

# BOROUGH OF PARK RIDGE BOARD OF HEALTH

55 Park Avenue  
Park Ridge, NJ. 07656  
Tel: 201-391-5673  
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Tonya Janeiro  
Board of Health Secretary  
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## **Park Ridge Board of Health Temporary Event License Application**

Submitting this application does not authorize the applicant to start operating. The applicant must have a Park Ridge Board of Health license and inspection. The operator and employees must observe all applicable codes, ordinances, rules & regulations of the local Health Department & the NJ State Department of Health.

### **EVENT INFORMATION**

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

Event Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

Event Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **LICENSEE INFORMATION**

Vender/Business Name: \_\_\_\_\_

Vender/Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

Please make check payable to the Borough of Park Ridge:

Temporary Retail Food Establishment – 1 to 3 Days	\$75.00
Temporary Retail Food Establishment – 4 to 7 Days	\$100.00

I am/we are aware of the requirements of the State and Borough of Park Ridge Board of Health regulations and agree to be governed thereby.

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_



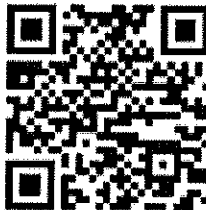
COUNTY OF BERGEN  
DEPARTMENT OF HEALTH  
Division of Environmental Health  
Office of Consumer Health  
220 East Ridgewood Avenue • Paramus, New Jersey 07652-4895  
(201) 634-2730 • FAX (201) 634-2808

## **HEALTH DEPARTMENT REQUIREMENTS FOR TEMPORARY FOOD EVENTS**

Operations must be in full compliance with NJAC 8:24 "*Sanitation in Retail Food Establishments, Food and Beverage Vending Machines and Cottage Food Operations*". Home prepared foods are prohibited except as regulated by NJAC 8:24, Subchapter 11 – *Cottage Food Operator Permit*.

### **Pre-Screening**

- All vendor food activities require Health Department oversight. Food prepared prior to the event must be in a licensed, inspected kitchen. Documentation of this oversight must be provided. (see attached application for details)
- Certification in a food safety course is expected.
  - o Registration for future classes:  
<https://www.co.bergen.nj.us/consumer-health/food-safety-program>



- All foods must be obtained from an approved source (a food facility that is licensed by either the local health authority, FDA, USDA or state as a wholesale food supplier). Receipts are required.

### **Food Temperatures**

Proper food temperatures must be maintained at ALL times during transport, on display and in storage.

- COLD FOODS MUST BE **41°F OR BELOW**
- HOT FOODS MUST BE **135°F OR ABOVE**
- Raw animal foods must be cooked to their proper temperature
- Potentially hazardous foods that require **reheating** must be cooked to **165°F**
- Sternos, steam tables or other hot-holding equipment may not be used to reheat

potentially hazardous foods.

- Food testing/probe thermometer required for potentially hazardous foods
- Refrigeration thermometers required for cold holding units.
- Maintain a sufficient supply of ice

### **Personal Hygiene**

A means for **hand-washing** **MUST** be provided. A portable hand-wash station is the best and most preferred method.

- Provide soap and paper towels.
- Hand sanitizers may be used to follow handwashing but shall not be approved as a sole method of cleaning hands (except in the case of pre-packaged foods only).

Bare hand contact with ready-to-eat foods **must be eliminated**. The use of gloves, tongs, deli paper, etc. must be utilized. If gloves are used, they must be properly changed in between activities (i.e. handling raw meats, ready-to-eat foods, soiled equipment/utensils, smoking, eating/drinking, handling money etc.)

Food handlers must wear hair restraints.

Any vendor or worker with signs/symptoms of illness may not participate in the event.

### **Equipment and Warewashing**

Prevent Cross Contamination

- Separate utensils must be utilized for raw foods and ready-to-eat foods.

Ice used for storage must be separate from ice used for consumption.

- Ice for consumption must be handled with a scoop and stored in a clean, self-draining container protected from contamination

Wash, Rinse and Sanitize method needed for warewashing.

