



## The Township of Ewing Board of Health

BERT H. STEINMANN, MAYOR

AARON T. WATSON, BUSINESS ADMINISTRATOR

### RETAIL FOOD ESTABLISHMENT PLAN REVIEW GUIDE

***If you are opening a new food service establishment, reopening or remodeling an existing food service establishment, you must go through the Health Plan Review Process.***

**What is Health Plan Review?** The Health Plan Review is a process that new and remodeling food service facilities will need to complete to review the design and layout of their proposed construction or changes. Plans must be received and approved before any construction may take place. Any new, removed or relocated equipment must be approved before installation. The purpose of plan review is to identify necessary changes before costly purchases, installation and construction take place.

**Which agency do I need to contact for my plan review?** If your facility is serving food directly to the public within Ewing Township, you will need to go through the plan review process with the Ewing Township Health Department. Please also be sure to visit the Ewing Township Code Enforcement Department for applicable applications / permits.

**When do I need to submit plans?** If you are building or remodeling a food service facility, you must submit plans prior to the start of construction. If the remodeling is cosmetic only, such as painting or decor, you do not need to submit plans.

#### Items Required for a Health Plan Review:

##### 1. Retail Food Establishment Plan Review Application

Must be submitted with appropriate fee  
Must be submitted with the Complete Set of Plans

##### 2. Application for Retail Food License

Must be submitted with appropriate fee  
Must be submitted prior to the Pre-Operational Inspection

##### 3. Manager Food Safety Certification for the Person in Charge

Must be submitted prior to the Pre-Operational Inspection for Risk Type 3

##### 4. Menu

Submit your proposed menu. Remember to include a Consumer Advisory if you are serving any raw or undercooked meats, seafood or eggs.

## **5. 1 Complete Set of Plans to The Health Department**

### **(2 SETS TO CODE ENFORCEMENT)**

Architectural/Engineering Plans must include, at a minimum:

Proposed layout, with equipment identified (label sinks and prep tables with their intended use)

Mechanical plan (make-up air systems, air balance schedule and cooking ventilation systems, including hood, duct, and exhaust fans)

Plumbing (hand sinks, food preparation sink, dish washing sinks and machines, water supply piping, hot water equipment, sewer drains, grease traps, and floor sinks)

Construction materials of such items as custom cabinets and any other built-in items  
Interior room finish schedules.

Lighting plan, indicating which lights are shielded.

Site plan, including details of outside garbage storage area and containers, exterior storage areas, and on-site water well and sewage disposal system information when applicable.

## **6. Equipment Specifications**

Include manufacturer's specifications for each piece of equipment.

Minimum information for each piece of equipment must include the following (the manufacturer's specification or "cut" sheet typically provides most of this information):

Type

Manufacturer

Model Number

Dimensions

Indicate how equipment will be installed (i.e. on legs or wheels, fixed or flexible utility connections)

Indicate which equipment is **new**

Indicate which equipment is **used**

Indicate which equipment has third party certification (e.g. NSF or UL)

Include any available cleaning and maintenance instructions for food processing, cutting and grinding equipment.

## **7. Building Permits** (as required from the Ewing Township Code Enforcement Department)

Include copies of all permits issued by the local building authority.

Your local building authority must approve all ventilation hood exhaust system, fire suppression systems and grease trap systems.

Your local building authority must issue a Certificate of Occupancy and/or final mechanical inspection prior to the Health Department's final Pre-Operational inspection.

**Submit All Plan Review Materials To:** Ewing Township Health Department

2 Jake Garzio Drive

Ewing, NJ 08628

Phone: (609) 883-2900 x7619

Fax: (609) 883-0215

**How long will the plan review take?** The length of time that a plan review will take depends mostly on the completeness of the information you submit. Once the information is submitted, the documents will be reviewed to ensure that all items are complete and meet current guidelines. A letter of approval or denial (detailing the information needed for approval) will usually be issued within 30 days from your original submission. Plans that require additional information for approval will require additional time for the Health Department's review.

**What happens after I get Approved?** Approval authorizes you to begin construction, as long as you have received approval from other required agencies (building department, code enforcement, etc.). If you wish to make changes from the approved plans during the construction process, you must have these changes approved. As you near the end of the construction process, please contact our office to schedule an appointment for a pre-operational inspection. The Department can usually schedule this inspection within several business days.

**When can I open?** Once you have received approval to open on the pre-operational inspection(s) and the license application and fee have been submitted, you can open your facility as long as all other required approvals are obtained from the Ewing Township Code Office.

**Once I am open, will I be inspected again?** An Ewing Township Health Department will visit your establishment soon after your opening. During this inspection, the Inspector will review your restaurant with you. You will then receive a routine inspection at a minimum once a year.

**How do I renew my license?** Your food service license expires every May 31st. A renewal application will be sent to you in the mail. If you do not receive one by April 31st please contact our office at (609) 883-2900 x7619 to avoid late fees.

**Where can I find more information?** If you have any questions, please contact The Ewing Township Health Department. We are more than happy to help guide you through this process. In addition, there are online resources available to help you. Food establishments in New Jersey are regulated under Chapter 24 "Sanitation in Retail Food Establishments and Food and Beverage Vending Machines". Becoming familiar with these requirements as well as taking a class in safe food handling will help you understand the inspection process.

- Chapter 24: [http://www.state.nj.us/health/ceohs/documents/food-drug-safety/chapter24\\_effective\\_1207.pdf](http://www.state.nj.us/health/ceohs/documents/food-drug-safety/chapter24_effective_1207.pdf)
- Frequently asked questions: [http://www.state.nj.us/health/ceohs/documents/food-drug-safety/cha24\\_faqs.pdf](http://www.state.nj.us/health/ceohs/documents/food-drug-safety/cha24_faqs.pdf)
- Risk Based Check Sheet: [http://www.state.nj.us/health/ceohs/documents/food-drug-safety/marking\\_instructions\\_w\\_code\\_references.pdf](http://www.state.nj.us/health/ceohs/documents/food-drug-safety/marking_instructions_w_code_references.pdf)