



**Borough of Eatontown**  
**47 Broad Street**  
**Eatontown, New Jersey 07724**  
Phone: 732-389-7601  
E-mail: [deputyclerk@eatontownnj.com](mailto:deputyclerk@eatontownnj.com)

## **MOBILE FOOD TRUCK RENEWAL INSTRUCTIONS**

Per Eatontown Borough Code, Chapter 258, all Mobile Food Truck Licenses expire on **December 31 each year**.

### **1. ZONING PERMIT – Land Use Department**

You must obtain a Zoning Permit for this year. (This step must be done every year before renewal).

An application for a Zoning Permit is attached below and must be submitted to the Eatontown Zoning Department. *[Borough Code, Chapter 89-29]*

- The **Fee is \$50.00**
- Payments must be made separately to each Department. Checks should be payable to "Eatontown Borough"

### **2. MERCANTILE LICENSE – Building/Construction Department**

You must obtain a mercantile license for this year. (This step must be done every year before renewal).

An application for a Mercantile License is attached below and must be submitted to the Eatontown Construction/Building Department *[Borough Code, Chapter 198]*

- The **Fee for an Initial License is \$100.00. The Fee for a Renewal License is \$75.00.**
- Payments must be made separately to each Department. Checks should be payable to "Eatontown Borough"

### **3. FIRE PREVENTION – Fire Prevention Department**

You must obtain a permit from the Fire Prevention Office. After you submit the application and fee, an inspection will occur. An application for a Fire Prevention Permit is attached below and must be submitted to the Eatontown Fire Prevention Office. *[Borough Code, Chapter 161]*

**\*\* Fire Prevention Permits are NOT required for ice cream trucks**

- The **Fee is \$54.00**
- Payments must be made separately to each Department. Checks should be payable to "Eatontown Borough"

### **4. MOBILE FOOD LICENSE – Office of the Borough Clerk**

You must obtain a Mobile Food License for this year. (This step must be done every year for renewal). An application with your previously provided information is attached below. Please make any corrections or changes necessary and submit with your fee to the Eatontown Board of Health. *[Borough Code, Chapter 258]*

- The **Fee is \$75.00**
- Payments must be made separately to each Department. Checks should be payable to "Eatontown Borough"

### **PLEASE NOTE:**

You must show proof of being approved for zoning, mercantile and fire prevention before your mobile food license will be processed and issued. Please submit a copy of your zoning determination, mercantile license and fire prevention permit with your mobile food application.

Please call us at 732-389-7601 or email us at [deputyclerk@eatontownnj.com](mailto:deputyclerk@eatontownnj.com) if you have any questions or concerns.



**Borough of Eatontown**  
**47 Broad Street**  
**Eatontown, New Jersey 07724**

Phone: 732-389-7611  
Fax: 732-935-1822

**APPLICATION FEE: \$50.00**  
(Due Upon Filing of Application)

## **ZONING PERMIT APPLICATION**

All applications for a Shed, Fence, Pool, Etc. must be accompanied by a property survey to scale indicating the size of the proposed structure, setbacks and general location. **All applications for the use of a Business, Change – In – Tenancy or Use Change must indicate the scope of the proposed Business.**

Date: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Physical Location/Street Address: \_\_\_\_\_

Historic District: Yes \_\_\_\_\_ No \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Business (if applicable): \_\_\_\_\_

**TYPE OF APPLICATION WITH DESCRIPTION OF WORK:** (for example: addition, deck, fence, pool, shed, change-in-tenancy, change-in-ownership, any new construction, etc.) \_\_\_\_\_

Attach a current survey or plot plan to scale showing size of property, lot dimensions and dimensions of all existing and proposed improvements. Label distances to all property lines and streets. All new construction: attach an elevation plan to scale showing number of stories; and below grade construction. Change-in-Use/Tenancies: attach a floor/seating plan and a parking plan showing seating, parking stalls and dumpster locations.