- The following method may be used in the absence of fixed plumbing or a 3 comp sink:
  - o Set up three buckets or large containers. Fill the first with soap and water. Fill the second with water only. Fill the third with bleach and water (50-100 ppm / one half ounce bleach per gallon of water).
  - o Wash item in the first bucket; rinse it off in the second; dip it in the third bucket for one minute and allow to air dry.

All items must be off the ground and protected (Food, beverages, utensils etc.)

Single use, disposable items should be utilized wherever possible.

Equipment used for transport & storage (coolers etc.) must be clean and in good repair.



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## **TEMPORARY FOOD EVENT APPLICATION**

### **EVENT INFO**

Event Name:		Date of Event:
Time Vendor will be set up for inspection:		Time Frame of Event:
Event Address:		
City:	State:	ZIP:
Event Coordinator Name/Organization:		
Event Coordinator Email:		Event Coordinator Phone:

### **VENDOR INFORMATION**

Business Owner/Entity Name:		
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	
Onsite Operator:	Phone:	
Site set up: <input type="checkbox"/> Food Truck <input type="checkbox"/> Trailer <input type="checkbox"/> Table <input type="checkbox"/> Tent <input type="checkbox"/> Other: _____		

### **FOOD PREPARATION**

PLEASE NOTE: ANY FOOD PREPPED BEFORE THE EVENT MUST BE PREPARED IN A LICENSED, INSPECTED KITCHEN

Where is food purchased? (maintain receipts for inspection):			
Where will food be prepared?:			
If food is prepared at a commissary please fill out the following information:			
Commissary Name:		Commissary Address:	
City:	State:	ZIP:	Phone:

## MENU INFORMATION

Menu Items to be served: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PRE-SCREENING DOCUMENTATION REQUIRED

Copies of the following items must be submitted with your application prior to the event:

1. Business License and Certificate of Insurance
2. Food Safety Program Certification
3. Last Inspection report
4. Commissary License – if applicable
5. Commissary Inspection report – if applicable
6. Photos of truck equipment and sinks – if applicable for truck or trailer

All stages of food activities require Health Department oversight. Commissary kitchen paperwork in another business name will not be accepted.

## FEES

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I certify to the best of my knowledge that all information supplied is true and correct. I have received, read and understand "Requirements for Temporary Food Events." I understand that event participation approval is based on Health Department application review and vendor pre-screening.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use Only  
Reviewed and Approved by:

Name: _____		Date: _____
Fee: _____	Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check CK# _____	
Fee paid by: <input type="checkbox"/> Promoter <input type="checkbox"/> Directly		



## BOROUGH OF PARK RIDGE

55 PARK AVENUE  
PARK RIDGE, N.J. 07656

FIRE PREVENTION BUREAU  
OFFICE OF THE FIRE OFFICIAL  
TEL. (201) 391-5547

### APPLICATION FOR PERMIT

The Uniform Fire Code states:

"Permits shall be required and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the Fire Official." [N.J.A.C. 5:70-2.7(a)]

Date of Application: \_\_\_\_\_

Location where activity will occur: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

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

Phone/Fax Number: \_\_\_\_\_ Emergency #: \_\_\_\_\_

Block/Lot: \_\_\_\_\_ Registration#: \_\_\_\_\_

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

\_\_\_\_\_  
\_\_\_\_\_

(State quantities for each category to be stored or used and the method that is stored or used)

\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner or duly authorized, to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the Fire Official.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
John Hansen – Fire Official

\_\_\_\_\_  
Fee Amount

\_\_\_\_\_  
Permit Type

Note: There are five types of permits. See attached sheets for type and fee.

