



Township of Wall  
 Wall Township Clerk's Office  
 2700 Allaire Road  
 Wall, NJ 07719  
 (732)449-8444 Ext. 2200  
 clerk@townshipofwall.com

## Vendor Checklist for Annual Renewal of Retail Food Establishment

	<p>Annual retail food establishment renewal licenses are applied for in the Wall Township Clerk's Office</p> <ul style="list-style-type: none"> <li>◦ Blank applications can be found at: <a href="http://wallnj.com/211/Clerks-Office">http://wallnj.com/211/Clerks-Office</a></li> </ul>																								
	<p>Completed application are due by December 31 of each year.</p> <ul style="list-style-type: none"> <li>◦ Applications submitted after December 31 will be subject to a late fee.</li> </ul>																								
	<p>Pursuant to Chapter 119 of Wall Township Ordinance, the fees for Retail Establishments are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Description</th> <th style="text-align: center;">Fee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Mobile Vehicles</td> <td style="text-align: center;">\$40.00 per year</td> </tr> <tr> <td style="text-align: center;">Special Events (one-week duration or less)</td> <td style="text-align: center;">\$50.00 per event</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Establishments other than licensed restaurants:</b></td> </tr> <tr> <td style="text-align: center;">Minimum fee establishments</td> <td style="text-align: center;">\$65.00 per year</td> </tr> <tr> <td style="text-align: center;">Between 4,000 and 10,000 square feet</td> <td style="text-align: center;">\$175.00 per year</td> </tr> <tr> <td style="text-align: center;">Over 10,000 square feet</td> <td style="text-align: center;">\$325.00 per year</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Restaurants</b></td> </tr> <tr> <td style="text-align: center;">Seating Capacity up to 50</td> <td style="text-align: center;">\$65.00 per year</td> </tr> <tr> <td style="text-align: center;">Seating Capacity from 51 to 100</td> <td style="text-align: center;">\$115.00 per year</td> </tr> <tr> <td style="text-align: center;">Seating Capacity over 100</td> <td style="text-align: center;">\$185.00 per year</td> </tr> <tr> <td colspan="2" style="text-align: center;">All public primary, elementary and secondary schools shall be exempt from the fees set forth herein.</td> </tr> </tbody> </table>	Description	Fee	Mobile Vehicles	\$40.00 per year	Special Events (one-week duration or less)	\$50.00 per event	<b>Establishments other than licensed restaurants:</b>		Minimum fee establishments	\$65.00 per year	Between 4,000 and 10,000 square feet	\$175.00 per year	Over 10,000 square feet	\$325.00 per year	<b>Restaurants</b>		Seating Capacity up to 50	\$65.00 per year	Seating Capacity from 51 to 100	\$115.00 per year	Seating Capacity over 100	\$185.00 per year	All public primary, elementary and secondary schools shall be exempt from the fees set forth herein.	
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	<p>Food license late fee; re-inspection fee:</p> <ul style="list-style-type: none"> <li>◦ A late fee will be incurred by food establishment owner(s) and/or operator(s) who do not renew their license by December 31. The late fee charge will be in addition to the cost of the establishment's annual food license fee.             <ul style="list-style-type: none"> <li>▪ The late fee to be imposed: 20% of the food establishment's annual licensing fee, except that minimum late fee charge shall be set no lower than \$20.00</li> </ul> </li> <li>◦ If, upon re-inspection, the establishment is rated conditional or below for the same or similar violation, there will be a re-inspection fee of \$100.00. Establishments are still subject to additional penalties upon the inspector's discretion.</li> </ul>																								
	<p>A satisfactory inspection must be issued from the Board of Health.</p> <ul style="list-style-type: none"> <li>◦ Contact Information for the Board of Health:             <ul style="list-style-type: none"> <li>▪ <a href="http://twp.freehold.nj.us/health">http://twp.freehold.nj.us/health</a></li> <li>▪ (732) 294-2060</li> <li>▪ 1 Municipal Plaza, Freehold NJ 07728</li> <li>▪ <a href="mailto:health@twp.freehold.nj.us">health@twp.freehold.nj.us</a></li> </ul> </li> </ul>																								
	<p>All assessments on the property must be paid current.</p> <ul style="list-style-type: none"> <li>◦ Water</li> <li>◦ Sewer</li> <li>◦ Taxes</li> </ul> <p>Contact information for the Collection Department:</p> <ul style="list-style-type: none"> <li>◦ (732)449-8444 ext. 2600</li> <li>◦ 2700 Allaire Road, Wall NJ 07719</li> <li>◦ <a href="http://www.wallnj.com/268/Collectors-Office">http://www.wallnj.com/268/Collectors-Office</a></li> </ul>																								
	<p style="text-align: center;"><b>Failure to meet the requirements detailed above will result in the return of the application and payment submitted.</b></p> <ul style="list-style-type: none"> <li>• <b>The Clerk's Office will <u>not</u> hold incomplete applications.</b></li> </ul>																								