



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

Cara Fox
Board of Health
clerk@mtnlakes.org

400 Boulevard
Mountain Lakes, NJ 07046
P -973-334-3131 ext. 2006

Retail Food Temporary Event License Application Checklist

Initial and attach corresponding applicable documents.

_____ Fully completed application is attached with \$75.00 Retail Food Temporary Event Fee and \$42.00 Fire Inspection Fee (cash or check made payable to "Borough of Mountain Lakes")

_____ Completed commissary agreement is attached.

_____ Copy of commissary's most recent satisfactory placard OR inspection report is attached.

_____ Copy of commissary's license is attached.

_____ Vendor's most recent satisfactory placard OR inspection report is attached.

_____ Proof of food safety manager's course (ex Servsafe) if selling risk two or above food items. *

_____ Copy of liability insurance (COI) naming Borough of Mountain Lakes. as additionally insured if vendor is operating on Borough property.

_____ I have contacted the fire marshal if I have combustible equipment or an open flame. *

_____ I understand that if my application/documentation is not complete or I have submitted my application less than 10 business days prior to the event, my application may not be accepted.

*Risk 1- Only sells pre-packaged, non-potentially hazardous foods. Prepares only non-potentially hazardous foods. Heats only commercially processed, potentially hazardous foods for hot holding and does not cool potentially hazardous foods (ex: hot dog carts and coffee stands)

*Mountain Lakes requires proof of an accredited food safety manager's course for selling risk 2,3, and 4 foods. Refer to N.J.A.C. 8:24.

*Contact Fire Marshall Clerk, Scott Para, for fire permits/questions at fireofficial@mtnlakes.org . See attached fire permit application.

ONLY fully completed applications, with attached documentation/checklist will be accepted.

Fully completed applications will only be accepted at minimum 10 business days prior to the event date.

Payment will not be accepted until the application is reviewed and approved. You will receive a call or email once your application/documentation is approved.

Our Vision: Healthy People Making Healthy Choices in a Healthy Environment

Borough of Mountain Lakes

HEALTH DEPARTMENT

Revised: 2/6/2024

COMMISSARY AGREEMENT

A commissary is an approved location, usually a food establishment, where food is stored, prepared, portioned, or packaged for service elsewhere. A commissary may also be used to service and store food vehicles or carts. Once our office approves of this commissary agreement, you may not use a different facility for food preparation and storage without the written approval of Borough of Mountain Lakes Health Department.

Persons wishing to operate within the Borough of Mountain Lakes must submit this form for review (check one):

- ☐ A mobile unit or push cart; or
- ☐ A temporary food establishment requiring off-site or advanced food preparation; or
- ☐ A temporary food establishment lasting two days or more; or
- ☐ A farmer's market food vendor or processor stand; or
- ☐ A catering business

The owner or person in charge of the approved food establishment or commissary must complete the following information:

Commissary Owner Information	Commissary Owner Information
Facility Name:	Facility Name:
Contact Name:	Contact Name:
Address:	Address:
City ,State, Zip:	City ,State, Zip:
Phone Number:	Phone Number:
Email Address:	Email Address:

Round trip mileage from commissary kitchen to service location and back: _____ Miles.

Afterhours accessibility – key provided to commissary user? ☐ Yes ☐ No

Commissary tasks (mark all that apply):

- ☐ Cooking foods ☐ Potable water re-supply ☐ Hot Holding foods ☐ Wastewater disposal
- ☐ Raw Meat/Seafood Prep ☐ Cleaning of utensils ☐ Vegetable / Ready to Eat Food Prep
- ☐ Restroom Available ☐ Other Food preparation (trimming, assembly, re-portioning)
- ☐ Dry Goods Food storage (i.e. shelving for dry goods)
- ☐ Refrigerated Food storage (i.e. walk-in cooler, sandwich prep cooler)
- ☐ Cooling of hot foods (If yes, which method: ☐ shallow pan or ☐ ice bath)
- ☐ Other:

I grant permission for _____ to use my facility for the tasks indicated above. This agreement is voided immediately if the commissary owner or user sells or closes his/her business.

Commissary operator signature _____

Date _____

Commissary user signature _____

Date _____

Please attach the most recent sanitary inspection report for commissary being utilized. Incomplete Commissary Agreements will not be approved.

Borough of Mountain Lakes

HEALTH DEPARTMENT

Revised: 2/6/2024

MOUNTAIN LAKES HEALTH DEPARTMENT TEMPORARY FOOD HANDLING LICENSE APPLICATION

Vendor Name: _____

Vendor's Phone Number: _____

Contact Person's Name: _____

Contact Person's Phone Number: _____

Contact Person's Email: _____

Date and Time of Event: _____

Location and Name of Event: _____

Person in Charge (PIC) of food safety during event: _____

Time Vendor will be set up and ready for inspection on the day of the event: _____

Type of Unit: Tent___ Cart___ Tables___ Other (please specify) _____

Food Product Selling:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Date and Place Food Purchased: _____

Where did you obtain your water from? _____

Where did you obtain your ice from? _____

Food from approved sources (8:24-3.2)

All food shall be obtained from a source which is in compliance with all applicable State and local laws and regulations. All food must be prepared in a licensed food facility.

