

December 18, 2023

RE: Retail Food Establishment Licensing Renewal for 2024

Enclosed please find an application for your Board of Health Food License for 2024, including the License Fee Schedule.

- Return the completed application and applicable fee to my attention **by mail**. Checks should be made out to 'Borough of Metuchen.'
- **You only need to pay a fee for one category.** For example, if you have a restaurant that seats 40 people, you pay the fee for 25-50 seating capacity; you do not pay the food establishment square footage fee as well. Outdoor seating counts towards your seating capacity. Contact me if you are unsure what amount to pay.
- **You will receive your license by mail in January.** You will not be fined for not having a 2024 license displayed in early January if you've already sent your renewal application and fee.
- **There is a 10% late fee due to the Borough if payment is received after January 31, 2024.** Additionally, if payment is not received by January 31 your establishment is subject to an additional fine from the Health Department.

Thank you for your cooperation and attention to this matter.

Sincerely,

Deborah Zupan, RMC
Borough Clerk
732-632-8508
dzupan@metuchen.com



BOROUGH OF METUCHEN

CLERK'S OFFICE

732-632-8508 dzupan@metuchen.com 500 Main St., Metuchen, NJ 08840

DO NOT WRITE IN THIS SPACE

DATE RECEIVED _____
APPROVED _____
NOT APPROVED _____

LICENSE # _____
FEE PAID \$ _____
CHECK # _____

**APPLICATION FOR FOOD ESTABLISHMENT LICENSE
(SEE PAGE 2 FOR LICENSE FEES)**

NAME & ADDRESS OF ESTABLISHMENT: _____

ESTABLISHMENT TELEPHONE: _____ EMAIL: _____

IF SEATING IS PROVIDED, TOTAL SEATING CAPACITY: _____

SQUARE FOOTAGE OF ESTABLISHMENT: _____

OWNER OF THE ESTABLISHMENT: _____

HOME ADDRESS: _____

HOME TELEPHONE: _____ EMAIL: _____

NAME & ADDRESS OF PROPERTY OWNER (IF DIFFERENT FROM ESTABLISHMENT OWNER)

TRUCKS – I HEREBY MAKE APPLICATION FOR ITERANT FOOD ESTABLISHMENT LICENSE
FOR (#) _____ OF TRUCK IN METUCHEN, NEW JERSEY

TYPE OF FOOD SOLD: _____

VENDING MACHINES – I HEREBY MAKE APPLICATION FOOD, BEVERAGE AND/OR ICE
MACHINE LICENSE FOR (#) _____ OF MACHINES LOCATED AT: _____

IF MILK, MILK PRODUCTS OR FLUID MILK IS SOLD, LIST SOURCE OF SUPPLY. (THE
BOARD OF HEALTH MUST BE NOTIFIED OF ANY NEW SOURCE OF SUPPLY):

NAME OF SOURCE

ADDRESS OF SOURCE

APPLICATION IS MADE FOR PERIOD OF JANUARY 1, 2024 TO DECEMBER 31, 2024

SIGNATURE OF OWNER/MANAGER

FOOD ESTABLISHMENT LICENSE FEES

DESCRIPTION OF ACTIVITY	FEE	EXPIRATION DATE
Food establishments:		
Pharmacies and confectioneries, permit to carry prepackaged foods	\$ 50	12/31
Food establishments:		
1 to 2,500 square feet	\$ 60	12/31
2,501 to 5,000 square feet	\$115	12/31
5,001 to 10,000 square feet	\$225	12/31
10,000 square feet and over	\$375	12/31
Restaurants:		
Counter service only	\$ 60	12/31
1 to 25 seating capacity	\$ 85	12/31
26 to 50 seating capacity	\$115	12/31
51 to 75 seating capacity	\$190	12/31
76 and over	\$285	12/31
Vending machines:		
Food and beverage	\$ 20	12/31
Ice	\$ 20	12/31
Itinerant food vehicles, each vehicle	\$ 70	12/31
Milk delivery vehicle		
First truck	\$ 10	12/31
Each additional truck	\$ 5	12/31
Temporary event food license per diem	\$ 10	after event

Re-inspection and plan review. [Added 5-16-2011 by Ord. No. 2011-6]

(1) Fees.

(a) Retail food establishment re-inspection:\$50.

(b) Retail food establishment initial plan review:\$75.

(2) Fees are payable to the Middlesex County Public Health Department within 10 business days of the re-inspection or plan review.

(3) Failure to pay the fee within 10 working days will result in a court summons with fines as follows:

(a) First penalty: \$100.

(b) Second penalty: \$200.

(c) Third and subsequent penalties: \$400.