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Health Division

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Retail Food Establishment Plan Review Process

The applicant, owner or operator, of a retail food establishment is responsible for submitting properly prepared plans to the town of Morristown Division of Health prior to construction and operation of a retail food establishment. This requirement includes any construction and operation of a retail food establishment. This requirement includes any facility that is new, change in ownership, converting to a retail food establishment or remodeling/modification of an existing facility. In addition to submitting plans for approval, a \$100.00 review fee must be included for the execution of the review process.

These plans are to include specifications based on the type of operation, type of food prepared and foods served set forth in N.J.A.C. 8:24 “*Sanitation in Retail Food Establishments and Food and Beverage Vending Machines*”. When submitting plans, they are to be complete, signed and sealed by a licensed architect. The submission is expected to include the following but is not limited to these items:

- Menu of all foods to be served and hours of operation [NJAC 8:24 -9.1(b)1]
- Copy of Food Protection Manager Certificate (if applicable) [NJAC 8:24-2.1(b)]
- Hazard Analysis and Critical Control Points (HACCP) plan (if applicable) [NJAC 8:24 – 9.1(d-e)]
- Number of levels or floor that will be use in the preparation, service or storage of food
- The proposed layout, mechanical schematics, construction materials and expected completion date [NJAC 8:24-9.1(b)3-4]
 - Identify the number of levels or floor(s) that will be used in the preparation, service and/or storage of food
 - Proposed equipment types, manufacturers, model number, location, dimension, performance capacities and installation specifications
 - Location(s) of: food prep-area(s), food prep sink(s), mop sink, 3-compartment sink and/or dishwasher(s), hand wash sink(s), grease trap, dumpster and grease dumpster
- Screens, air curtain or other form of protection to be located on the doors and window if they are to be opened [NJAC 8:24-6.1(n)]

Once this Plan Review packet has been received in its entirety, the Division of Health has **thirty (30)** days to review the plans [NJAC 8:24-9.1(c)3]. Any alterations to the approved plan will require a re-submission and approval prior to operation. Please be aware that once construction is completed, a preoperational inspection is required prior to the start of operation [NJAC 8:24-9.2]. Should you have any questions please contact the Division of Health at 973-796-1975.

Thank you!

Morristown Division of Health