Food may not be stored, handled, or prepared at home.*

**Exception: Food permitted on vendor's Cottage Food License.*

**Exception: Non-profit charitable 501(c)3 organizations selling non-potentially hazardous baked goods with proper signage on display. Signage shall state, "These items were prepared in a kitchen that is not subject to licensing or inspection by the local health authority."*

Borough of Mountain Lakes

HEALTH DEPARTMENT

Revised: 2/6/2024

Temperature Safety

Will you be cooking onsite at the event? _____

What equipment will you be using to cook? _____

Temperatures food must be cooked to:

145 °F for fish, pork, and meat

155 °F for ground meat

165 °F for poultry and stuffed meat

A thin-probed thermometer is required to be on site at all times for potentially hazardous food.

Hot and Cold Holding of Potentially Hazardous Foods

Describe how potentially hazardous food will be maintained at 41° F or below and 135° F or above at all times and the equipment used to maintain temperature:

**Some examples of potentially hazardous foods consist of animal products containing milk products, eggs, meat, poultry, fish or shellfish, cooked vegetables, soups, cut melons, salads(macaroni, potato, tuna, chicken etc.)*

Before event: _____

Transportation to the event: _____

Display/storage during event: _____

Do you have a method to rapidly reheat (reheating food to 165° F within two hours) your food items and what is that method? _____

Examples: oven, grill, microwave.

Note: Steam tables, heat lamps, sternos, and crock pots are not designed to rapidly reheat food.

Borough of Mountain Lakes

HEALTH DEPARTMENT

Revised: 2/6/2024

Check which handwash station you will use:

_____ 5 gallon insulated container with free flow spigot and catch bucket, liquid hand soap, and paper towels.

_____ Hand sink with cold and hot running water, liquid hand soap, and paper towels.

_____ Hand sanitizer **only allowed for prepackaged foods.**

Check how you will clean and sanitize your utensils and equipment:

_____ 3 compartment sink with hot and cold water, soap, sanitizer, and sanitizer test strips.

_____ 3 large pans with potable water, soap, sanitizer, and sanitizer test strips.

_____ Spray bottle with sanitizer or sanitizer wipes for **prepackage foods only.**

Date completed application and attached documentation provided to health department: _____

Only fully completed applications, with attached documentation/checklist will be accepted.

Fully completed applications will only be accepted at minimum 10 business days prior to the event date.

FEES:

Temporary Event License for Retail Food Vendors: \$50.00 per unit for events lasting 1-4 consecutive days.

Applications and attachments may be mailed to the Mountain Lakes Health Department or hand delivered to the Mountain Lakes Health Department.

Borough of Mountain Lakes
Bureau of Fire Prevention 400
Boulevard
Mountain Lakes, NJ 07046
(973) 334-3131

APPLICATION FOR PERMIT

LOCATION INFORMATION

MUNICIPAL CODE:	REGISTRATION #:
NAME:	STREET ADDRESS:
MUNICIPALITY:	COUNTY:
STATE: IZIP CODE:	AREA CODE & PHONE #:

APPLICANT INFORMATION

APPLICANT'S NAME:	APPLICANT'S HOME STREET ADDRESS:
MUNICIPALITY:	COUNTY:
STATE: IZIP CODE:	AREA CODE & PHONE #:

☐ Permit requested for following date(s) : _____

☐ Permit requested for one year - Expiration

Date: _____

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NOTE: Attach additional signed sheet if space is insufficient

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

And / or for the storage, occupancy, use, sale, handling or manufacturing of the following:

State quantities and method for each category or material to be stored or used:

I hereby acknowledge that the information given is correct, and agree to comply with the applicable requirements of the New Jersey Uniform Fire Code as well as any specific conditions imposed, and, if not, this permit may be revoked and I will be subject to penalties as provided by law.

Applicant's Signature

Title

Date

See reverse side for information concerning your administrative appeal rights

MAKE CHECK PAYABLE TO

Borough of Mountain Lakes

FOR OFFICIAL USE ONLY

Permit Type: _____ ☐ Conditions Imposed ☐ Denied ☐ Approved pending payment of \$ _____ Fee**

Fire Official Signature: _____

ADMINISTRATIVE APPEAL RIGHTS

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

Morris County Construction Board of Appeals
P.O. Box 900
Morristown, NJ 07963-0900

In accordance with the rules promulgated under the Administrative Procedure Act (N.J.S.A. 52:148-1 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 reason(s) 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.

EXTENSIONS

If a specified time has been given to abate a violation, YOU MAY REQUEST AN EXTENSION OF TIME by submitting a written request to the Borough of Mountain Lakes Fire Prevention Bureau. To be considered, the request must be made before the compliance date specified and must set forth the work accomplished, the work remaining, the reason why an extension of time is necessary and the date by which all work will be completed.

TAKE NOTICE THAT, pursuant to N.J.A.C. 5:70-2.10(d), an application for an extension constitutes an admission that the violation notice is factually and procedurally correct and that the violation(s) do or did exist. In addition, the request for an extension constitutes a waiver of the right to a hearing as to those violations for which an extension is applied.