

Parsippany - Troy Hills



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HEALTH DEPARTMENT
P. Wayne Croughn
Health Officer

REQUIREMENTS FOR NEW FOOD ESTABLISHMENTS

Required Paperwork

1. Complete an application for a Retail Food Establishment License at the Parsippany Health Department, 1130 Knoll Road, Lake Hiawatha, NJ 07034
2. Submit three sets of architectural floor plans and specifications to the Parsippany Health Department. The floor plans and specifications must include details pertaining to the health and sanitary aspects of the establishment including:
 - a. The intended menu;
 - b. The anticipated volume of food to be stored, prepared, and sold or served;
 - c. The proposed layout of equipment, mechanical schematics, construction materials, and finish schedules;
 - d. The proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities, and installation specifications;
 - e. Proposed program of training for the persons in charge and food employees pertaining to food safety and protecting the public's health;
 - f. Name of establishment, address of establishment, and the name and phone number of owner.
3. After the Health Department approves the floor plans, two sets of the approved plans must be submitted to the Building Department.

Required Equipment

1. A **handwashing sink(s)** is required in a convenient and easily accessible location of the food preparation area. Each handwashing sink must be provided with hand soap, paper towels, a handwashing sign, and a trash can.
2. **Three compartment sink** must be provided for washing, rinsing, and sanitizing of food service equipment. The size of each compartment must be large enough to permit the submersion of the largest piece of food service equipment. An approved sanitizer (i.e. Bleach or sanitizing tablets) must also be available at the three compartment sink.

3. A **mop sink or curbed utility sink with floor drain** is required in the establishment for the cleaning of mops and disposal of mop water.
4. For new establishments, a **restroom** for public use must be provided in the establishment. Access to the public restroom must not be through a food preparation, dishwashing, and/or storage area. Each restroom must have a handwashing sink. Each handwashing sink must be provided with hand soap, paper towels, a handwashing sign, and a trash can.
5. Refrigerators storing potentially hazardous foods, such as milk, eggs, cheese, and meats, shall be 41 degrees Fahrenheit or below. Foods to be held hot shall be 135 degrees Fahrenheit or above.

Note: All equipment and their proposed location must be approved by the Health Division prior to installation. Permits from the Building Department are required for installations.

Required Food Protection Manager Certification

The State Sanitary Code Chapter 24 requires food managers of risk type 3 food establishments to be a certified food protection manager. Examples of risk type 3 food establishments are a full-service restaurant, nursing homes, and preschools preparing and serving potentially hazardous foods. The food manager must attend an accredited certifying program that offers the food safety certification examination. Information on available programs can be obtained through the Department of Health and Senior Services, Food and Drug Safety Program, PO Box 369, Trenton, NJ 08625 or by calling (609) 588-3123.

Final Inspection

You must obtain a final inspection from the Parsippany Health Department prior to opening to the public. You must schedule an inspection at least 48 hours prior to your proposed opening to the public. You may schedule an inspection by calling (973) 263-7160.

All refrigeration units and hot holding units must be on at time of inspection. Hot and cold running water must be provided at all sinks.

Upon completion of the final inspection, you will be granted approval or denial to operate. If you receive approval, you must obtain your Certificate of Occupancy. Once you obtain your Certificate of Occupancy, a Retail Food Establishment License will be issued.