



Monmouth County Regional Health Commission #1
 1540 West Park Avenue, Suite 1
 Ocean, New Jersey 07712
 Telephone (732) 493-9520
 Facsimile (732) 493-9521
www.mcrhc.org

OFFICE USE ONLY

RETAIL FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

The **New Jersey State Sanitary Code, Chapter 24. Sanitation in Retail Food Establishments, N.J.A.C. 8:24-9.1** requires that plans and specifications be submitted to the health authority for review whenever a retail food establishment is constructed, renovated or significantly altered or when a structure is converted to use as a retail food establishment. Construction, renovation, alteration or conversion may not be initiated until plans and specifications have been approved by the health and construction authorities.

RETAIL FOOD ESTABLISHMENT PLAN REVIEW FEES (Monmouth County Regional Health Commission #1 Ordinance No. 15-01) - The fees for review of retail food establishment plans are based upon the square footage of the structure, or, if a restaurant, upon the seating capacity.

ESTABLISHMENT INFORMATION	
Trade Name	
Owner or Corporate Name	
Establishment Address	
City, State, Zip Code	
Establishment Telephone Number ()	
PROJECT CONTACT	
Name	
Address	
City, State, Zip Code	
Telephone Number ()	
E-Mail Address	

PROJECT INFORMATION	
Anticipated start date:	
Anticipated completion date:	
Water Source - Public or Well:	
Sewage Disposal - Public or Septic:	
Applicant Name (Print):	
Applicant Signature:	

Type of Operation			
<input type="checkbox"/>	Restaurant	<input type="checkbox"/>	Supermarket
<input type="checkbox"/>	Tavern/Bar	<input type="checkbox"/>	Fast Food/Deli
<input type="checkbox"/>	Bakery	<input type="checkbox"/>	Ice Cream
<input type="checkbox"/>	Institution	<input type="checkbox"/>	Prepackaged
<input type="checkbox"/>		<input type="checkbox"/>	Luncheonette
<input type="checkbox"/>		<input type="checkbox"/>	Convenience
<input type="checkbox"/>		<input type="checkbox"/>	School/Daycare
<input type="checkbox"/>		<input type="checkbox"/>	Other (Describe)

Type of Project		
<input type="checkbox"/>	New Construction	<input type="checkbox"/>
<input type="checkbox"/>	Renovation/Remodel	<input type="checkbox"/>
<input type="checkbox"/>		Conversion

Restaurant – Seating Capacity:	
Fee: Up to 100 seats - \$275.00 per plan Over 100 seats - \$550.00 per plan	\$

Other Than Restaurant – Square Feet:	
Fee: Less than 4,001 sq ft - \$275.00/plan 4,001 to 10,000 sq ft - \$500.00/plan 10,001sq ft and over - \$825.00/plan Farmer’s Market - \$50.00/plan	\$

Limited Establishment Alteration	
Fee: \$150.00 per plan	\$

TOTAL AMOUNT DUE:	\$
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**Return this form with your plans, specifications,
 and check made payable to:**

**MONMOUTH COUNTY REGIONAL HEALTH
 COMMISSION #1**

Please direct all inquiries to the Health Department at 732-493-9520

**IMPORTANT INFORMATION REGARDING RETAIL FOOD ESTABLISHMENT
PLAN REVIEW APPLICATIONS**

Please read the following important information before submitting your application:

1. The ***RETAIL FOOD ESTABLISHMENT PLAN REVIEW APPLICATION*** must be completed and submitted to the Monmouth County Regional Health Commission, with corresponding plans, specifications, menu or list of food and beverage items to be sold, and applicable fee.

*** It is extremely important that you have the approval of appropriate officials within the corresponding municipality prior to any construction. Be sure to check with the zoning officer and construction department regarding their guidelines and requirements.

***** Obtain approvals for any on-site water supply or sewage disposal systems.

2. The **Plans** will be reviewed and you will be contacted within 30 days of the date of submission. If additional information or changes are required, you will be contacted by an inspector within this time period.
3. When the plans have been approved, you will be notified via letter.
4. Upon completion of establishment construction, but prior to opening, contact the health department to schedule a pre-operational inspection. This inspection must be conducted after final approvals are secured from local building officials, fire/police officials, etc. Be sure to apply for the Food Handlers Permit from the municipality.
5. Upon a rating of "Satisfactory", you may open for business

Please submit completed application(s) for review to:

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