



# EAST WINDSOR TOWNSHIP

16 Lanning Boulevard  
East Windsor, N.J. 08520-1999  
609-443-4000  
Fax 609-443-8303

Dear Retail Food Applicant,

If you are thinking of opening a new Retail Food Business, altering an existing Establishment; or taking over an existing Food Establishment please be aware of the following process:

## Step One

Please contact Mr. Tod Fryer at the East Windsor Municipal Utilities Authority (E.W.M.U.A.) to discuss the requirements for grease trap/interceptor options for your Establishment. Mr. Tod Fryer's office is located at 7 Wiltshire Drive in East Windsor, and he can be reached by calling him at 609-443-6000 extension 7606. You are required to provide the Health Department with a photo static copy of Mr. Fryer's sign off/approval as part of your application process to the Health Department.

## Step Two

Please submit to the Health Department the following items:

- Completed Retail Food License application (form is available at the Health Department)
- 1 copy of your proposed menu
- 1 complete set of your sealed Architectural Plans to include the floor plan layout of all of your equipment, electrical/lighting specifications to include foot candles of illumination; plumbing diagram to include all indirect waste connections, floor, wall and ceiling coverings and an equipment legend to be numbered to correspond to exact locations as specified on your floor plan design.
- 1 bound set of numbered specification sheets which correspond to the equipment legend on the floor plan design and matches the numbering system on the plan design.
- A photo static copy of a letter of intent with an approved solid waste management company that will provide your establishment with waste pick up and covered garbage dumpsters.
- A check or money order made payable to the East Windsor Health Department for \$500.00 dollars for the plan review fee.
- Upon completion of a successful review through the E.W.M.U.A. and the Health Department you should submit your Architectural drawings to the East Windsor Construction Department. For further information please contact Mr. Roman Petruniak, Construction Official at 609-443-4000 extension 202.

Should you have further questions please feel free to contact the Health Department at 609-443-4000 extension 222.