



# Health Department Prior Approval REQUIRED



**Public Health**  
Prevent. Promote. Protect.

The Health Department must provide prior approval **BEFORE** a construction permit is released for new or improved:

- ✓ **Retail Food Establishments**
- ✓ **Kennels**
- ✓ **Public Pools**
- ✓ **Wells**
- ✓ **Septic**
- ✓ **Tanning**
- ✓ **Permeant Cosmetics**
- ✓ **Tattoo & Piercing**

## Step 1 Confirm with the Zoning Officer that your proposed use or improvement is permitted in the city

- Call (908) 273-6407 to confirm that your use and/or improvements are permitted in Summit.
- If you are opening a new business, visit the Opening a Business page on the city website at [www.cityofsummit.org](http://www.cityofsummit.org) for informative instructions and checklists before getting started.

## Step 2 Complete a construction permit application & submit to the Health Dept.

- All needed construction forms can be picked up in the DCS lobby on the 2<sup>nd</sup> floor of city hall.
  - Call (908) 273-6408 to ensure use of the correct forms, surveys and plan sets.
- Contact the Westfield Health Department at (908) 789-4040 or [health@westfieldnj.gov](mailto:health@westfieldnj.gov) to schedule a review of your plans/application. The Health Department must approve/sign the back of the construction jacket **BEFORE** your application can be submitted for zoning and building review. The Health Department has a separate plan review fee.

## Step 3 Submit your Health Department approved/signed construction permit application to the Department of Community Services (DCS)

- DCS is located on the 2<sup>nd</sup> floor of city hall.
- All applications for the above-mentioned improvements/new businesses also require zoning prior approval which takes place once submitted to the building department (DCS).

**!CONSTRUCTION APPLICATION TYPES LISTED ABOVE WILL NOT BE RELEASED WITHOUT FIRST BEING APPROVED AND SIGNED BY THE WESTFIELD HEALTH DEPARTMNT!**



**Department of Community Services ~ Construction Division: (908) 273-6408**

**Hours:** Monday-Friday 7am-4:30pm\*

**Summer Hours:** Memorial Day-Labor Day: Monday-Thursday 7am-4:30pm, Fridays 7am-1pm\*



**Westfield Department of Health – 425 East Broad Street Westfield, NJ 07090**  
**(908) 789-4040 [health@westfieldnj.gov](mailto:health@westfieldnj.gov)**