



Namitha Reddy, MD, MPH  
Director / Health Officer

**Northwest Bergen Regional Health Commission**

20 West Prospect Street  
Waldwick, New Jersey 07463  
Telephone (201) 445-7217 | FAX (201) 445-4001  
info@nwbrhc.net | www.nwbrhc.org

November 20, 2023

Dear Owner or Manager,

Please find enclosed your Waldwick, NJ Regular Health Department License application for the 2024 calendar year. This application (both pages) must be fully and legibly completed and returned to this office by **January 31, 2024** with the appropriate payment. All checks are to be made payable to "NWBRHC".

**Failure to renew your establishment's license by January 31, 2024 will result in a late fee of 50% of the annual license fee.**

This year the following materials are available for you to download and print from our website. If applicable, these documents must be onsite and available for review by the Health Inspector during your inspection:

- Temperature & Cleaning Logs
- Self-Inspection Checklist
- Hand Washing Signs
- Managing Retail Food Emergency Poster
- The Emergency Action Planning Guidance for Retail Food Establishments

Go to [www.nwbrhc.org](http://www.nwbrhc.org) and click on **Food Establishments & Restaurants**.

After your application is received, you will receive your 2024 license via email. We will not send a hard copy. **Please make sure to include a valid email address** that we can keep on file. If you do not have internet access, you can pick up a hard copy of the application from our office.

As a reminder, below are the fees for inspections that are performed and result in either a Conditional or Unsatisfactory rating.

	<u>Conditional Inspections</u>	<u>Unsatisfactory Inspections</u>
First Reinspection	\$50	\$200
Second Reinspection	\$100	\$300
Three or More Reinspection	\$150	\$400

**This ordinance also includes a fee of \$200 for emergency openings during evening and weekend hours.**

Thank you for your cooperation.

Sincerely,

*Namitha Reddy*

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**2024 Regular Health Department License Application for Waldwick**

1. Filing of this application does NOT authorize the applicant to start operating; the application MUST be approved by the Health Department and a license MUST be issued. ALL information must be filled out. **There are 2 pages.**
2. The license will expire on December 31, 2024.
3. The operator and employees must observe ALL applicable codes, ordinances, rules and regulations of the Local Health Department and the NJ State Department of Health; and is subject to and must cooperate with periodic inspections.
4. All licenses are due by January 31<sup>st</sup>, 2024. A late charge of 50% of the total fee will be added to your total amount due. (Ex: A Bakery that is late will owe the \$200 fee + \$100 late fee = \$300)

**Type of License & Fees**

Animals (Cattle/Horse) <u>\$100</u>	Animals (Poultry/Pigeons) <u>\$35</u>	Animals (Small, 2 or more) <u>\$50</u>
Bakery <u>\$200</u>	Boarding House/Room <u>\$300</u>	Catering Truck <u>\$150</u>
House of Worship <u>\$0</u>	Day Camp <u>\$0</u>	Deli <u>\$200</u>
Health Spa/Exercise Facility <u>\$200</u>	Ice Cream Truck <u>\$100</u>	Pet Shop/Kennel (1-10 Dogs) <u>\$150</u>
Kennel (11+ Dogs) <u>\$300</u>	Massage Place <u>\$300</u>	Maternity Home <u>\$300</u>
Milk Truck <u>\$100</u>	Miscellaneous Retail Food <u>\$200</u>	Nursery/Day Care <u>\$200</u>
Nursing/Convalescent Home <u>\$400</u>	Non-Profit Organization or Borough Facility <u>\$0</u>	Pre-Packaged Foods & Beverages <u>\$100</u>
Restaurant, 1-50 Seating Capacity <u>\$150</u>	Restaurant, 51+ Seating Capacity <u>\$300</u>	School with Cafeteria <u>\$300</u>
School Without Cafeteria <u>\$100.00</u>	Supermarket <u>\$800</u>	Swimming Pool/Spa (Seasonal) <u>\$200</u>
Swimming Pool/Spa (All Year) <u>\$400</u>	Vending Devices \$50.00 (for first) \$25.00 (every additional)	Other (Please contact NWRHC for fees)

**I/We herewith, am/are applying for a REGULAR HEALTH DEPARTMENT LICENSE FOR 2024**

Type of License: \_\_\_\_\_ Fee: \_\_\_\_\_

Business/Trade Name: \_\_\_\_\_ New/Renewal (Circle one)

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

**(OVER)**



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**(2024 License Application Continued)**

Corporation/Owner Name: \_\_\_\_\_

Corporation/Owner Address: \_\_\_\_\_

Corporation/Owner Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Corporation/Owner Phone: \_\_\_\_\_ Corporation/Owner Email: \_\_\_\_\_

**Certified Food Handler Information (\*\*please include expiration date\*\*)**

Name: \_\_\_\_\_ Expires: \_\_\_\_\_

Name: \_\_\_\_\_ Expires: \_\_\_\_\_

Name: \_\_\_\_\_ Expires: \_\_\_\_\_

Name: \_\_\_\_\_ Expires: \_\_\_\_\_

Name: \_\_\_\_\_ Expires: \_\_\_\_\_

**Vending Machine Owners/Operators Only**

Location of Commissary: \_\_\_\_\_

Location of Vending Machine Repair Shop: \_\_\_\_\_

**Mobile Vendors Only**

Type of Food: \_\_\_\_\_ Commissary Location: \_\_\_\_\_

Type of Vehicle: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Daily Route: \_\_\_\_\_ Times: \_\_\_\_\_

**Payment Information**

***\*\*Please make checks payable to "NWBRC" (Northwest Bergen Regional Health Commission) and mail completed application to NWBRC, 20 West Prospect Street, Waldwick NJ 07463\*\****

**I am/we are aware of the requirements of the State and Municipal Board of Health regulations and agree to be governed thereby.**

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*\*For Office Use Only\*\***

Date Received:	2024 License# Issued:	Delivery Method:
Cash / MO#:	Check#:	Receipt#:
Fee: \$	Late Fee: \$	Total Amount Paid: \$