

**CITY OF PASSAIC
DIVISION OF HEALTH
330 Passaic Street
Passaic, NJ 07055
(973) 365-5606**

**REQUIREMENTS FOR
CONSTRUCTION OF NEW FOOD ESTABLISHMENTS**

The following is a list of requirements for the construction of new food establishments 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, 2nd Floor, Passaic, NJ 07055.
2. Submit floor plans and specifications to the Passaic Health Division and Code Enforcement Division. 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. Complete an application for a Certificate of Occupancy at the Code Enforcement (located on the 2nd Floor 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.

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. A **mop sink** with plumbing is required in the establishment for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste.

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4. A **restroom** for public use must be provided in the establishment. Access to the public restroom must not be through a food preparation, dishwashing, and/or storage area. Each restroom must have a handwashing sink. Each handwashing sink must be provided with hand soap, paper towels, a handwashing sign, and a trash can.

5. Refrigerators storing potentially hazardous foods, such as milk, eggs, cheese, and meats, shall be 41 degrees Fahrenheit or below. Foods to be held hot shall be 135 degrees Fahrenheit or above.

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.

REQUIRED FOOD PROTECTION MANAGER 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 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.