



City of Clifton

DEPARTMENT OF HEALTH
900 CLIFTON AVENUE
CLIFTON, NEW JERSEY 07013



Public Health
Prevent. Promote. Protect.

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PROCEDURES FOR THE LICENSING OF FOOD ESTABLISHMENTS

1. Arrange a meeting with the District Registered Environmental Health Specialist (REHS) having control of the area to discuss your plans. This can avoid some costly problems. Call (973) 470-5760 to make the arrangements. This is especially critical with bathroom requirements.
2. Plan on providing the Health Department with a set of floor plans and equipment plans. We do not need a full set of plans. If blue prints are not available a hand drawn set is sufficient. As per city ordinance, a plan review fee of \$100.00 may be required as per the Enforcing Official. All plan reviews shall be in accordance with N.J.A.C. 8:24, Chapter 24 – Subchapter 9, Review of Plans.
3. Contact the Building Department to obtain a CBC (Continued Business Certificate) & procedures for obtaining a Certificate of Occupancy (CO) (new construction) or a Continued Certificate of Occupancy (CCO) for existing structures. Fee for CBC is \$175.00. Also ask for advice on what permits (if any) will be required.
4. Obtain appropriate license application forms based on the nature of your business from the Health Department, which are available from 8:30 to 4:00 Monday through Friday. There is a one-time processing fee of \$25.00 added to your license fee. When applying for a license the following must accompany your application (1) signed Agreement form & (2) copy of valid government issued Driver License(s) of each person listed on the application
5. Criminal History Record Request for a "Name Check" by the New Jersey State Police Department. This is an online process only. Follow instructions in packet. Online Payment of \$20.00. Website: www.njportal.com/njsp/criminalrecords
6. Copy of the Food Establishment State Sanitary Code can be found at: www.state.nj.us/health/eoh/documents/chapter24_effective_1207.pdf
7. Be aware that Food Establishment licenses are not transferable and must be reapplied for with each new owner. Also Food Licenses are renewed annually in January regardless of date issued.
8. Special Notes:
 - a. Food Demonstration Licenses have special processing different from above. Call for details.
 - b. Food Vending Vehicles – no food prepared on vehicle.
9. When all the paperwork is returned to the Health Department, it is forwarded to the City Council for their approval to issue the license. The Health Department does not make the final determinations. You should be aware that there might be a two-week delay in obtaining this approval. The City Council meets the first and third Tuesday of the month and everything must be in the City Clerks hands by the Thursday before the meeting. Missing a meeting will mean a delay of an additional two weeks. Opening prior to the City Council approval may subject you to a summons.

The Clifton Health Department is a contractual health agency serving the Township of Little Falls.