



# Borough of Chatham

54 Fairmount Avenue • Chatham • NJ 07928  
973-635-0674 • ChathamBorough.org

Return this application to:

Office of the Borough Clerk

## BOARD OF HEALTH 2026 RETAIL FOOD LICENSE APPLICATION

**INCOMPLETE APPLICATION OR INSUFFICIENT FEE WILL BE RETURNED**

### Entity Information:

Check one:       Individual     Partnership     Corporation     LLC     Non-Profit     Other

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

### Applicant Information:

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

### Corporation's Registered Agent (if applicable):

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

## Licensing and Fee Schedule

**Please check one:**

	<b>Fee:</b>
<input type="checkbox"/> Retail Food Establishment* - 9,999ft <sup>2</sup> and under	\$150.00
<input type="checkbox"/> Retail Food Establishment* - 10,000ft <sup>2</sup> and over	\$375.00
* Retail Food Establishments include food markets, taverns, liquor stores, nursing homes, day care facilities, nursery schools and for-profit schools	
<input type="checkbox"/> Restaurants, 1 to 49 seats (with indoor dining options)	\$150.00
<input type="checkbox"/> Restaurants, 50 or more seats (with indoor dining options)	\$375.00
<input type="checkbox"/> Mobile Retail Food Establishment	\$100.00
<input type="checkbox"/> Catering	\$125.00
<input type="checkbox"/> Pharmacy/Package Goods Only	\$60.00
<input type="checkbox"/> Pet Shop/Kennel	\$50.00
<input type="checkbox"/> Non-Profit (School, Church, etc.)	\$0.00

**Other fees, if applicable:**

<input type="checkbox"/> Late Fee (assessed <u>per month</u> after January)	\$50.00
<input type="checkbox"/> Food vending machines	\$50.00
<input type="checkbox"/> Grease Trap Inspection Fee	\$75.00

**Reinspection fees, if applicable:**

Fee for reinspection of any retail food establishment receiving conditionally satisfactory or unsatisfactory posting	<input type="checkbox"/>	First posting, \$100.00
	<input type="checkbox"/>	Second consecutive posting, \$200.00
	<input type="checkbox"/>	Third consecutive posting, \$500.00
Additional fee for conditionally satisfactory or unsatisfactory posting based on reinspection	<input type="checkbox"/>	\$150.00

**Plan Review fees, if applicable:**

Plan Review Fee (per plan)	
<input type="checkbox"/> Retail Food Establishment - 9,999ft <sup>2</sup> and under	\$125
<input type="checkbox"/> Retail Food Establishment - 10,000ft <sup>2</sup> and over	\$300
<input type="checkbox"/> Restaurants, 1 to 49 seats (with indoor dining options)	\$100
<input type="checkbox"/> Restaurants, 50 or more seats (with indoor dining options)	\$150
<input type="checkbox"/> Limited preexisting establishment alteration	\$75

Note: New food establishments licensed on or after July 1 through December 31 shall pay 1/2 of the annual fee for a license to operate.

**Description of Food Services provided:**

---

---

---

---

---

---

**Person[s] who attended the food handlers' training seminar:**

(Current food handler training required)

Name: \_\_\_\_\_

Date Attended Training Seminar: \_\_\_\_\_

Name: \_\_\_\_\_

Date Attended Training Seminar: \_\_\_\_\_

**PLEASE ATTACH COPIES OF FOOD HANDLERS' TRAINING CERTIFICATE(S)**

**Service Providers** (Complete if applicable)

**EXTERMINATOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Primary Phone: \_\_\_\_\_

**COOKING OIL WASTE CONTRACTOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Primary Phone: \_\_\_\_\_

**VENTILATION HOOD CLEANING CONTRACTOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Primary Phone: \_\_\_\_\_

