) Dishwasher
- d) Prep sink if required
- e) Cross Connection Control
- f) Incoming water lines
- g) Effluent lines and floor drains
- h) Grease trap interceptor
- i) At least one utility sink or curbed cleaning facility with floor drain shall be provided and used for cleaning mops or similar wet floor cleaning tools.

**Hand-Washing and Toilet Facilities:**

- a) An adequate number of hand-washing sinks and preparation sinks must be provided in the proper locations of the facility.
- b) Provide rest room locations. Patrons must have access to rest rooms in “eat-in” facilities. Patron access may not be through food area. Restroom doors must be self-closing. If there are no windows, ventilation system must be installed.
- c) Indicate dressing and/or locker rooms for employees (some type of storage facilities for personal items are required).

**Storage:** Please be sure there is enough storage room and preparation area to accommodate the size of your menu. Please indicate on the plans the storage of the following:

- a) Location of dry food storage.
- b) Location of refrigeration and freezer units to store perishable food.
- c) Location of sanitized cookware storage.
- d) Location of storage shelves.
- e) Location of cleaning/sanitizing supplies.

**Food Displays:** Indicate counter sneeze guards or other protective devices. Food must be protected from coughing and sneezing.

**Equipment:** A list of all equipment (known as a plan equipment schedule) must be prepared as an addendum to the plans showing the manufacturer and the model. Only commercial equipment may be used.

**Ventilation:** Stoves, ovens, grills, fryers, etc. must have a ventilation system exhausting to the outside. This system must also meet fire codes. Hoods should have filters. The complete plan for the

ventilation system must be provided to the Construction Official. Compliance with the NJ Uniform Construction Code is required.

### **Garbage**

- a) Describe method of garbage storage. List type of container and number of containers.
- b) Provide location for the storage of garbage (garbage room, storage rack or platform, etc.).
- d) List the name of the proposed garbage collector AND frequency of collections.

### **IMPORTANT INFORMATION**

- Do not begin construction of the facility prior to receiving approval from the Kearny Construction Code and Health Departments. While the Construction Code follows the laws of the Building Code, the Health Department follows the laws of the Health Code. **As a restaurant owner, you must follow BOTH.**
- Any questions regarding licensing and plan review can be discussed with the Health Department during a scheduled meeting. This meeting is not mandatory; however, if you would like to discuss matters prior to plan submission, please call the Health Inspector as early as possible in the planning stages (201)997-0600 x 3509
- Review the Pre-operational checklist, which can be found on our website KEARNYNJ.ORG under E-GOVERNMENT -> FORMS -> HEALTH DEPARTMENT FORMS.
- Review the NJ FOOD CODE: CHAPTER 24 at this web address:  
[http://www.state.nj.us/health/ceohs/documents/food-drug-safety/chapter24\\_effective\\_1207.pdf](http://www.state.nj.us/health/ceohs/documents/food-drug-safety/chapter24_effective_1207.pdf) or  
google "NJ state sanitary code"