

# BOROUGH OF MOONACHIE

70 Moonachie Road  
Telephone (201) 641-1813

Moonachie, New Jersey 07074  
Fax (201) 641-9542



November 4, 2019

The Retail Food License for your establishment will expire on December 31<sup>st</sup>. The following items must be completed to obtain a new license for 2020:

1. Complete and sign enclosed application. Fee is noted at the bottom.
2. Copies of the **current** Food Manager's and Food Handler's certificates. If enrolled in a class, provide a copy of your check for the class and dates you will be attending.

If there is a Grease Trap at the location	
Grease Trap inspection report from a <u>licensed plumber with raised plumber's seal</u> or an appointment with the Moonachie DPW	
DPW Grease Trap Inspection fee: \$150	DPW Grease Trap Inspections with 'INITIAL' are <b>NOT</b> accepted, must be an 'ANNUAL' inspection

If you do not provide a grease trap inspection you will **NOT** be given your license.  
To schedule a grease trap inspection, contact the DPW at 201-641-1813 ext. 4.

If your establishment provides entertainment on a regular basis you must also apply for an Entertainment License, application enclosed; the fee is \$280. Please use a separate check.

Submit all documents with applicable fees (all checks payable to "Borough of Moonachie") in person or via mail to the attention of the Board of Health. If you have any questions, contact the Board of Health at 201-641-1813 ext. 6.

Failure to comply with any of the above terms will result in a summons and possible closure of your business. The **completed** application and all accompanying documentation must be submitted prior to December 13, 2019 and after January 1, will result in a late fee of **\$500.00**.

Thank you for your cooperation,



Jennifer Cooney  
Board of Health Secretary