I certify that the answers to the above-referenced questions and any statements made on the survey map, plot plan and seating and parking plans are true and complete to the best of my knowledge. I understand that this permit does not exempt the bearer of responsibility to secure a certificate of occupancy, building permits, board of health approvals or other permits as required by the municipality, county, state or federal agencies.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**PER ORDINANCE SECTION 200, PROOF OF TAXES BEING CURRENT MUST BE PROVIDED**



**Borough of Eatontown  
Mercantile Licensing Department  
47 Broad Street  
Eatontown, New Jersey 07724-2246  
Phone: 732-389-7618  
[merc@eatontownnj.com](mailto:merc@eatontownnj.com)**

# Mercantile Application

## NEW BUSINESS FEE \$100

**ANNUAL RENEWAL FEE \$75**

**LATE FEE \$25**

***Please complete the entire application legibly***

NAME OF BUSINESS:

**BUSINESS ADDRESS:** \_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_

BUSINESS E-MAIL: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

**HOURS OF OPERATION:**

## BUSINESS OWNER INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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Digitized by srujanika@gmail.com

TELEPHONE: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL: [info@papercity.it](mailto:info@papercity.it)

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Applicant Signature

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Date



## **FIRE PREVENTION BUREAU**

## 47 Broad Street

**Phone: 732-389-7620**

**\*This Permit is NOT required for Ice Cream Trucks\***

All other mobile food vendors must obtain a Fire Prevention Permit

## APPLICATION FOR PERMIT

## **The Uniform Fire Code states:**

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official." [N.J.A.C. 5:70-2.7(a)]

Date of application:

Location where activity will occur

Date \_\_\_\_\_ Time \_\_\_\_\_

Applicant Name \_\_\_\_\_ Address \_\_\_\_\_

Organization Name \_\_\_\_\_

Phone/Fax Number \_\_\_\_\_ Emerg.# \_\_\_\_\_

Block/Lot \_\_\_\_\_ Registration# \_\_\_\_\_

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

And for the keeping, storage, occupancy, sale, handling or manufacture of the following: \_\_\_\_\_

(State quantities for each category to be stored, or used and the method stored or used:)

(State quantities for each category to be stored, or used and the method stored or used:)

(State quantities for each category to be stored, or used and the method stored or used:)

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I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

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Applicant Signature

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Fire Official Signature

**\$54.00**

## Type 1 Permit

**Fee Amount**

Permit Type

Note: Per Chapter 161 of the Borough Code, there are five types of permits. See attached sheets for type and fee.

**Type 1 Permit - \$ 54.00**

1. Bonfires;
2. The use of a torch or flame-producing device to remove paint from, or seal membrane roofs on, any building or structure;
3. The occasional use of any non-residential occupancy other than Use Groups F, H or S for group overnight stays of persons over 2<sup>1/2</sup> years of age, in accordance with section F-709.0 of the Fire Prevention Code;
4. Individual portable kiosks or displays when erected in a covered mall for a period of less than 90 days, and when not covered by a Type 2 permit;
5. The use of any open flame or flame producing device, in connection with any public gathering, for purposes of entertainment, amusement, or recreation;
6. Welding and cutting operations except where the welding and cutting is performed in areas approved for welding and is registered as a type B Life Hazard use;
7. The possession or use of explosives or blasting agents, other than model rocketry engines regulated under N.J.A.C. 12:194;
8. The use of any open flame or flame-producing device in connection with the training of non-fire service personnel in fire suppression or extinguishment procedures;
9. The occasional use in any building of a multipurpose room, with a maximum permitted occupancy of 100 or more for amusement, entertainment or mercantile type purposes.
10. The storage or handling of class I flammable liquids in closed containers of aggregate amounts of more than 10 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
11. The storage or handling of class II or IIIA combustible liquids in closed containers of aggregate amounts of more than 25 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
12. Any permanent cooking operation that requires a suppression system in accordance with N.J.A.C. 5:70-4.7(g) and is not defined as a life hazard use in accordance with N.J.A.C. 5:70-2.4.
13. The use as a place of public assembly, for a total of not more than 15 days in a calendar year, of a building classified as a commercial farm building under the Uniform Construction Code.

