



# TOWNSHIP of HOPEWELL

MERCER COUNTY

## DEPARTMENT OF HEALTH

*Also Serving Hopewell Borough & Pennington Borough*

201 Washington Crossing Pennington Road

Titusville, New Jersey 08560-1410

Phone: (609) 737-0120 / Fax: (609) 737-6836



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

## PLAN REVIEW FOR RETAIL FOOD ESTABLISHMENT

### FACILITY INFORMATION

Name of Establishment		Phone	
Street Address		Fax	
City, State, Zip		Email	

### OWNER INFORMATION

Name of Owner		Phone	
Street Address		Fax	
City, State, Zip		Email	

**Required Documentation:** The following information must be enclosed with your application and fee. Please review the supplemental pages to this application for guidance.

☐ Floor Plan

☐ Construction Material Specifications

☐ Menu

☐ Equipment Specifications

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### Fee Schedule (check one)

#### Hopewell Township

☐ Facilities with less than 1,000 square feet: \$150.00

☐ Facilities with 1,000 – 5,000 square feet: \$200.00

☐ Facilities with more than 5,000 square feet: \$250.00

☐ Pennington Borough (check payable to “Borough of Pennington”) \$150.00

☐ Hopewell Borough N/A

I/We hereby make application for plan review for a Retail Food Establishment and agree to conduct the business in compliance with the Laws of the State of New Jersey and the Ordinances of the Township of Hopewell, the Borough of Pennington, or the Borough of Hopewell in the County of Mercer, as applicable to my location. I hereby certify all information provided is truthful under penalty of law.

\_\_\_\_\_  
Print Name of Owner / Legal Agent

\_\_\_\_\_  
Signature of Owner / Legal Agent

\_\_\_\_\_  
Date Submitted

# **HEALTH DEPARTMENT REQUIREMENTS TO OPEN / OPERATE A RETAIL FOOD ESTABLISHMENT**

## **1. Plan Review**

- a. Floor plans shall be submitted for review *PRIOR* to submittal for building permits. The Health Department will review for compliance with N.J.A.C. 8:24 standards, plus any applicable local ordinance requirements.
- b. A complete Plan Review Application and associated fee shall be submitted with Plans.

## **2. Septic System (*does not apply to facilities served by public sewers*)**

- a. Engineer's Certification for Sizing & Function
- b. New Jersey Department of Environmental Protection Treatment Works Approval per N.J.A.C. 7:9A-7.4(f) --  
*Facilities incorporating commercial food service, golf course, country club, prison, hospital, funeral home, hotel, campgrounds and laboratory related activities shall apply for a treatment works approval to determine total expected volume, if an application proposes flows no greater than 2,000 gallons per day. Hospitals include, but are not limited to, medical or psychiatric institutions with the capacity to accommodate patients overnight.*

## **3. Well Water (*does not apply to facilities served by public water*)**

- a. Well construction must be New Jersey Department of Environmental Protection compliant & a well record must be located or on file with this office. Well must demonstrate adequate yield via 4 hour pump test conducted by licensed professional, to support the proposed use.
- b. Submit a full New Jersey "Private Well Testing Act" compliant well water sample to demonstrate potability (prior to opening).
- c. Obtain a Public Non-Community (PNC) Water System ID & Approval from Mercer County Division of Public Health / New Jersey Department of Environmental Protection.

## **4. Pre-Operational Inspections**

- a. The Health Department will perform intermittent inspections during construction to assure project is following plan specifications. We act as another set of eyes to catch issues before they become very expensive and time-consuming to fix. Large fixed equipment (Coolers / Fixed Ovens, etc.) can be installed during this phase.
- b. Upon request, Health Dept. will inspect the facility upon completion of rough work to permit the installation of storage and large equipment that is not fixed (smaller coolers, large mixers, storage shelving).

## **5. Operating License**

- a. It is your responsibility to assure all permits and approvals have been secured from the respective municipal construction officials and Fire Safety.
- b. Submit the appropriate license application and fee to the respective municipality for your location. Application forms are available on our website.
- c. A pre-operational inspection from this office shall be requested no later than 10 business days prior to your intended opening date -- 609-737-0120.
- d. Upon completion of our pre-operational inspection and assurance of any necessary water quality reports, septic system and/or grease maintenance contracts, etc. the operating license will be issued.