



Town of Kearny

Department of Public Health • Walter J. Nicol Health Center

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www.kearnynj.org

RETAIL FOOD ESTABLISHMENT LICENSE APPLICATION

Application Type: Initial Renewal

- Retail Food Establishment under 5000 ft² (\$50)
- Retail Food Establishment over 5000 ft² (\$100)
- Mobile Retail Food Establishment (\$250)
- Temporary Food Vendor (\$20 per event) *
- Food Vending Machine (\$25)
- Non-Profit Organization (Fee-exempt) **

*Applications for temporary food vendors must be received no later than five business days prior to the event.

** Non-profit organizations shall attach a determination letter from the Internal Revenue Service stating that the organization is exempt from federal Income Tax under Section 501(c)(3) of the Internal Revenue Code in order to obtain a fee-exempt Retail Food Establishment license.

THE HEALTH AUTHORITY SHALL REVIEW ALL APPLICATIONS AND ATTACHED DOCUMENTS WITHIN 30 DAYS AFTER SUBMISSION DATE. PLEASE BE ADVISED THAT ALL NON-TEMPORARY FOOD VENDOR LICENSES ANNUALLY EXPIRE ON MAY 31ST. APPROVAL FROM OTHER REGULATORY AGENCIES MAY BE REQUIRED PRIOR TO INITIAL OPERATION OF YOUR ESTABLISHMENT. FURTHER DOCUMENTATION MAY BE REQUIRED BEFORE OBTAINING HEALTH DEPARTMENT APPROVAL.

Establishment's Name and Address: _____

Phone #: _____ Email: _____ Fax: _____

Operator's Name and Address: _____

Phone #: _____ Email: _____ Fax: _____

Birthdate: _____ Driver's License #: _____

Mailing Address (if applicable): _____

It is understood that such license is non-transferable, non-refundable, and is granted for the period designated on the license. Furthermore, the license may be revoked upon violation of any pertinent requirements of the Board of Health and/or the laws of the State of New Jersey. I attest that all of the information furnished in this Application is true.

Applicant's Name (Print): _____ Signature: _____ Date: _____

OFFICE USE ONLY			
Approving Health Inspector's Initials: _____	Date: _____	Fee: _____	Cash/Check #: _____
License #: _____	Issue Date: _____	Expiration Date: _____	Comments: _____

FOOD OPERATION INFORMATION

Complete list of food and beverages to be offered (Initial applicants shall attach proposed menu):

Name, Address, and Telephone # of the following service providers (if applicable):

Pest Control Operator: _____
Spent Cooking Oil Hauler: _____
Solid Waste Contractor: _____
Vent Hood Cleaner: _____

A SKETCH DIAGRAM OF YOUR ESTABLISHMENT WITH EMPHASIS ON THE LOCATION OF THE HANDWASHING FACILITIES, WAREWASHING FACILITIES, FOOD STORAGE UNITS, AND FOOD PREPARATION AREAS SHALL BE ATTACHED WITH THE ESTABLISHMENT APPLICATION. RISK TYPE 3 RETAIL FOOD ESTABLISHMENTS SHALL HAVE ONE PERSON IN CHARGE WHO IS A CERTIFIED FOOD PROTECTION MANAGER AS PER N.J.A.C. 8:24-2.1(b). ALL MOBILE RETAIL FOOD ESTABLISHMENT OPERATORS SHALL OBTAIN A VALID FOOD HANDLER TRAINING CERTIFICATE AS PER KEARNY MUNICIPAL CODE 5-20.3(f). THESE CERTIFICATES SHALL BE ATTACHED WITH THE RETAIL FOOD ESTABLISHMENT LICENSE APPLICATION IN ORDER TO OBTAIN HEALTH DEPARTMENT APPROVAL. MOBILE RETAIL FOOD ESTABLISHMENTS AND TEMPORARY FOOD VENDORS SHALL ATTACH THEIR COMMISSARY'S LATEST SANITARY INSPECTION REPORT PLACARD WITH A SATISFACTORY RATING.

TEMPORARY/MOBILE FOOD VENDOR SURVEY

Event Name and Proposed Location: _____
Date(s): _____ Time(s): _____ License Plate #: _____
Commissary's Name and Address: _____
Describe how food will be prepared/cooked/cooled/reheated/hot-held: _____

Describe how food contact surfaces will be washed, rinsed, and sanitized: _____

REQUIREMENTS AND REGULATIONS OF RETAIL FOOD ESTABLISHMENTS

- All rules specified in N.J.A.C. 8:24 and Kearny Municipal Codes 5-2 and 5-20 shall be met.
- No mobile retail food establishment shall operate within 200 feet of an existing store selling the same or similar products, produce noise of sufficient volume capable of being plainly heard in public, operate during hours prohibited as per Kearny Municipal Code 5-2.10, nor operate in any areas prohibited as per Kearny Municipal Code 5-2.12.
- All temporary food vendors and mobile retail food establishments parked on private property shall obtain a written letter from the property owner and attach it with the Retail Food Establishment License Application. Letter shall indicate mobile retail food establishment operator's access to restrooms.
- No mobile retail food establishment shall maintain a stationary location in any area zoned residential by the Kearny Zoning Ordinance nor shall they obstruct the streets or sidewalks of the Town of Kearny, nor shall they trespass on the private property of others while distributing any goods in the Town of Kearny.
- No mobile retail food establishment, with the exception of a vendor of ice cream or box lunches, shall sell, solicit, dispose of or offer for sale any goods, wares or merchandise except between the hours of 9:00 a.m. and 6:00 p.m., except that at outdoor events sponsored by the Town such sales and solicitations may take place at the location of the event beginning one hour before the start of the event and ending 1/2 hour after the end of the event. No ice-cream vendor shall sell, solicit, dispose of or offer ice cream for sale except between the hours of 9:00 a.m. and 9:00 p.m. during the months of June, July and August and between 9:00 a.m. and 8:00 p.m. during the other months of the year except that at outdoor events sponsored by the Town such sales and solicitations may take place at the locations of the event beginning one hour before the start of the event and ending 1/2 hour after the end of the event.