



**Monmouth County Regional Health Commission #1**  
 1540 West Park Avenue, Suite 1  
 Ocean, New Jersey 07712  
 Telephone (732) 493-9520  
 Facsimile (732) 493-9521  
[www.mcrhc.org](http://www.mcrhc.org)

**OFFICE USE ONLY**

**RETAIL FOOD ESTABLISHMENT PLAN REVIEW APPLICATION**

The New Jersey State Sanitary Code, Chapter 24. Sanitation in Retail Food Establishments, N.J.A.C. 8:24-9.1 requires that plans and specifications be submitted to the health authority for review whenever a retail food establishment is constructed, renovated or significantly altered or when a structure is converted to use as a retail food establishment. Construction, renovation, alteration or conversion may not be initiated until plans and specifications have been approved by the health and construction authorities.

RETAIL FOOD ESTABLISHMENT PLAN REVIEW FEES (Monmouth County Regional Health Commission #1, Chapter 2. Regulations, Food Establishments, Section 3.2) - The fees for review of retail food establishment plans are based upon the square footage of the structure, or, if a restaurant, upon the seating capacity. Specialized food handling procedure fees are dependent on the type of preparation intended.

ESTABLISHMENT INFORMATION	
Trade Name	
Owner or Corporate Name	
Establishment Address	
City, State, Zip Code	
Establishment Telephone Number (     )	
PROJECT CONTACT	
Name	
Address	
City, State, Zip Code	
Telephone Number (     )	
E-Mail Address	

PROJECT INFORMATION	
Anticipated start date:	
Anticipated completion date:	
Water Source - Public or Well:	
Sewage Disposal - Public or Septic:	

Applicant Name (Print):	
Applicant Signature:	

Type of Operation		
Restaurant	Supermarket	Mobile Vehicle
Tavern/Bar	Fast Food/Deli	Convenience
Bakery	Ice Cream	School/Daycare
Institution	Prepackaged	Other (Describe)

Type of Project		
New Construction	Renovation/Remodel	Conversion

Restaurant - Seating Capacity:	
Fee: Up to 100 seats - \$275.00 per plan Over 100 seats - \$550.00 per plan	\$

Other Than Restaurant - Square Feet:	
Fee: Less than 4,001 sq ft - \$275.00/plan 4,001 to 10,000 sq ft - \$500.00/plan 10,001sq ft and over - \$825.00/plan Mobile Vehicle                    \$150.00/plan	\$

Limited Establishment Alteration	
Fee: \$150.00 per plan	\$

Specialized Food Handling Procedures Requiring a HACCP Plan	
Sushi & Sushi Rice Preparation - \$250.00	\$
All Others (ROP, Sous Vide, etc.) - \$500.00	\$
<small>NOTE: Plan must be from a Recognized/Certified Processing Authority</small>	

<b>TOTAL AMOUNT DUE:</b>	<b>\$</b>
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Return this form with your plans, specifications,  
 intended menu, and check made payable to:  
**MONMOUTH COUNTY REGIONAL HEALTH  
 COMMISSION #1**

Please direct all inquiries to the Health Department at 732-493-9520