

**CITY OF PASSAIC  
DIVISION OF HEALTH**

**330 Passaic Street  
Passaic, NJ 07055  
(973) 365-5606**

**REQUIREMENTS FOR  
FOOD ESTABLISHMENTS THAT HAVE CHANGED OWNERSHIP**

The following is a list of requirements for food establishments that have changed ownership in the City of Passaic:

**REQUIRED PAPERWORK**

1. Complete an application for a food establishment license at the Passaic Health Division, City Hall, 330 Passaic Street, 2<sup>nd</sup> Floor, Passaic, NJ 07055.
  
2. Submit floor plans and specifications to the Passaic Health Division and Code Enforcement Division for any equipment installations, plumbing, or construction you will be planning. Floor and specifications must include details pertaining to the health and sanitary aspects of the establishment including:
  - a. The intended menu
  - b. The anticipated volume of food to be store, prepared, and sold or served
  - c. The proposed layout of equipment, mechanical schematics, construction materials, and finish schedules
  - d. The proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities, and installation specifications
  - e. Proposed program of training for the persons in charge and food employees pertaining to food safety and protecting the public's health
  - f. Name of establishment, address of establishment, and the name and home/cell phone number of the owner
  
3. You must obtain a **Certificate of Occupancy** or **Occupancy Certificate** depending on the type of establishment you will be operating:
  - a. A **Certificate of Occupancy** is required If you will be operating an establishment that will undergo extensive remodeling, sell liquor, hold an entertainment license, or hold proprietor' license. To apply for a Certificate of Occupancy you must visit the Code Enforcement Division (located on the 2<sup>nd</sup> Floor of City Hall).
  - b. An **Occupancy Certificate** is required for all other establishments. To apply for an Occupancy Certificate you must visit the Housing Division (located on the 2<sup>nd</sup> Flood of City Hall).

**NOTE:** If you will be operating a wholesale food establishment, you must also obtain approval and a license from the NJ Department of Health & Senior Services, Food & Drug Safety Program, (609) 588-3123.

**SEE REVERSE SIDE OF PAGE FOR MORE**

## **REQUIRED EQUIPMENT**

1. A **handwashing sink(s)** is required in a convenient and easily accessible location of the food preparation area. Each handwashing sink must be provided with hand soap, paper towels, a handwashing sign, and a trash can.
2. **Three compartment sink** must be provided for washing, rinsing, and sanitizing of food service equipment. The size of each compartment must be large enough to permit the submersion of the largest piece of food service equipment. An approved sanitizer (i.e. bleach or sanitizing tablets) must also be available at the three compartment sink.
3. If a **restroom** for public use is provided in the establishment and access to the restroom is not through a food preparation, dishwashing, and/or storage area, the restroom must remain the same.
4. A **mop sink** must be provided for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste.

**NOTE:** All equipment and their proposed location must be approved by the Health Division and Code Enforcement Division prior to installation. Permits from the Code Enforcement Division are required for installations. **Do not add/remove sinks in the establishment without Health Division approval.**

## **REQUIRED CERTIFICATION**

The State Sanitary Code Chapter 24 requires food managers of a type 3 food establishment to be a certified food protection manager. Examples of type 3 food establishments are a full-service restaurant, nursing homes, hospitals, and preschools preparing and serving potentially hazardous foods. The food manager must attend an accredited certifying program that offers the food safety certification examination. Information on available programs can be obtained through the Department of Health and Senior Services, Food and Drug Safety Program by mailing a request to: **Consumer and Environmental Health Services, Food and Drug Safety Program, P.O. Box 369, Trenton, NJ 08625** or by calling 609-588-3123.

## **FINAL INSPECTION**

You must obtain a final inspection from the Passaic Health Division prior to opening to the public. **You must schedule an inspection 48 hours prior to your proposed opening to the public.** You may schedule an inspection by calling (973) 365-5609.

All equipment must be operational. All refrigeration units and hot holding units (heat lamps or steam tables) must be on at time of inspection. Hot and cold running water must be provided. All sinks and toilets must be operational.

Upon completion of the final inspection, you will be granted approval or denial to operate. **If you receive approval, you must obtain your food establishment license at the Health Division prior to opening to the public.**