

# BOROUGH OF MOONACHIE

70 Moonachie Road  
Telephone (201) 641-1813

Moonachie, New Jersey 07074  
Fax (201) 641-9542



## Retail Food Establishment Application requirements:

1. Complete and sign enclosed application.
2. Copies of the **current** Food Manager's and Food Handler's certificates. If enrolled in a class, provide a copy of your check for the class and dates you will be attending.

If there is a Grease Trap at the location	
Grease Trap inspection report from a <u>licensed plumber with raised plumber's seal</u> or an appointment with the Moonachie DPW	
DPW Grease Trap Inspection fee: \$150	DPW Grease Trap Inspections with 'INITIAL' are <b>NOT</b> accepted, must be an 'ANNUAL' inspection

If you do not provide a grease trap inspection you will **NOT** be given your license.  
To schedule a grease trap inspection, contact the DPW at 201-641-1813 ext. 4.

If your establishment provides entertainment on a regular basis, you must apply for an Entertainment License; the fee is \$280. Please use a separate check.

Submit all documents with applicable fees (all checks payable to "Borough of Moonachie") via drop off box at Borough Hall or mail to the attention of the Board of Health. If you have any questions, contact the Board of Health at 201-641-1813 ext. 6.

Failure to comply with any of the above terms will result in a summons and possible closure of your business.

Thank you for your cooperation,

A handwritten signature in cursive script that reads "Jennifer Cooney".

Jennifer Cooney

Deputy Borough Clerk/Board of Health Secretary

BOROUGH OF MOONACHIE  
BERGEN COUNTY, NEW JERSEY

LICENSE #: \_\_\_\_\_  
(Office Use Only)

Application for **RETAIL FOOD** establishment license in accordance with Section 4-5 of Revised General Ordinances of the Borough of Moonachie.

BUSINESS NAME: \_\_\_\_\_

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

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

TYPE OF FOOD SERVED: \_\_\_\_\_

BUSINESS TAX RESALE NUMBER: \_\_\_\_\_

SEATING CAPACITY: \_\_\_\_\_ FLOOR SPACE (SQ. FT) \_\_\_\_\_

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

BUSINESS OWNER ADDRESS: \_\_\_\_\_

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

DATE OF SATISFACTORY COMPLETION OF FOOD MANAGER'S/HANDLER'S SAFETY COURSE

\_\_\_\_\_  
\*\*Enclose copy of Food Manager/Handler's Safety course certificate\*\*

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***In accordance with Ordinance #BH 10-001 : an owner, manager or employee in charge of other employees serving food on each particular shift has not satisfactorily completed the 3-Hour Food Handler's Course, the Moonachie Board of Health may issue a temporary retail food license which shall expire on March 31st of the license year. The retail food establishment shall pay the normal fee charged for the license together with a special surcharge of \$100.00.***

Application and fee are due by **December 15, 2023**

Applications received after January 1, 2024 are subject to a surcharge of **\$500.00** (Ord. #BH-10-001)

I HEREBY CERTIFY THAT THE INFORMATION FURNISHED HERewith IS TRUE AND COMPLETE TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
DATE \_\_\_\_\_

Signature of Applicant

**FEE:** \_\_\_\_\_

§ 4-5.1 License Required; Exceptions.

[Ord. #82-1; 1970 Code § 5-5.1; Ord. #89-14; Ord. #92-20; Ord. #94-1; Ord. #2005-15, § 1]

c. Stores and Food Markets or Establishments.

1. No person or persons, corporation or corporations shall conduct or maintain a store or retail or wholesale outlet for the sale of meats, groceries, provisions or any food products, including but not limited to meat markets, bakeries, delicatessens, food markets, whether or not they manufacture and make their own products, caterers and confectionery stores which shall be deemed to include any stores for the sale of candy, ice cream, soda and related products, without first having obtained a license for the same, and if any such establishment shall be open at the time of passage of this section, then such license shall be taken out within 10 days after the final passage of this section. All licenses shall be issued by the Borough Council upon application for the same, signed by the applicant and stating where the store or establishment is to be conducted, including the street and number where the store or establishment is located or to be conducted. All licenses shall be subject to compliance with the regulatory provisions of the Code of the Borough.
2. The license fee for the establishments described in subparagraph c, 1 above shall be as follows:
  - (a) Wholesale/Supermarkets: \$475
  - (b) Mini-Marts/Convenience Stores: \$125
  - (c) Delicatessen: \$125
  - (d) Mobile Vendors: \$200
  - (e) Bakery/Retail: \$150
- d. The license fee for restaurants, which shall include luncheonettes, diners, taverns, pizza kitchens, and all similar establishments which provide for the serving of food to the public, shall be as follows:

1. Restaurants

Capacity:	
1-50	\$125
51-100	\$225
101-150	\$325
151-200	\$425
201+	\$525

2. Cafeteria's in Commercial Establishments:] \$125.
- e. All licenses shall expire on December 31 in each year. Any license so granted shall be revocable at any time by a majority vote of the Borough Council upon complaint being made and a hearing had thereon.
- f. The annual fee for licenses for restaurants which provide entertainment on a regular basis shall be as follows:

1993	1994	1995
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\$260 \$270 \$280