**Type 2 Permit - 214.00**

1. Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials;
2. Fumigation or thermal insecticide fogging;
3. Carnivals and circuses employing mobile structure used for human occupancy;
4. The use of a covered mall in any of the following manners:
  - (a) Placing or constructing temporary kiosks, display booths, concession equipment or the like in more than 25 percent of the common area of the mall;
  - (b) Temporarily using the mall as a place of assembly;
  - (c) Using open flame or flame devices;
  - (d) Displaying liquid or gas fueled powered equipment; or
  - (e) Using liquefied petroleum gas, liquefied natural gas, and compressed flammable gas in containers exceeding 5 pound capacity.
5. Storage outside of buildings of LP-gas cylinders when a part of a cylinder exchange program.

**Type 3 Permit - 427.00**

1. Industrial processing ovens or furnaces operating at approximately atmospheric pressure and temperature not exceeding 1400 degrees Fahrenheit which are heated with oil and gas fuel or which contain flammable vapors from the product being processed;
2. Any wrecking yard or junk yard; or
3. The storage or discharge of fireworks.

**Type 4 Permit - 641.00**

1. Storage or use at normal temperature and pressure or more than 2000 cubic feet of flammable compressed gas or 6000 cubic feet or non-flammable compressed gas;
2. The production or sale of cryogenic liquids; the storage or use of more than 10 gallons of liquid oxygen, flammable cryogenic liquids or cryogenic oxidizers; or the storage of more than 500 gallons of non-flammable, nontoxic, cryogenic liquids;
3. The storage, handling, and processing of flammable, combustible, and unstable liquids in closed containers and portable tanks in aggregate amounts of more than 660 gallons;
4. To store or handle (except medicines, beverages, foodstuffs, cosmetics, and other common consumer items, when packaged according to commonly accepted practices):
  - (a) More than 55 gallons of corrosive liquids;
  - (b) More than 500 pounds of oxidizing materials;
  - (c) More than 10 pounds of organic peroxides;
  - (d) More than 500 pounds of nitromethane;
  - (e) More than 1000 pounds of ammonium nitrate;
  - (f) More than one microcurie of radium not contained in a sealed source;
  - (g) More than one millicurie of radium or other radiation material in a sealed source or sources;
  - (h) Any amount of radioactive material for which the specific license from the Nuclear Regulator Commission is required; or
  - (i) More than 10 pounds of flammable solids.
5. The melting, casting, heating, treating, machining or grinding of more than 10 pounds of magnesium per working day; or

**Type 5 Permit - 1,380.00**

1. Reserved.



## Office of the Board of Health

47 Broad Street

Eatontown, New Jersey 07724

Phone: 732-389-7601

E-mail: [deputyclerk@eatontownnj.com](mailto:deputyclerk@eatontownnj.com)

Mobile Truck Name: \_\_\_\_\_

Operating At/From: \_\_\_\_\_ Eatontown, New Jersey 07724

Driver Name(s): \_\_\_\_\_

### TYPE OF ESTABLISHMENT (Please Check One)

MOBILE TRUCK PERMIT

SPECIAL EVENT Date(s) of Event: \_\_\_\_\_ Hour(s) of Event: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Type of Establishment (see below): 258-6 A1 Fee Due: \$75.00

