



**THE CITY OF ENGLEWOOD
DEPARTMENT OF HEALTH**
73 South Van Brunt Street
Englewood, New Jersey 07631

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www.cityofenglewood.org/health

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2023 RETAIL FOOD ESTABLISHMENT LICENSE APPLICATION
VALID APRIL 1, 2023 THRU MARCH 31, 2024
Application Must Be In Legible Print

THIS LICENSE IS NOT TRANSFERABLE

Date _____ New Establishment Change of Ownership

Trade Name _____

Business Address _____

(Englewood location)

Business Phone _____ Fax/Email _____

Complete applicable section below - Owner/Sole Proprietor, Partnership or Corporation

OWNER/SOLE PROPRIETOR

Owner/Proprietor _____

Home Address _____

Home Phone _____ Cell Phone/Email _____

PARTNERSHIP: Include Name/Address of Partners

Name _____

Home Address _____

Home Phone _____ Cell Phone/Email _____

Name _____

Home Address _____

Home Phone _____ Cell Phone/Email _____

CORPORATION: Include Name/Address of Principal Officers

Corporate Name _____

Address _____

President _____

Address _____

Vice President _____

Address _____

Name of Certified Manager(s)

Name _____ Date Certified _____

Name _____ Date Certified _____

Name _____ Date Certified _____

IN CONSIDERATION OF THE ISSUANCE OF THIS LICENSE, THE APPLICANT AGREES TO COMPLY AT ALL TIMES WITH THE BOARD OF HEALTH CODE AND/OR AMENDMENTS THERETO AND ANY OR ALL OTHER CODES PROMULGATED.

Applications will not be processed if owner information (including home or other emergency phone number) are not included.

Legal Signature _____

----- *For Health Department Use Only* -----

Application Approved _____ Disapproved _____ Date _____

Plan Review Fee Paid _____ Lic Fee Paid _____ Late Fee Paid _____

License # _____ Date Approved by Board _____

RETAIL FOOD LICENSE FEE SCHEDULE GUIDELINE
Check Applicable Category and Applicable Amount

*Note: Establishments that fall under two or more categories shall obtain licenses for **ALL** respective categories.*

LATE FEES WILL BE CHARGED ON ALL RENEWALS RECEIVED/POSTMARKED AFTER APRIL 1st
Late fees: \$50.00 for licenses \$200 or less
OR
\$100.00 for licenses over \$200

ESTABLISHMENT CATEGORY/TYPE - FEE SCHEDULE			
TYPE I - FOOD MARKETS (check one)		ESTABLISHMENT SIZE (check one, per design plans. Include storage areas)	
A. Bakery		Up to 3,000 sq.ft.	\$250.00
B. Meat, Poultry or Fish Market		3,001 to 6,000 sq.ft.	\$300.00
C. Fruit/Vegetable Market		6,001 to 10,000 sq.ft.	\$450.00
D. Delicatessen		10,001 to 30,000 sq.ft.	\$650.00
E. Grocery Store		30,001 to 50,000 sq.ft.	\$750.00
F. Supermarket		Over 50,001 sq.ft.	\$750.00
G. Alcoholic Beverages			
H. Other _____			
TYPE II - RESTAURANTS (check one) # of SEATS		SEATING CAPACITY (check one, and enter # of seats)	
A. Full-Service		Less than 50 persons	\$250.00
B. Cafeteria		50 to 100 persons	\$300.00
C. Diner		101 to 200 persons	\$400.00
D. Luncheonette		Over 200	\$550.00
E. Fraternal Hall			
F. Soda Fountain			
G. Tavern			
H. Catering Commissary			
I. Fast Food			
J. Other _____			
TYPE III - VENDING MACHINES		<i>Ask for Vending Machine Application</i>	

TYPE IV - MOBILE \$150.00/vehicle		Veh Year	Veh Make / Model	License Plate
	A. Fruit/Vegetable only		1	
	B. Prepackaged food (incl ice cream)		2	
	C. Food preparation		3	
	D. Ice, Milk & Dairy products (Other than pre-pack ice cream)		4	
	Source of Foods (list all sources, name & addr)		List all food items	
			1	
			2	
			3	
	Industrial route (plant & addr)		Approx Time	
			1	
			2	
			3	
	TYPE V - SWEETS, CANDIES, GUMS			
	A. Any premises offering for sale (Chocolate and pre-packaged goods)		To be stored and sold pre-packaged \$40.00	
	TYPE VI - SHARED COOKING FACILITIES			
	A. <u>Shared Cooking Facility</u> : Space to be used by other individuals or business entities for food preparation, temporary extra production capacity, menu planning, training, taste testing, product development, food packaging, food storage or any other food related purpose.		\$250.00 per kitchen unit Number of Kitchen Units _____ Total Fee _____	
	B. <u>Kitchen Unit</u> : Space in the Cooking Facility which has a stove, oven, sink, refrigeration unit, storage or any combination of these items available, used or utilized for the purposes set forth in A.		NO FEE Proposed time(s) of operation: _____ Menu: List of all Foods to be prepared	

PLEASE NOTE:

- 1.) License renewals are subject to an additional penalty fee of 50% of the normal license fee whenever an establishment has received two conditional ratings (per Chapter 24 of the State Sanitary Code) in the previous licensing year.
- 2.) Re-inspection fees, in the amount of 25% of the normal license fee, will be assessed for any establishment that receives a second conditional or subsequent conditional rating (upon re-inspection) or an unsatisfactory rating in any license year.
- 3.) License fees are not pro-rateable for any portion of the year.