

GUIDELINES FOR NEW/REMODELED FOOD SERVICE ESTABLISHMENTS

DOCUMENTS / MATERIALS FOR HEALTH DISTRICT APPROVAL

- A completed application for plan review with the plan review fee.
- A floor plan, drawn to scale for the entire establishment, including all floors and solid waste areas.
- A floor plan showing all equipment in proposed locations, with a corresponding equipment list.
- Specification sheets (cut sheets) corresponding to the equipment list for all new equipment.
- Floor, ceiling, wall, and floor/wall juncture types.
- Proposed menu and/or list of food items to be sold.
- Proposal or contract for solid waste removal (and grease removal, if applicable).
- Proposal or contract with a pest control operator.
- If connected to public sewers: recent sewer bill. If not connected: if public sewers are available, a letter from the Authority allowing connection; if unavailable, septic system documents showing a code-complying area (change of use) plus a recent septic tank pump-out.
- If connected to public water: recent water bill. If not: site plan showing well location and pollution sources, construction/registration documents, and recent water analysis.



PROCEDURE FOR PLAN REVIEW

1. The application, floor plans, equipment schedule, and menu are reviewed by the Sanitarian for code compliance. Public toilet facility requirements are also controlled by the Town Building Official.
2. Necessary changes, modifications, or requests for more information are communicated to the owner or representative.
3. Original or revised plans, once acceptable, are approved by the Sanitarian. Applicants are strongly advised to meet with the Sanitarian during review.
4. The plan review application is approved by the Sanitarian's signature.
5. Construction/renovation may begin after building and zoning permits are obtained.
6. Contact the town sewer authority for grease trap requirements.
7. The Sanitarian customarily conducts ongoing inspections during construction. A final pre-operational inspection is required before any operating permit.

OBTAINING A FOOD SERVICE LICENSE

1. Submit a completed food service application with the applicable fee.
2. A Sanitarian conducts a final pre-operational inspection for compliance.
3. A fee, varying by establishment classification, is due before permit issuance.
4. Display the permit prominently in public view. The permit is non-transferable and becomes null and void when the owner/operator changes.
5. Renew the food service permit annually.
6. Future menu changes may result in a classification change and could void the permit. Discuss physical or menu changes with a Sanitarian.

