



The Township of Ewing Board of Health

BERT H. STEINMANN, MAYOR

JAMES P. McMANIMON, BUSINESS ADMINISTRATOR

April 1, 2019

Dear Retail Food Establishment Owner,

It is time to renew your retail food license, as the current license will expire on May 31, 2019. Enclosed is a copy of the 2019-2020 application for a retail food license. A copy of this application is also available for your convenience on the Ewing Township web site at: <http://ewingnj.org/Home.aspx> under the forms page.

Checks should be made payable to: Township of Ewing. Please do not send cash. Your prompt and timely submission of this application, along with the appropriate fee is appreciated. **Late fees will be applied if payment is received after May 31, 2019.** Late fees are \$1 per day to a maximum late payment charge of \$50. Please also submit copies of current Manager Food Safety Certifications attained by your staff and management.

Please mail the completed package to the address below:
Ewing Township Department of Health
2 Jake Garzio Drive
Ewing, New Jersey 08628

Please note: It is recommended that managers and staff routinely review N.J.A.C. 8:24 "Sanitation in Retail Food Establishments and Food and Beverage Vending Machines", the governing Code for the State of New Jersey. **Chapter 24** is also available on the web at: https://www.state.nj.us/health/ceohs/documents/food-drug-safety/chapter24_effective_1207.pdf.

All vending machines should be registered with the Ewing Health Department. If you have one or more vending machines on site at your establishment, you must fill out item #5 on the application as well and submit the appropriate fee.

All mobile food truck yearly licenses require an initial vehicle inspection conducted at Ewing Township prior to licensing. Each vehicle requires a separate license and the inspections must be scheduled with the Health Department inspector.

Enclosed you will also find an application for Local Information Network Communication System (LINCS), which allows our business owners to receive Health Alerts such as Retail Food Product Recalls, Event Notifications, and other pertinent announcements. If you have any questions about the LINCS program, please contact Mr. John Arulmohan at: ja2@njlincs.net.

If you have any questions regarding the licensing process please call the Ewing Township Health Department at 609-883-2900, Ext. 7619 or visit our webpage at: <http://ewingnj.org/Departments/Health-Office.aspx>

Sincerely,

A handwritten signature in blue ink that reads "Kristin Reed".

Kristin Reed, Health Officer
Ewing Township Health Department