



VILLAGE OF RIDGEWOOD

131 N. MAPLE AVENUE, RIDGEWOOD, NJ 07450

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Health Department

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Dear New Retail Food Business Owner:

Please complete and submit the Retail Food Application- changes to facility form along with a copy of the menu, specification sheets for all new equipment if any, and copies of the food handler certificates of all employees who will handle food.

I inspect after all the building/fire inspections are complete (fire, and building, and plumbing). Once you pass those inspections then you are ready to have your pre-operational health inspection with me. I will need to see the following,

1. Pest control contract
2. Grease trap proof (are you cleaning it yourself or contracting?)
3. Hood cleaning contract information (not applicable to you)
4. Waste service contract.

Once you pass the pre operational inspection, the yearly license fee based on the square footage is due and your license will be issued and given to the building department. Then we will schedule the opening inspection for the day of opening or the day before, your satisfactory placard will be provided if the inspection is passed and you will be ready to open.

Please note, the village of Ridgewood does not provide garbage or recycling pick up for establishments. You are to contract for waste removal, you can inquire with your neighbors who have a dumpster and see if an agreement can be made as there is no mandatory company you need to use. I will need to see the agreement with the waste company in writing. Please note you are responsible for the recycling and are able to drop it off at the Ridgewood Recycling center.

Link: <https://www.ridgewoodnj.net/202/Food-Cosmetology-Poultry-License>

Please see the procedure for opening a new establishment below.

Food / Cosmetology / Poultry License

New Business Information

How do I open a new business in Ridgewood?

1. First you must check with the Village zoning officer to see if the location that you have selected for your business is properly zoned for the type of activity business that you want to locate there. The zoning officer can be reached at the Ridgewood Building and Zoning Department at 201-670-5500 Ext. 5506.

2. If your proposed business requires construction or renovation activities, you must submit plans and apply to the Ridgewood Building and Zoning Department for construction permits.

3. If your business is or contains any of the following: barber shop, beauty parlor, child care facility, food establishment (retail, wholesale, and pharmacy), hospital, kennel, nail salon, nursing home, pet shop, school, and or a spa or swimming pool that is open to the public or serves a multiple family dwelling, detailed plans and specifications, must be submitted to the Health Department for review and approval before construction can begin. The Health Department inspector can be reached at 201-670-5500 x2241.

Health Department Guidance:

All Food Establishments:

1. Submit plans to the building department and health (along with the completed Retail Food Application form)
2. Get approval to begin construction after getting all departments to sign off on plans
3. Receive and pass fire, electrical, building, and plumbing inspections then have your Pre-Operational Health Inspection.
4. After the Pre-Operational Health Inspection is passed, the food license fee is due. A food license is processed when the fee amount is received and a satisfactory placard is given to the building department where it can be picked up along with the certificate of occupancy that grants you approval to open up your establishment.