



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Division of Health  
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JAMES R. MCDONALD III, M.S.  
*Acting Director*

## County of Sussex

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### **Proposed New Food Establishment, Change of Ownership, Change of Use, Expansion or Renovation**

Dear Applicant(s);

It has come to the attention of this Division that you are planning to (open a new food establishment, take over operation of an existing retail food establishment, change the use of an existing retail food establishment, expand or renovate an existing retail food establishment – N.J.A.C. 8:24). Please be advised, that whenever the above-listed actions are planned, you are required to provide plans and specifications pertaining to the health and sanitary aspects of the operation, such as proposed equipment layout, equipment design and installation, construction materials of food related work areas, type of operation, foods to be prepared or sold, sewage disposal and potable water. This information shall be submitted to the health authority (Sussex County Division of Health) for review and approval **before** construction, renovation or conversion is begun.

The health authority shall review these plans and respond accordingly within thirty (30) days of the date of submission (N.J.A.C. 8-24 Subchapter 9). Enclosed is an application form to be filled out and submitted with your layout design and required fee. No retail food establishment shall be constructed, renovated or converted except in accordance with plans and specifications previously submitted to and approved by the health and construction authorities.

A representative of the Sussex County Division of Health (SCDOH) shall inspect the retail food establishment **prior** to the start of operation, to determine compliance with Chapter 24 Sanitation in Retail Food Establishments & Food & Beverage Vending machines.

Please contact the Municipality in which your establishment is located to obtain a food license.

If you have any questions regarding this matter, please contact this office.