Type of Establishment	FEE	
<b>258-6 A1 Mobile Vehicles</b>	<b>\$75.00 per year</b>	X
258-6 A2 Special Events <i>Lasting one week or less in duration</i>	\$50.00 per event	
<b>258-6 A Establishments Other Than Licensed Restaurants:</b>		
<input type="radio"/> (3a) Minimum fee ALL establishments	\$125.00 per year	
<input type="radio"/> (3b) Between 4,000 and 10,000 square feet (area of food sales)	\$250.00 per year	
<input type="radio"/> (3c) Over 10,000 square feet (area of food sales)	\$650.00 per year	
<b>258-6 A Restaurants</b>		
<input type="radio"/> (4a) Seating Capacity up to 50	\$125.00 per year	
<input type="radio"/> (4b) Seating Capacity from 51-100	\$225.00 per year	
<input type="radio"/> (4c) Seating Capacity over 100	\$375.00 per year	

Please return this **entire form** with payment by cash, check or money order to:

Eatontown Borough

Attn: Clerk's Office

47 Broad Street

Eatontown, New Jersey 07724

Please Note: All food licenses shall expire on December 31<sup>st</sup> **each year**.

Minimum Fees for annual licensing of Retail Food Establishments are hereby fixed by the Borough of Eatontown Code, Chapter 258:

*"Retail Food Establishments and Vending Machines"*

**§ 258-1 Establishment of code for retail food establishments.** A code regulating retail food establishments and fixing penalties for violations is hereby established pursuant to Revised Statutes 26:3-69.1 to 69.6 and Revised Statutes 26:3-92 and 26:3-93. A copy of the said code is with the County Board of Health and with the local Clerk's office and is incorporated and annexed hereto.

**§ 258-4 Right of entry.** The Monmouth County Board of Health per an agreement entered into between the Borough of Eatontown and the Monmouth County Board of Health, its agents or employees, including, but not limited to, its Health Officer, shall have the right of entry, at any reasonable hour, into and upon any public or private building, or premises for the purpose of enforcing the provisions of such Code and of this chapter, or determining whether such provisions or the rules and regulations of the Monmouth County Board of Health and the Borough of Eatontown are being complied with and obeyed. No person shall oppose such entry or hinder or interfere with the Monmouth County Board of Health or any of its agents or employees, or Health Officer, all as aforesaid, in the performance of their duties.

**§ 258-5 License for food or beverage vending machine.** The Borough of Eatontown hereby declares that it shall be unlawful for any person, firm or corporation to conduct or engage in the operation of a food or beverage vending machine without having obtained a health license. All food and beverage vending machine licenses shall commence as of January 1 and expire on December 31 of each year. All food and beverage vending machines shall be operated and maintained in compliance with the provisions of Chapter 24 - Sanitation in Retail Food Establishments and Food and Beverage Vending Machines in compliance with the provisions of this chapter and compliance with Title 24, Revised Statutes of New Jersey.

**§ 258-6 Fees.** The governing body of the Borough of Eatontown hereby fixes the following fees:

A. Minimum fees for annual licensing of Retail Food Establishments are hereby fixed as follows:

**(1) Mobile vehicles: \$75 per year.**

(2) Special events lasting one week in duration or less: \$ 50 per year.

(3) Establishments other than licensed restaurants:

(a) Minimum fee all establishments: \$125 per year.

(b) Between 4,000 and 10,000 square feet: \$250 per year.

(c) Over 10,000 square feet: \$650 per year.

(4) Restaurants:

(a) Seating capacity up to 50: \$125 per year.

(b) Seating capacity from 51 to 100: \$225 per year.

(c) Seating capacity over 100: \$375 per year.

(5) Food license late fee:

(a) A late fee charge will be levied by the licensing municipality on those food establishment owners and/or operators who do not renew their license on the anniversary date. The late fee charge will be in addition to the cost of the establishment's annual food licensing fee.

(b) The late fee charge is set as follows: The late fee equals 20% of the food establishment's annual licensing fee except that the minimum late fee charge shall be set no lower than \$20.

