

# Summit Health Department

512 Springfield Avenue, Summit, NJ 07901 (Tel. # 908-277-6464/ Fax# 908-277-0185)

## FOOD VENDOR LICENSE APPLICATION- CITY OF SUMMIT

I hereby make application for the following permit:

- Annual Food License (\$125 or \$375.00\*\*)       Mobile Vehicle - \$75.00  
 Food Vending Machine License- \$50.00       Temporary\* (up to 24 hours) - \$75.00  
 Milk License - \$5.00

**\*A license is required for each stand/truck participating in a temporary event, establishment that sells food, or vending machine. All fees are non-refundable. BUSINESS CHECK OR MONEY ORDERS ONLY! NO PERSONAL CHECKS WILL BE ACCEPTED.**

**\*\*Annual Food Establishment Permit Fees will be determined by the Health Department based upon seating capacity or facility square footage.**

(Please Print Below)

Name of Applicant: \_\_\_\_\_ Email address: \_\_\_\_\_

Association or Establishment Name: \_\_\_\_\_

Street/City/State/Zip Code: \_\_\_\_\_

Home phone # \_\_\_\_\_ Business Phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

Event location: \_\_\_\_\_ Event Date: \_\_\_\_\_

Complete food and/or beverage list: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many trucks/stands will you be operating? \_\_\_\_\_

Foods will be prepared (check one) - On Site  Commercial location (specify) \_\_\_\_\_

I will keep hot foods above 135 degrees by the following method: \_\_\_\_\_

I will keep cold foods frozen or below 41 degrees by the following method: \_\_\_\_\_

(Check one) Generator  Electric  I understand that a freezer and/or refrigerator are required.

I have a current Board of Health License in the following town(s) in NJ: \_\_\_\_\_  
\_\_\_\_\_

Are you participating in any events in Fanwood, Garwood, Mountainside, New Providence, Roselle Park, Springfield or Summit? Yes\*  No  If yes, please indicate where: \_\_\_\_\_

**\*Please note that licensing is done by each municipality independently. A food vendor license must be secured in each municipality where the event is being held.**

**I understand that if the permit is granted, I must comply with all applicable requirements of the Board of Health and the State of New Jersey, and that this application must be received no later than 10 (ten) business days prior to the event.**

**It is further understood that such permit is non-transferable, non-refundable and is granted for the period designated on the license and may be revoked upon violation of any pertinent requirements of the Board of Health and/or the laws of the State of New Jersey.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Inspector/Reviewed and Approved by: \_\_\_\_\_

Fee: \_\_\_\_\_ License # \_\_\_\_\_ Date issued: \_\_\_\_\_ Comments: \_\_\_\_\_

### **POTENTIALLY HAZARDOUS FOOD – DEFINITION**

Potentially hazardous food is defined as any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, raw seed sprouts, heat treated vegetables and vegetable products, or other ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms, or the slower growth of *C. botulinum*. The term does not include foods, which have a pH level of 4.6 at 75 degrees, or a water activity ( $a_w$ ) value of 0.85 or less. The Department of Health may augment or prohibit the sale of certain potentially hazardous food when needed to ensure the service of safe food.

### **TIME-TEMPERATURE CONTROL**

All potentially hazardous foods must be stored below 41 degrees Fahrenheit or above 135 degrees Fahrenheit. The food operator must obtain and utilize a thermometer at all times, to monitor food temperatures.

Cold storage of potentially hazardous foods must be in refrigeration units supplied by either a gas or electric generator. If the refrigeration unit requires electric service a diagram must be submitted with the application noting the source of electric service. Storage of potentially hazardous foods on ice is strictly prohibited.

All refrigeration units must be provided with thermometers easily visible to the food operator.

All hamburgers must be cooked to 155 degrees Fahrenheit for 15 seconds to ensure that *E Coli 157:H7* bacteria are killed. Hamburgers with pink centers are prohibited. Chicken must be cooked to 165 degrees Fahrenheit for 15 seconds.

### **CROSS CONTAMINATION**

Raw or partially cooked potentially hazardous foods must be covered during refrigerated storage, and must not be stored above cooked food items, or other foods that may be subject to contamination.

When grilling hot dogs, hamburgers and/or other items on a grill, it is essential that cooked items do not come into contact with uncooked items. Raw hamburger cannot be placed on the grill with a utensil that comes into contact with cooked food items. Failure to follow these precautionary measures could result in hazardous bacteria, such as *E Coli 157:H7* contamination.

All food items must be protected from contact with vermin at all times.

