



TOWNSHIP of MONTGOMERY

SOMERSET COUNTY

DEPARTMENT OF HEALTH

Also serving the Boroughs of Hopewell, Pennington, & Rocky Hill

2261 Route 206 Belle Mead, New Jersey 08502

Phone: 908-359-8211 Fax: 908-359-4308

Email: Health@twp.montgomery.nj.us

RETAIL FOOD ESTABLISHMENT PLAN REVIEW PROCEDURES

1. Submit detailed floor plans of layout of the building, food preparation area, food equipment cut sheets, garbage area, etc. All items on plans shall be labeled & legible. Submission of plans must be accompanied by the appropriate fee.
2. This department has a maximum of 30 days to review the submitted plans for completeness.
3. Upon completion of the review process, the owner or agent of the establishment will be notified of any modifications required to meet state and local codes.
4. Approval to begin construction is granted by the Health Department (along with approvals from the Construction Department).
5. Upon completion of the construction and installation of the food equipment, the owner will contact the Health Department at least 48 hours in advance to schedule a pre-opening inspection of the establishment. If the inspection is satisfactory, the food establishment is then required to submit a retail food license application with the appropriate fee. Once the retail food license is issued, the establishment will be allowed to open (provided it has all the required approvals from the Construction Department).
6. The food establishment **is required** to have at least one certified food manager on the premises a minimum of four (4) hours of each eight (8) hour work shift. Full service restaurants will require ServSafe (or equivalent) training. Valid copies of training certificates for all managers must be submitted to Health Department. Your establishment **WILL NOT** be allowed to open until certificates are received.

**MONTGOMERY TOWNSHIP HEALTH DEPARTMENT
REQUEST FOR PLAN REVIEW
RETAIL FOOD ESTABLISHMENT**

Fee: \$150.00

(Check One) New Alteration
 Pre-packaged (*non-perishable*) foods only

Make Checks Payable to: *Township of Montgomery*

You are required to provide to the Montgomery Township Health Department:

1. A floor plan indicating the placement of all equipment, type(s) of materials being used (i.e., tile flooring)
2. Cut-sheets of all your proposed equipment (must be commercial grade)
3. A proposed menu

Note: The Montgomery Township Health Department is permitted, by law, 30 days for the review of this plan. Please take this into account in your planning. Before you will be permitted to open, you must obtain a Retail Food License (application available in the Health Department), and a Pre-Operational Inspection. (*You cannot begin construction until the Plan Review has been completed.*)

Establishment Name: _____

Establishment Address: _____

Owner of Establishment: _____

Owner Mailing Address: _____

Owner Contact Phone #: (_____) _____ **Email:** _____

Contact Name (if different than owner) : _____

Contact Phone #: (_____) _____ **Email:** _____

8:24-9.1 Plan Submission & Approval

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.

 Plan Review Fee Received. Amount: _____ Date: _____