

**Borough of Paramus**  
**Department of Health and Human Services**  
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**PROCEDURE FOR CONSTRUCTION OR RENOVATION OF FOOD ESTABLISHMENTS**

These procedures shall be strictly adhered to by all persons or corporations proposing to construct or renovate a food establishment in the Borough of Paramus.

1. The following shall be submitted to the office of the Borough Construction Official for review by all concerned Borough agencies:
  - a. Four (4) complete sets of architectural drawings. The plans must all be signed and sealed by a licensed New Jersey architect.
  - b. Plans shall include a complete equipment layout and a finish schedule indicating proposed floor, walls, base and ceiling finishes throughout the premises.
  - c. Specification sheets for all food service equipment and fixtures. Sheets shall be referenced to numbers on the equipment layout of the plans.
  - d. A proposed menu indicating all food and beverage items to be served in the establishment.

Plans are reviewed by the Health Department for compliance with Chapter XII, NJ State Sanitary Code (NJAC 8:24-1.1 et seq.). A plan review fee of \$100.00 must be paid to the Health Department prior to approval of plans. The Health Officer will write the contractor indicating approval of plans with comments, or denial of approval with comments and/or additional information which must be submitted for review. Please be advised that the State code allows the Health Department up to thirty (30) days for plan review and response. When plans are approved by the Health Officer, he will notify the Construction Official, who is responsible for issuing a Construction Permit when all applicable agencies have approved the plans.

Upon completion of construction, a final inspection must be made by the Board of Health and other concerned agencies prior to the issuance of a Certificate of Occupancy by the Construction Official. No food or related items may be stored or prepared on the premises until approval is given by the Health Officer. A final inspection will not be made until all construction is completed, all construction debris has been removed from the establishment, all floors, walls, and equipment have been thoroughly washed and sanitized, and refrigeration and dishwashing equipment are operational and functioning properly.

2. Food handling Permit

An application for a food handling permit for the establishment will be presented to the person in charge by the Health Officer when a final inspection has been made and Health Department approval for operation has been granted. The completed application and the appropriate fee must be filed in the offices of the Board of Health within 48 hours. Regular, quarterly inspections by Health Department inspectors will begin immediately after the food establishment begins operation.

Be advised that approval by the Health Officer does not grant the applicant permission to open for business or to begin food preparation activities. This approval is granted by the Office of the Construction Official after all concerned Borough agencies (Health, Fire Prevention, Plumbing, Electrical and Building) have indicated compliance with applicable codes.