

**PROCEDURES FOR OBTAINING HEALTH DEPARTMENT APPROVAL
FOR RETAIL FOOD BUSINESSES & OPERATIONS THAT UTILIZE
A SERVICING AREA/BASE OF OPERATIONS**

NOTE: This Procedures' document does not apply to Seasonal Mobile /Temporary Food Establishments;
Contact the Health Department for more information

- A **Retail Food Service Facility Application** must be completed and submitted to the Burlington County Health Department (BCHD) with a drawing of the facility layout, a list of equipment to be used, and the other items listed on the application with a \$100.00 fee for new establishments. (Tax ID # Required) (There is No fee for Non- Profit Organizations)
- The following form shall also be completed and submitted with the application :
Servicing area / Base of Operations Certification for Retail Food Businesses
- Facility plan submittals shall be in accordance with State regulation N.J.A.C. 8:24- Sanitation in Retail Food Establishments (Chapter 24). The Code and forms may be obtained by calling BCHD or through their website: <http://www.co.burlington.nj.us/391/Retail-Food-Program>
- The submitted plan is reviewed by a licensed Registered Environmental Health Specialist (REHS). Once the plan review is completed, (within 30 days), an approval letter is mailed, faxed, or picked up at the Health Dept. by the business owner.
- A copy of the BCHD approval letter is also provided to the applicable City or Township.
- Prior to beginning operations, the business owner or authorized agent shall contact the REHS at the Burlington County Health Department (at least 3 working days' notice) to schedule an inspection. All equipment utilized during the operation shall be onsite, and food preparation procedures will be observed.
- Once the inspection is completed by the REHS, a written inspection report and satisfactory evaluation placard will be issued to the business owner or agent, who in turn provides copies of the report to the local Twp Board of Health.
- A food handlers license or permit (if required) should be obtained from the City or Township where the Servicing Area is located. Additionally, an approved Food Safety Certification for Managers is required for all Risk 3 establishments, and also for other food establishments by local ordinance.
- Health Department Inspections are required every year and additional inspections may be conducted at the discretion of the Health Department.
- Changes to the approved menu or product shall be approved by the Health Department.
- This approval is for retail operations only: A Wholesale Food License shall be obtained from the NJDOH if the product is placed in other retail facilities, and not sold directly to the consumer.