



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 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 2nd 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 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 2nd 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 DEPARTMENT!



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

* There are no register transactions 30 minutes prior to closing. Any permit payments must be made 30 minutes prior to closing.