



Public Health
Prevent. Promote. Protect.

LICENSE RENEWAL - EXISTING RETAIL FOOD ESTABLISHMENT

Business Information

Applicant Trade Name: _____ Trade Phone: _____

Trade Address: _____ City: _____ State: _____ Zip Code: _____

Individually Owned _____ Partnership _____ *Corporation _____

9 Digit Federal Tax-ID (EIN) Number: _____

*If a Corporation, please list the name and address of the President:

Food Protection Manager Certification: Yes: _____ No _____ (Attach Copy of Certificate as Proof)

Square Feet of Floor Area: _____ Number of Food Handling Employees: _____ Seating Capacity: _____

Name of Professional Exterminating Company: _____

Address: _____ Telephone #: _____

- Attach copy of Pest Control Agreement and/or Service Report

Owner Information

Owner's First Name: _____ Owner's Last Name: _____

Owner's Home Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Licenses are not transferable. Licenses may be suspended or revoked by the Dover Health Department upon violation of purposes, intent and provisions of Chapter 24 of the NJ State Sanitary Code, the Food and Beverage Vending Machine Code, the Solid Waste Code, other ordinances of the Dover Health Department, and statutory laws of the State of New Jersey relating the conduct of such businesses.

In consideration of such license, I hereby agree to conduct the said premises in conformance with the purpose, intent and provisions of the above-mentioned codes or ordinances stated herein.

Signature and Title of Applicant _____

Date _____

APPLICATION MUST BE COMPLETE IN ITS ENTIRETY. INCOMPLETE FORM WILL BE RETURNED

Late Fee after January 31st: _____

RECEIVED BY: _____

Official Use Only – Do Not Write In This Box

Cash _____ MO/Check# _____ Date _____

License # _____ Risk Type: 1 2 3



* **Risk type 1:** Any retail food establishment that Serves or sells only pre-packaged, non-potentially hazardous foods. Prepares only non-potentially hazardous foods, OR heats only

commercially processed, potentially hazardous foods for hot holding and does not cool potentially hazardous foods. Such retail establishments may include, but are not limited to,

Convenience store operations, hot dog carts, and coffee shops.

* **Risk type 2:** Any retail food establishment that has a limited menu; and prepares, cooks, and serves most products immediately. Exercises hot and cold holding of potentially

Hazardous foods after preparation or cooking.

* **Risk type 3:** Any retail food establishment that has an extensive menu which requires the handling of raw ingredients; and is involved in the complex preparation of menu items

That includes the cooking, cooling, and reheating of at least three or more potentially hazardous foods; or prepares and serves potentially hazardous foods including the extensive handling of raw ingredients; and whose primary service population is a highly susceptible population.

Note:

You cannot use the same food safety certification if you are a business owner for the more than one. It is mandatory to have more than one individual certified.



Food & Drink License Information

Fee Schedule & Instructions

Food & Drink License Fee Schedule

- A. Restaurant, hotel, nursing home, hospital, cafe, tavern, luncheonette, diner, soda fountain, food market, delicatessen, bakery, or similar establishment:
 - 1. Total floor area less than 5,000 square feet _____ \$300.00
 - 2. Total floor area between 5,000 and 10,000 square feet _____ \$350.00
 - 3. Total floor area greater than 10,000 square feet _____ \$400.00
- B. *Mobile Vending Vehicles, Caterers _____ \$300.00
- C. Child-Care Centers, Social Clubs _____ \$ 75.00
- D. Seasonal Farmers' Markets _____ \$150.00
- E. Ancillary Food Vendors for Seasonal Events _____ \$200.00

DO NOT HAND DELIVER!!!

Mail your completed application with your check or money order payable to: Town of Dover

**Dover Health Department
37 North Sussex Street
Dover, NJ 07801**

If you have any questions regarding this information, please call the Dover Health Department at: 973-366-2200 ext. 1120/1116

PLEASE NOTE

**Food and Drink Licenses are valid from January 1 to December 31st of each year.
Licenses must be renewed during December of each year.
Failure to renew license by January 31st of the licensing year is subject to a penalty fee of \$100.**

**Dover Health Department
Retail Food Establishment Food and Drink License Application**