

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

***OWNER INFORMATION***

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

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

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

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

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

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

(The person who can answer questions about the plans)

PHONE # OF AGENT: \_\_\_\_\_

EMAIL OF AGENT: \_\_\_\_\_

***FACILITY INFORMATION (CHECK WHERE APPROPRIATE)***

\_\_\_\_ NEW or \_\_\_\_\_ EXISTING  
\_\_\_\_ MINOR or \_\_\_\_\_ MAJOR

RISK TYPE \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 Type of facility \_\_\_\_\_ (market, restaurant, bakery, etc.)  
(See back of page to determine risk type.)

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

***PLEASE NOTE***

1. **THREE SETS** of the **floor plans** (one for the Health Department records, one for Licenses and Inspections and one for the applicant) showing equipment, floor and wall surfaces, etc. must be supplied along with this application. Unless the change is only equipment, an architect's seal must be on each set of plans provided. We can no longer accept hand drawn plans.
2. **Equipment schedules** must be submitted for all refrigeration, automatic dishwashers and sinks.
3. A copy of the anticipated **menu** must also accompany the application.
4. The **fee** for plan review must accompany the application. ( see fee schedule below) No plans will be reviewed without the fee.
5. If you have any **questions** while filling out the application, please feel free to call Carolyn Fisher at (856) 794-4000 extension 4283.
6. Please return the application packet and check to :

Vineland Health Department  
Attn: Carolyn Fisher  
640 E. Wood St., P.O. Box 1508  
Vineland, NJ 08362-1508

***FEE SCHEDULE***

New or major renovations to an existing establishment

Risk type 1 - \$75

Risk type 2 - \$275

Risk type 3 - \$750

Risk type 4 - \$750

Existing establishments with minor renovations - \$25

Plan review revisions/resubmissions requiring major modifications - \$50

**Risk Type Explanation**

**"Risk type 1 food establishments"** are those establishments that do not store or serve any

potentially hazardous foods. They include, but are not limited to: snow cone carts, liquor stores, and candy stores.

**"Risk type 2 food establishments"** store, sell or prepare potentially hazardous foods, Risk type 2 establishments have limited menus and do not cool more than 2 potentially hazardous foods. Risk 2 establishments may include, but are not limited to: dollar stores, grocery stores; bakeries; schools that do not serve a highly susceptible population; and quick service operations.

**"Risk type 3 food establishments"** have 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 prepare and serve food for a highly susceptible population. Such establishments may include, but are not limited to: full service restaurants; diners; bakeries; delis; commissaries; catering operations; hospitals, nursing homes, and preschools preparing and serving potentially hazardous foods.

**"Risk type 4 food establishments"** are retail food establishments that conduct specialized processes such as smoking, curing, canning, bottling, acidification designed to control pathogen proliferation, or any reduced oxygen packaging intended for extended shelf-life.

**Sub-category A for risk type 3 or 4 includes:**

Bakeries  
Restaurants (1 to 100 seats)  
Long-term care facilities/Assisted Living

**Sub-Category B for risk type 3 or 4 includes:**

Restaurants (101 seats or more)  
Healthcare facilities (over 5,000 square feet)  
Healthcare facilities (less than 5,000 square feet)  
Day Care Centers  
Education Facilities  
Other: Grocery stores, delis, etc.

**Supermarket-** A self-service store, larger in size and with a wider selection than a traditional grocery store, offering a wide variety of food merchandise, organized into departments: such as meat, dairy, produce, and baked goods along with shelf space reserved for canned and packaged goods as well as for various non-food items such as household cleaners, pharmacy products and pet supplies.

**Temporary food establishment-** A retail food operation that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

**Non-profit group /school-** religious institutions, public or private schools, Cumberland County College, or any other non-profit or charitable institution.