

## STEPS TO STARTING A RETAIL FOOD BUSINESS

1. Check with the Zoning Office to make sure the property you are considering is in an acceptable zone for this business.
2. Check with the Construction Official's Office for building, plumbing, electrical and fire code requirements.
3. Submit plans and an application for plan review (application available at the Health Department) to the Health Department. Most establishments will require a minimum of the following:
  - a. three-compartment sink with drain boards
  - b. mop/utility sink
  - c. handwash sink in preparation area
  - d. \*cooking equipment
  - e. refrigeration
  - f. tiled floors
  - g. drop ceilings
  - h. wall surfaces potentially exposed must be covered with an easily cleanable, durable material such as marlite, formica, stainless steel, etc.

\*Cooking equipment which produce grease-laden vapors such as grills and deep fryers, etc., may be required to be protected by an exhaust hood and Fire Suppression System. Check with Construction Official's Department.

NOTE: This is a generalized list to help you get started. It is, by no means, all inclusive.

### Important Phone Numbers:

Vineland Health Department (856) 794-4131 Ext. 4326

Zoning Office (856) 794-4113

Construction Official (856) 794-4113

**NOTE: IF YOUR BUSINESS WILL BE DOING ANY WHOLESALE, PLEASE CONTACT THE NJ DEPT. OF HEALTH, WHOLESALE COORDINATOR AT (609) 588-3123.**

**APPLICATION FOR FOOD SERVICE PLAN REVIEW**  
**CITY OF VINELAND**

***OWNER INFORMATION***

NAME OF FACILITY: \_\_\_\_\_

LOCATION OF FACILITY: \_\_\_\_\_

NAME OF OWNER OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE # : \_\_\_\_\_

NAME OF RESPONSIBLE AGENT \_\_\_\_\_

PHONE #: \_\_\_\_\_

***FACILITY INFORMATION***

\_\_\_ NEW or \_\_\_ TO BE REMODELED (CHECK WHERE APPROPRIATE)  
    \_\_\_ MINOR or \_\_\_ MAJOR

ANTICIPATED START DATE \_\_\_\_\_ ANITICPATED OPENING DATE \_\_\_\_\_

SEATING CAPACITY \_\_\_\_\_ AREA OF FACILITY (sq. footage) \_\_\_\_\_

TYPE OF FACILITY \_\_\_\_\_ (example- restaurant, bakery, market, etc.)

***PLEASE NOTE***

1. A copy of the **floor plans** showing equipment, floor and wall surfaces, etc. must be supplied along with this application.
2. A copy of the anticipated **menu** must also accompany the application.
3. The **fee** for plan review must accompany the application. ( see fee schedule below) No plans will be reviewed without the fee.
4. If you have any **questions** while filling out the application, please feel free to call Jeanne Garbarino at (856) 794-4131 extension 4326.
5. Please return the application packet and check to :  
Vineland Health Department  
Attn: Jeanne Garbarino  
640 Wood St., P.O. Box 1508  
Vineland, N.J. 08362-1508

**Fee Schedule**

**New or major renovations to an existing establishment**

- a. less than 25 seats or 1000 sq. ft.....\$25.00
- b. 25 or more seats or over 1000 sq. ft. ....\$50.00

**Existing establishments with minor renovations**

- a. less than 25 seats or 1000 sq. ft. ....\$10.00
- b. 25 or more seats or over 1000 sq. ft.....\$15.00