B. (Reserved)

C. Fees for licensing of food and beverage vending machines: \$50 per machine per year.

**§ 258-7 Application for license for retail food and beverage sales or vending machines.** Applications for licenses shall be made to the local Board of Health office in the Borough of Eatontown in accordance with the provisions of N.J.S.A. 26:3-69.1 to 69.6, 26:3-92 and 26:3-93 and Chapter 24 - Sanitation in Retail Food Establishments and Food and Beverage Vending Machines. Applicants shall submit an application on the form provided by the local Board of Health office along with the appropriate fees set forth above. Any person, firm or corporation intending to conduct or engage in the operation of retail food and beverage sales or in food and beverage vending machines must submit the license application and the proper fee prior to the beginning of operation.

**§ 258-8 Compliance by retail food establishments.** All retail food establishments shall be operated in compliance with the provisions of the aforesaid Code of this chapter and Title 24, Revised Statutes of New Jersey.

**§ 258-9 Enforcement.** This chapter may be enforced by and in the name of the Borough of Eatontown or the Monmouth County Health Department by proceedings instituted and prosecuted in a court having jurisdiction of such proceedings.

**§ 258-10 Violations and penalties.**

A. Any person who violated any provisions of this chapter or code established herein shall, upon conviction thereof, be liable to a penalty of not less than \$100 nor more than \$2,000 for each violation; each day a particular violation continues shall constitute a separate offense. Upon refusal or neglect, upon and after conviction, to pay the amount of said penalty or fine, the person so convicted shall be subject to be committed to the county jail for a period not exceeding 90 days, or a period of community service not exceeding 90 days or any combination thereof, all in the discretion of the Municipal Magistrate or other officer before whom the complaint shall be brought. Any license issued under this chapter may be suspended or revoked by the Monmouth County Health Department or the Borough of Eatontown in accordance with the provisions of Chapter 24 - Sanitation in Retail Food Establishments and Food and Beverage Vending Machines and Title 26 of Revised Statutes.

B. In the event that any violation of this code shall also be a violation of a New Jersey State Law, for which a greater penalty is provided for than that contained in the aforesaid code and this chapter, the Municipal Magistrate, before whom the complaint is brought, based upon such violation, shall in his or her discretion, have the right to impose, in the place and in lieu of any penalty provided for herein, that is so provided for in the New Jersey State Law which has been so violated.

**§ 258-11 Prohibited acts.** Every act in such code or herein designated as being unlawful is hereby prohibited, and every act herein expressly prohibited is hereby designated as being unlawful.

**§ 258-12 Repealer.** All ordinances, codes, or parts of same inconsistent with any of the provisions of this chapter and the code established hereunder are hereby repealed to the extent of such inconsistency.

**§ 258-13 Severability.** In the event that any section, sentence or clause of this chapter or code shall be declared unconstitutional by a court of competent jurisdiction, such declaration shall not in any manner prejudice the enforcement of the remaining provisions.

**§ 258-14 Payment of fees.**

A. The license fees covered pursuant to §§ 258-6A, 258-6C et seq. of this chapter shall be paid to the Borough of Eatontown participating with the Monmouth County Board of Health within which such fees are assessed and collected.

**§ 258-15 License not transferable.** The license of any retail food establishment or food and beverage vending machine covered under this chapter is not transferable upon the sale of such retail food establishment or vending machine, and the new owner of any such retail food establishment or vending machine must apply for a new license and pay the appropriate fee provided for in §§ 258-6A, 258-6C et seq. of this chapter.

**§ 258-16 Additional enforcement.** This chapter shall be enforced by the Monmouth County Board of Health, the Municipal Code Enforcement Officer, Sanitary Inspector or other official so designated by the governing body. This chapter may also be enforced by and in the name of the Monmouth County Board of Health or the Borough of Eatontown by proceedings instituted and prosecuted in a court having jurisdiction over such proceedings. This form of enforcement shall not limit the Monmouth County Board of Health or the Borough of Eatontown in the remedies available in enforcing this chapter.

**§ 258-17 When effective.** This chapter and the code herein established shall take effect 30 days after the date of the first publication hereof.