

**Township of Robbinsville Board of Health  
1 Washington Boulevard  
Robbinsville NJ 08691  
609-936-8400**

**APPLICATION FOR A RETAIL FOOD ESTABLISHMENT PLAN REVIEW**

Name of Proposed Facility:	
Owner:	
Address	
Telephone:	
Contact Person:	
Telephone	

<b><u>FACILITY INFORMATION</u></b>			
Location:			
Status:	<input type="checkbox"/> NEW	<input type="checkbox"/> RENOVATION	<input type="checkbox"/> CONVERSION
Sewage Disposal:	<input type="checkbox"/> PUBLIC	<input type="checkbox"/> SEPTIC SYSTEM	
Potable Water:	<input type="checkbox"/> PUBLIC	<input type="checkbox"/> PRIVATE WELL	
Total Square Feet of Establishment			
<b><u>PLAN REVIEW FEES:</u></b>			
<b>New Establishments</b>	<b>Square Feet</b>	<b>Amount</b>	
	<1000 sq. ft.	\$150	
	1,000-5,000 sq. ft.	\$200	
	>5,000 sq. ft.	\$250	
<b>Renovation to an Existing Establishment</b>		\$100	
<b>Re-inspections</b>		\$50	
Attach plans including the proposed equipment layout, equipment design and installation, construction materials of food related work areas, and proposed menu.			
<b>PLEASE ENCLOSE THE APPLICATION FEE</b>			
Signature of Applicant:		Date:	

# **Robbinsville Township Health Department**

## **Plan Review Procedures for Retail Food Establishments**

### **WHEN IS HEALTH REVIEW REQUIRED?**

Health Department plan review application and review is required before:

- Construction of a new establishment
- Conversion of a new establishment
- In existing RFEs prior to beginning renovation, equipment relocation, change of ownership or alteration of the type of service provided by the establishment

### **WHERE TO SUBMIT?**

Robbinsville Health Department  
1 Washington Blvd.  
Robbinsville NJ 08691

### **WHO DO I CONTACT?**

Application Submission

Libny Sanchez-Morales

609-918-0002 ext.124

Plan Review Issues

Jill Swanson or Sharon Black

609-936-8400

### **WHEN DO I SUBMIT?**

Plans should be submitted to the Health Department following Zoning approval and prior to submission for a Building Permit. Please note that all Health approvals are conditioned upon valid zoning approval.

### **WHAT IS THE TIMELINE?**

Plans will be reviewed within 30 days from the date of submission per regulations. The Health Department will make every effort possible to address applications in a timely manner, however plans are reviewed in the order in which they are received into our office. In order to facilitate the review and avoid re-submission please ensure the application is complete and that you allow adequate time for the review process. You will be contacted upon the completed review.

### **WHAT ARE THE REGULATIONS?**

Applicable Code: Chapter 24: Sanitation in Retail Food Establishments & Food & Beverage Vending Machines (N.J.A.C. 8:24)

### **WHAT INFORMATION MUST BE SUBMITTED?**

Submissions must include, at the minimum, the following:

- A completed application form along with the associated fee;
- The intended menu;
- A narrative summarizing the proposed food service planned for the facility which includes the anticipated volume of food to be stored, prepared and sold or served;
- The proposed layout, mechanical schematics, construction materials and the finish schedules;
- The proposed equipment types, manufacturer, model numbers, locations, dimensions, performance capacities and installation specifications;
- Proposed program of training for the persons in charge of food employees; and
- HACCP plans if required by code.