



Borough of Chatham

Office of the Borough Clerk
54 Fairmount Avenue ▪ Chatham ▪ NJ 07928
973-635-0674 ▪ ChathamBorough.org ▪ clerk@chathamborough.org

Return this application to:

Office of the Borough Clerk

BOARD OF HEALTH 2024 RETAIL FOOD LICENSE APPLICATION

INCOMPLETE APPLICATION OR INSUFFICIENT FEE WILL BE RETURNED

Entity Information:

Check one: Individual Partnership Corporation LLC Non-Profit Other

Name: _____

Address: _____

Email Address: _____

Primary Phone: _____

Secondary Phone: _____

Applicant Information:

Applicant's Name: _____

Address: _____

Email Address: _____

Primary Phone: _____

Secondary Phone: _____

Corporation's Registered Agent (if applicable):

Name: _____

Address: _____

Email Address: _____

Primary Phone: _____

Secondary Phone: _____

Licensing and Fee Schedule

Please check one:

Fee:

<input type="checkbox"/> Retail Food Establishment* - 9,999ft ² and under	\$150.00
<input type="checkbox"/> Retail Food Establishment* - 10,000ft ² and over	\$375.00
* Retail Food Establishments include food markets, taverns, liquor stores, nursing homes, day care facilities, nursery schools and for-profit schools	
<input type="checkbox"/> Restaurants, 1 to 49 seats (with indoor dining options)	\$150.00
<input type="checkbox"/> Restaurants, 50 or more seats (with indoor dining options)	\$375.00
<input type="checkbox"/> Mobile Retail Food Establishment	\$100.00
<input type="checkbox"/> Catering	\$125.00
<input type="checkbox"/> Pharmacy/Package Goods Only	\$60.00
<input type="checkbox"/> Pet Shop/Kennel	\$50.00
<input type="checkbox"/> Non-Profit (School, Church, etc.)	\$0.00

Other fees, if applicable:

<input type="checkbox"/> Late Fee (assessed <u>per month</u> after January)	\$50.00
<input type="checkbox"/> Food vending machines	\$50.00
<input type="checkbox"/> Grease Trap Inspection Fee	\$75.00

Reinspection fees, if applicable:

Fee for reinspection of any retail food establishment receiving conditionally satisfactory or unsatisfactory posting	□	First posting, \$100.00
	□	Second consecutive posting, \$200.00
	□	Third consecutive posting, \$500.00
Additional fee for conditionally satisfactory or unsatisfactory posting based on reinspection	□	\$150.00

Plan Review fees, if applicable:

Plan Review Fee (per plan)	
<input type="checkbox"/> Retail Food Establishment - 9,999ft ² and under	\$125
<input type="checkbox"/> Retail Food Establishment - 10,000ft ² and over	\$300
<input type="checkbox"/> Restaurants, 1 to 49 seats (with indoor dining options)	\$100
<input type="checkbox"/> Restaurants, 50 or more seats (with indoor dining options)	\$150
<input type="checkbox"/> Limited preexisting establishment alteration	\$75

Note: New food establishments licensed on or after July 1 through December 31 shall pay 1/2 of the annual fee for a license to operate.

Description of Food Services provided:

Person[s] who attended the food handlers' training seminar:

(Current food handler training required)

Name: _____

Date Attended Training Seminar: _____

Name: _____

Date Attended Training Seminar: _____

PLEASE ATTACH COPIES OF FOOD HANDLERS' TRAINING CERTIFICATE(S)

Service Providers (Complete if applicable)

EXTERMINATOR:

Name: _____

Address: _____

Primary Phone: _____

COOKING OIL WASTE CONTRACTOR:

Name: _____

Address: _____

Primary Phone: _____

VENTILATION HOOD CLEANING CONTRACTOR:

Name: _____

Address: _____

Primary Phone: _____

SOLID WASTE CONTRACTOR:

Name: _____

Address: _____

Primary Phone: _____

IN CASE EMERGENCY CONTACT:

Name: _____

Primary Phone: _____

Secondary Phone: _____

I AGREE to conduct the premises in conformance with Chapter 24 of the State Sanitary Code; Ordinances of the Borough of Chatham and the Chatham Borough Health Department relating to the conduct of such business. The information provided in my application is true and complete. I understand that false or misleading statements may be cause for suspension or revocation of the food license.

Signature of Applicant

Applicant's Title

Date

INCOMPLETE APPLICATIONS OR INSUFFICIENT FEES WILL BE RETURNED.

Return completed application and payment to:

**Borough of Chatham
54 Fairmount Avenue
Chatham, NJ 07928
Attn: Borough Clerk**