## PERMITS REQUIRED BY THE N.J. STATE UNIFORM FIRE CODE, N.J.A.C. 5:70-2.7

### TYPE 1

- i. Bonfires
- ii. Use of a torch or flame-producing device to remove paint from, or seal membrane roofs on any building or structure.
- iii. Tents and temporary tensioned membrane structures without appurtenances, such as platforms and special electrical equipment, which exceed 900 square feet or 30 feet in any dimension (excluding canopies), whether single or made up of multiple smaller units when used for purposes which would constitute a life hazard use if found in a building.
- iv. Not applicable
- v. Use of any open flame or flame-producing device, in connection with any public gathering, for purposes of entertainment, amusement, or recreation.
- vi. Welding or cutting operations, except where the welding or cutting is performed in areas approved for welding by the fire official and is registered as a Type B Life Hazard Use.
- vii. Possession or use of explosives or blasting agents, other than model rocketry engines regulated under N.J.A.C. 12:194.
- viii. Use of any open flame or flame-producing device in connection with training of non-fire service personnel.
- ix. Occasional use in any buildings or multipurpose room, with a maximum permitted occupancy of 100 or more for amusement, entertainment or mercantile type purposes.
- x. Storage or handling of Class 1 flammable liquids in closed containers of aggregate amounts of more than 10 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
- xi. Storage or handling of Class II or IIIA combustible liquids in closed containers of aggregate amounts of more than 25 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
- xii. Any permanent cooking operation that requires a suppression system in accordance with N.J.A.C. 5:70-4.7(g) and is not defined as a life hazard use in accordance with N.J.A.C. 5:70-2.4.

### TYPE 2

- i. Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials.
- ii. Fumigation or thermal insecticide fogging.
- iii. Carnivals and circuses employing mobile enclosed structures used for human occupancy.
- iv. Not Applicable.

### TYPE 3

- i. Industrial processing ovens or furnaces operating at approximately atmospheric pressures and temperatures not exceeding 1400 degrees Fahrenheit which are heated with oil or gas fuel or which contain flammable vapors from the product being processed.
- ii. Wrecking yards, junk yards, outdoor fire storage, waste material handling plants, and outside storage of forest products not otherwise classified.
- iii. Storage or discharging of fireworks.

### TYPE 4

- i. Storage or use at normal temperature and pressure of more than 2003 cubic feet of flammable compressed gas or 6000 cubic feet of nonflammable compressed gas
- ii. Production or sale of cryogenic liquids; the storage or use of more than 10 gallons of liquid oxygen, flammable cryogenic liquids or cryogenic oxidizers; or the storage of more than 500 gallons of nonflammable, non-toxic cryogenic liquids.
- iii. Storage, handling, and processing of flammable, combustible, and unstable liquids in closed containers and portable tanks in aggregate amounts of more than 660 gallons.
- iv. Store or handle (except medicines, beverages, foodstuffs, cosmetics, and other common consumer items, when packaged according to commonly accepted practices):
  1. More than 55 gallons of corrosive liquids.
  2. More than 500 pounds of oxidizing materials.
  3. More than 10 pounds of organic peroxides.
  4. More than 500 pounds of nitromethane.
  5. More than 1000 pounds of ammonium nitrate
  6. More than one microcurie of radium not contained in a sealed source.
  7. More than one millicurie of radium or other radiation material in a sealed source or sources.
  8. Any amount of radioactive material for which a specific license from the Nuclear Regulatory Commission is required.
  9. More than 10 pounds of flammable solids.
- v. Melting, casting, heat treating, machining or grinding of more than 10 pounds of magnesium per working day.

PERMIT FEES	TYPE 1	\$54.00	TYPE 2	\$214.00	TYPE 3	\$427.00	Type 4	\$641.00
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### ADMINISTRATIVE APPEAL RIGHTS

YOU MAY CONTEST THESE ORDERS AT AN Administrative Hearing. The request for a hearing must be in writing with 15 days after receipt of this order addressed to:

- a) Bergen County Board of Construction Appeals, Administration Building, Hackensack, NJ 07601
- b) Park Ridge Fire Prevention Bureau, 55 Park Avenue, Park Ridge, NJ 07656

In accordance with the rules promulgated under the Administrative Procedure Act (N.J.S.A. 52:14B-1 et seq. and 52:14F-1 et seq.), an appeal request must sufficiently identify the decision or action you wish to appeal and the specific reasons forming the basis for your dispute, in order that a decision may be made as to whether your appeal constitutes a contested case.

You are advised that only matters deemed to be CONTESTED CASES, as defined by the Administrative Procedures Act, will be scheduled for a Hearing. If a hearing is scheduled, you will be notified in advance of the time and place. At a hearing, a corporation may be represented only by a licensed attorney, unless approval is given by the County Construction Board of Appeals.