



## Steps to acquire a **RETAIL FOOD HANDLERS LICENSE** in Middletown Township

Apply for a BCO (Certificate of Occupancy) with the Building Dept. with any permit applications required – *a floor plan must be included.*

The Building Dept. will forward the application to Zoning, Fire Prevention & Health departments for review. Once Zoning signs off:

Submit a Plan Review application and fee to the Health Dept.  
*Applications can take up to 30 business days to approve.*

After plans have been reviewed and approved by the Health Dept., apply for construction permits with the Building Dept. Construction permits can then be issued.

Schedule your Sub Code Inspections with the Building Dept (plumbing, electric, etc.).

After passing all Sub Code Inspections, schedule a pre-operational inspection with the Health Dept.

Once a satisfactory pre-operational inspection is complete, the Building Dept. will be notified by Health that they are OK to issue a BCO.

Once the BCO is issued, submit a Retail Food Handlers License application and fee to the Health Dept.

### Important Phone Numbers:

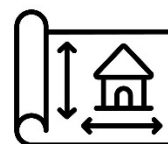
Building Dept. 732 615-2104

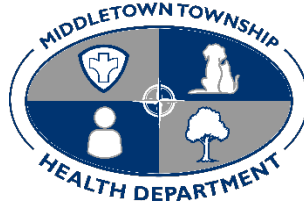
Health Dept. 732 615-2096



Fire Marshal 732 615-2270

Zoning 732 615-2279





## THE TOWNSHIP OF MIDDLETOWN, DEPARTMENT OF HEALTH

1 Kings Highway, Middletown, NJ 07748  
(732) 615-2095

### RETAIL FOOD HANDLERS LICENSE APPLICATION

License fees are defined by the size and/or the type of operation of your establishment. All Risk Category 3 establishments must have a person in charge (PIC), on duty at all times, with a Certified Food Protection Manager's Certificate. Failure to do so will result in the revocation of your license.

Fill out the form below & return with your check or money order payable to "Middletown Township".

Pre-packaged, non-hazardous foods	\$90	Under 1000 square feet	\$165
Between 1000 and 1999 square feet	\$205	Between 2000 and 2999 square feet	\$240
4000 square feet or larger	\$280	Mobile	\$125

Re-inspection Fee for CONDITIONAL or UNSATISFACTORY ratings are as follows:

1<sup>st</sup> occurrence within 2 years \$100 2<sup>nd</sup> occurrence within 2 years \$200 3<sup>rd</sup> occurrence within 2 years \$500

BUSINESS NAME \_\_\_\_\_

STREET \_\_\_\_\_ CITY \_\_\_\_\_

STATE NJ ZIP CODE \_\_\_\_\_ PHONE # \_\_\_\_\_

BUSINESS EMAIL \_\_\_\_\_

OWNERS NAME(S) \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

#### EMERGENCY/AFTER HOURS INFORMATION – if different from owner's information

CONTACT NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

EMAIL \_\_\_\_\_

**Attach copies of NJ Dept. of Health approved food handler certificates for applicable employees.**

All retail food licenses expire on December 31<sup>st</sup> each year. Any retail food establishment that fails to renew their license by March 1<sup>st</sup> shall pay an initial fee of \$50 and \$20 each additional month.

HEALTH DEPT. USE ONLY

LIC #	DATE ISSUED	AMOUNT \$	CHECK/MO #