

PROCEDURE FOR OBTAINING A FOOD SERVICE LICENSE

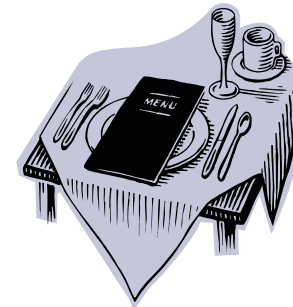
1. A completed food service application must be submitted with the applicable fee.
2. Your establishment will be assigned a food classification (Class I, II, III, or IV) depending on the types of foods to be served. This classification will determine your inspection frequency. In addition, all class III and IV food establishments must comply with the qualified food operator requirement below.
3. The qualified food operator and alternate QFO must sign the application. A copy of the QFO's certificate must be submitted with the application. The qualified food operator must be employed full time at the establishment.
4. A final pre-operational inspection will be conducted by the Sanitarian for compliance with all Health Codes.
5. If all of the above requirements are met, a food service license will be issued. A fee, which varies according to the classification of the establishment, is due prior to permit issuance.
6. The permit must be prominently displayed in public view within the establishment. The permit is non-transferable and becomes null and void when there is a change in the owner/operator of the establishment.
7. The food service permit must be renewed annually.
8. Any future changes to your menu may result in a classification change, which could void your permit. Any physical changes to your operation or menu should be discussed with your Sanitarian.
9. Please know that new or substantially renovated establishments must get signatures from building, zoning and fire marshal on the application prior to licensure.



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Guidelines for New/Remodeled Food Service Establishments & Procedures for obtaining a Food Service License



The following documents and materials need to be submitted to obtain Health District Approval for a new/remodeled food service establishment. Health District approval should be granted prior to the start of construction.

1. The application for plan review with the plan review fee.
2. A floor plan, drawn to scale for the entire establishment, which includes all floors and solid waste area.
3. A floor plan showing all equipment in its proposed locations, and a corresponding equipment list.
4. Specification sheets (cut sheets) which correspond with the equipment list for all new equipment.
5. Floor, ceiling, wall and floor/wall juncture types.
6. Proposed menu and/or list of food items to be sold.
7. Copy of proposal or contract for solid waste removal (and grease removal if applicable).
8. Copy of proposal or contract with a pest control operator for the establishment.
9. If your property is connected to public sewers, submit a copy of a recent sewer bill. If property is not connected to public sewers, submit the following:
 - a. If public sewers are available, provide a letter from the Town Authority that a sewer connection is allowed.
 - b. If sewers are not available, a copy of the septic system is required, including the demonstration of a code-complying area (change of use). A copy of a recent septic tank pump out is also required.
10. If your property is connected to public water, submit a copy of a recent water bill. If property is not connected to public water, submit the following:
 - a. Location of well on site plan, including pollution sources.
 - b. Construction and/or registration documents.
 - c. Recent water analysis.

PROCEDURE FOR PLAN REVIEW

1. The application, floor plans, equipment schedule, and menu are reviewed by the Sanitarian for code compliance. Please note that requirements for public toilet facilities are also controlled by the Town Building Official.
2. Necessary changes or modifications or request for more information are communicated to the owner or representative.
3. The original or revised plans, once found acceptable, are approved by the Sanitarian. It is strongly advised that the applicant meet with the Sanitarian during his/her review to discuss specifics.
4. The plan review application is approved, by signature of the Sanitarian.
5. Construction/renovation work may begin after building and zoning permits are obtained.
6. The owner should contact the sewer authority of the town for grease trap requirements.
7. It is customary for the Sanitarian to conduct ongoing inspections during the construction phase. The Sanitarian must conduct a final pre-operational inspection prior to any operating permit.

