



RETAIL FOOD LICENSE APPLICATION

Submit the following with this application:

- Food Manager's or Food Handler's Certification
- Menu
- Pre-operational Checklist (attached)
- Relevant "Additional Requirements" – see reverse.

For Office Use Only

BUSINESS INFORMATION

Type of Ownership: <input type="checkbox"/> Individual <input type="checkbox"/> LLC Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> S Corp <input type="checkbox"/> Publicly Traded Corp		
Type of Business <input type="checkbox"/> Retail Food (complete "Type" below) <input type="checkbox"/> Mobile Retail Food (select multiple as necessary)		
Application Type: <input type="checkbox"/> Initial <input type="checkbox"/> Renewal		
Retail Food Type: <input type="checkbox"/> Restaurant <input type="checkbox"/> Cafeteria <input type="checkbox"/> Commissary/Commercial Kitchen <input type="checkbox"/> Online Retail Food <input type="checkbox"/> Other (please specify):		
Business Name:		New Businesses only* Expected Opening Date:
Business Address:		
Business Phone:	Fax:	Email:
Manager/Contact Name:		
Manager Mailing Address:		
Phone:	Fax:	Email:

COMMISSARY INFORMATION

Commissary Name:	Address:
Phone Number:	

BUSINESS OWNER INFORMATION

Owner Name:	
Home Address:	
Phone:	Email:

BILLING INFORMATION

Mailing Address:		
Phone:	Fax:	Email:

EMERGENCY CONTACT INFORMATION

Emergency Contact Name and Title:
Emergency Contact Cell Phone:

****FEES AND ADDITIONAL REGULATIONS - See reverse****

ACKNOWLEDGMENT AND AGREEMENT

"In making this application, I hereby declare that I understand and will comply with all of the requirements of the ordinances and regulations of the Town of Secaucus and State of New Jersey, and that under penalty of perjury, the statements and documents constituting any part of this application are true, correct and complete to the best of my knowledge."

Applicant's Signature:	Title:
Print Name:	Date:

FEES

Establishment with Seating			Supermarkets		Miscellaneous-No Seating				
Group #	Seating Capacity	Fee	<input type="checkbox"/>	Up to 5,000 sq. feet	\$ 1,000	<input type="checkbox"/>	Non-profit Org.	\$ 60	
<input type="checkbox"/>	Group 1	0-50 seats	\$ 200	<input type="checkbox"/>	Over 5,000 sq. feet	\$ 2,000	<input type="checkbox"/>	Farmer's Market (outdoor)	\$ 85
<input type="checkbox"/>	Group 2	51-100 seats	\$ 400	All Establishments		<input type="checkbox"/>	Mobile Retail Food	\$ 150	
<input type="checkbox"/>	Group 3	101-200 seats	\$ 500	<input type="checkbox"/>	Plan review	\$ 200	<input type="checkbox"/>	Vending (per machine)	\$ 25
<input type="checkbox"/>	Group 4	201 or more seats	\$ 600			<input type="checkbox"/>	Other	\$ 100	

ADDITIONAL REQUIREMENTS

Checkmark as applicable; The following establishment types must submit proof of the following, as applicable:

New businesses (All types)

- Certificate of Occupancy (COO) from the Building Department.
- Be able to provide the name, address, and phone number for the following contractors: exterminator, garbage removal company, grease recycling company, and grease trap cleaning company.

Mobile Retail Food

- List of vending locations or stops with times. See Page 14
- Permission letters for each vending location from the property owner
- Bureau of Fire Prevention Application must be submitted with a separate fee. See Page 13
- Your mobile unit *must be movable* from location to location. **No overnight parking is permitted without permission and approval from the Town Zoning Official.**
- Commissary kitchen agreement.

Sushi or specialized food process Operations:

- HACCP Plan
- *Please refer to Pre-operational Checklist for additional requirements

ADDITIONAL REGULATIONS

- Applicants are strongly encouraged to review any applicable local ordinances for your establishment. Please contact our office if you wish to receive a copy
- Licenses are **not** transferrable. Any change in ownership or mailing address must be reported to the Health Department and new owner must apply to the Secaucus Health Department for a new license to do business.
- Emergency contact for your establishment must be a knowledgeable manager or owner who will be available in the event of an emergency.