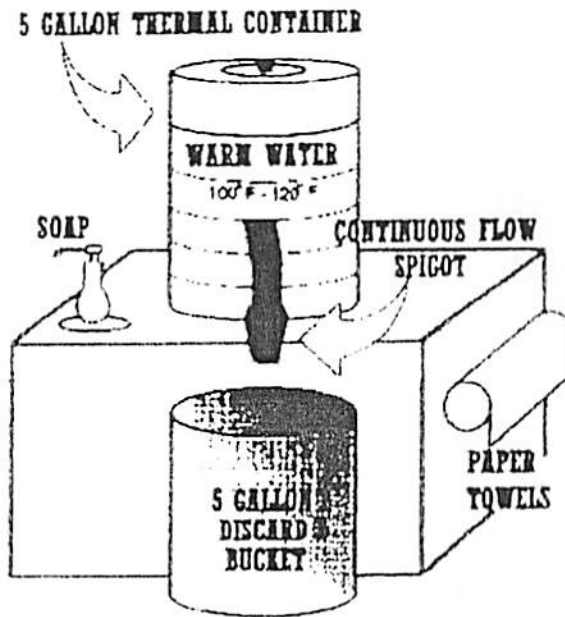
### **UTENSILS**

Food vendors are required to use single service utensils, and serving containers unless specific approval is granted from the Health Department.

### **HAND WASHING/FOOD PROTECTION**

Food vendors may not contact exposed, ready-to-eat foods with their bare hands and shall use suitable utensils (i.e.- deli tissue, spatulas, tongs, single-use gloves or dispensing equipment) to handle these foods. When single-service gloves are used, they must be changed each time the employee handles money, eats, touches their hair or face, etc. The use of gloves does not excuse the vendor from maintaining available soap, water, disposable towels and instant sanitizer to maintain proper hand-washing procedures.

# Hand wash station



**UTENSILS** - Any kitchenware, tableware, glassware, cutlery, containers or other equipment with which food or drink comes in contact.

**§ 54-13. Licensing; fees.**

- A. No person shall conduct, maintain or operate a food establishment without first obtaining from this Board a license, certificate, permit, or license so to do.
- B. Fees in accordance with the following schedule shall be paid before any license required in this article shall be issued, except that payment of a fee may be waived by the Board of Health at its discretion for any municipal facility, church, school or building which does not receive any remuneration for the dispensing of food or drink upon receipt of a written application for fee waiver from the person conducting, maintaining or operating such an establishment:

<b><u>Food &amp; Vending</u></b>	<b><u>Fee</u></b>
Retail food establishments (food stores 9,999 square feet or less)	\$125.00
Retail food establishments (food stores over 10,000 square feet)	\$375.00
Restaurants, (49 seats or less)	\$450.00
Restaurants, (over 50 seats)	\$600.00
Milk license ( <i>set by State Statute</i> )	\$ 5.00
Mobile food license	\$ 75.00
Food vending machines	\$ 75.00
Temporary retail food operations temporary license (not good for more than 24 hours)	\$ 75.00

Non-profit organizations must obtain a license annually. The fee may be waived on application to the Board for a waiver of the licensing fee based on non-profit status

- C: There is hereby established a fee for re-inspection of any retail food establishment receiving a posting of Conditional Satisfactory or Unsatisfactory in the amount of \$100.00 (first conditional or unsatisfactory posting); \$250.00 (second conditional or unsatisfactory within twelve (12) months); mandatory Board Hearing (third conditional or unsatisfactory within twelve (12) months).

This is in recognition of the fact that repeated "Conditionally Satisfactory, and "Unsatisfactory" ratings represent a hazard to the public health and repeat inspections are costly. The repeat inspections and cost reimbursement fees shall not in any way preclude, preempt, interfere with or be a substitute for legal action in the courts or before the Board of Health to assure correction of the violations. Such fees are in addition to the annual license fee and shall not be considered penalties, but such fees shall be charged and shall be paid to offset the costs and expenses of such reinspection by the Board of Health. Re-inspection fees as stated above must be paid within ten (10) days from the initial retail food inspection date. Failure to pay the re-inspection fee within the required time period will result in closure of the establishment pending a Board of Health Hearing.

## **GARBAGE**

The applicant must provide or be provided with suitable and sufficient containers to hold all garbage, food waste, and litter between periods of garbage removal on the day(s) of the event.

The above precautionary guidelines are general, and may not cover every situation. As such, all food vendors are required to contact the Summit Health Department at (908) 277-6464 for specific information and approval, prior to attempting to secure a Temporary Food License.

**NOTE: A MINIMUM OF FIVE BUSINESS DAYS ADVANCE NOTICE IS REQUIRED FOR SUBMISSION, REVIEW AND APPROVAL OF ALL COMPLETED APPLICATIONS – ABSOLUTELY NO EXCEPTIONS WILL BE MADE. NO LICENSES WILL BE ISSUED PRIOR TO APPROVAL BY THE HEALTH DEPARTMENT.**

**NOTE: FOOD OPERATORS ISSUED LICENSES WILL BE SUBJECT TO RANDOM INSPECTIONS CONDUCTED BY THE HEALTH DEPARTMENT ON THE DAY OF THE EVENT. ANY VENDOR FOUND NOT IN COMPLIANCE WITH REQUIREMENTS OF THE HEALTH DEPARTMENT MAY BE SUBJECT TO REVOCATION OR SUSPENSION OF THEIR LICENSE (S) TO SELL FOOD.**