

NorthWest Bergen Regional Health Commission  
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## Food Establishment Plan Review Requirements

The following **MUST** be show on plans for submission to the Health Department. A separate set of plans must be directly submitted to the Health Inspector.

- Separate hand-washing sinks in all prep-areas
- Appropriate size three (3) compartment sink or commercial sink and/or commercial dishwasher
- Sinks must have adequate sized compartment to submerge largest piece of equipment used
- Adequate area to air-dry dishes, pots, etc. must be accounted for
- Adequate food prep sinks
- All lights in food prep areas protected
- All materials and surfaces must be smooth, non-absorbent, easily cleanable and in good repair. This must be indicated on plans
- Indirect drain connection under three (3) compartment sink, food prep sinks, ice machines, etc. (Required air gap)
- All other kitchen equipment must be shown and labeled on floor plan (cut sheets provided)
- A utility/mop sink or curbed floor drain area (must be located on main floor)
- Dressing area/room provided if employees routinely change their clothes in establishment, as well as **suitable area for employee storage of belongings**
- Copy of intended menu
- Must comply with NJAC 8: 24 "Sanitation in Retail Food Establishments and Food and Beverage Vending Machines"
- If customer restrooms are provided, entrance to the restrooms through any food prep kitchen is prohibited
- Exterior garbage area must be noted, including surface beneath (which must be non-absorbent and cleanable)

**Note: A preliminary inspection by the Health Department should be done to ensure compliance. A pre-opening inspection is also required. Please call with any questions or to schedule an appointment.**