

CHESPROCOTT HEALTH DISTRICT FOOD SERVICE PLAN REVIEW GUIDELINES



Chesprocott Health District (CHD) requires that all plans for proposed food service operations be submitted to this office for review. This helps ensure that the proposed equipment, the layout, menu, and floor/wall finishes meets public health code requirements before the start of construction.

Following the plan review and the completion of construction, the Health District will conduct a preopening inspection of the facility. A food service license will be presented at that time and this is required to operate a food service in the district.

We hope that you find the enclosed materials helpful in your planning. Please do not hesitate to contact this office should you have any questions regarding the planning of your facility.

PROPOSED NEW & REMODELED FOOD SERVICE FACILITY REQUIREMENTS

The following information must be submitted to Chesprocott Health District for all proposed food service facilities:

- 1. A plan review application which is included in this packet and the required fees (see fee schedule).
- 2. A complete set of facility plans including an equipment layout of all areas including plumbing and refrigeration.
- 3. Details regarding the floors, walls, and ceilings in all areas.
- 4. Cut sheets and specifications for all equipment verifying NSF® approval.
- 5. A copy of the proposed menu.
- 6. If the facility is served by an onsite well, the well must be registered with Connecticut Department of Public Health Water Supply Section and lab analysis verifying the water potability must be submitted to the Health District. Check with CHD staff if you need assistance.
- 7. If the proposed facility is served by a septic system, the system may need evaluation by an engineer to ensure that it is suitable for the proposed use. Check with staff if you need assistance.
- 8. You must contact the town's Planning and Zoning Official, Fire Marshall, Sewer and Water Department and Building Official for their requirements as you must submit their sign-off prior to opening.
- 9. You must contact the CT Department of Consumer Protection, Food and Standards Division, at 860-713-6160 if baked goods and/or frozen desserts will be manufactured in the facility.
- 10. In the case that the proposed facility will be located in a private home, an equipped kitchen separate from that from home use is required.
- 11. Hand wash sinks are required to be accessible in areas that include: food preparation areas, food dispensing areas, and warewashing areas.
- 12. CT Public Health Code require that a Qualified Food Operator (QFO) and a Certified Designated Alternate be employed in all facilities that serve hot, potentially hazardous foods to the public (Class 2, 3 & 4 establishments). This certification can be obtained through an approved training organization.
- 13. CHD will require a copy of the QFO training certificate and Designated Alternate form prior to opening.

PROPOSED CHANGE OF OWNERSHIP FSE REQUIREMENTS

The following information must be submitted to Chesprocott Health District for all proposed change of ownership food service facilities:

- 1. A plan review application, which is included, and the require fee must be submitted. (See fee schedule).
- 2. Schedule a walk-thru and inspection of the existing FS facility prior to ownership. (See fee schedule).
- 3. Provide a facility floor plan showing all equipment, including plumbing and refrigeration.
- 4. Provide details on how you will address any deficiencies found during the walk-thru inspection.
- 5. If equipment is replaced, provide cut sheets and specifications for all NSF® approved equipment.
- 6. A copy of the proposed menu.
- 7. If the facility is served by an onsite well, the well must be registered with Connecticut Department of Public Health Water Supply Section and lab analysis verifying the water potability must be submitted to the Health District. Check with CHD staff if you need assistance.
- 8. If the proposed facility is served by a septic system, the system may need evaluation by an engineer to ensure that it is suitable for the proposed use. Check with staff if you need assistance.
- 9. You must contact the town's Planning and Zoning Official, Fire Marshall, Sewer and Water Department and Building Official for their requirements as you must submit their sign-off prior to opening.
- 10. You must contact the CT Department of Consumer Protection, Food and Standards Division, at 860-713-6160 if baked goods and/or frozen desserts will be manufactured in the facility.
- 11. Hand wash sinks are required to be accessible in areas that include: food preparation areas, food dispensing areas, and warewashing areas.
- 12. CT Public Health Code require that a Qualified Food Operator (QFO) and a Certified Designated Alternate be employed in all facilities that serve hot, potentially hazardous foods to the public (Class 2, 3 & 4 establishments). This certification can be obtained through an approved training organization.
- 13. CHD will require a copy of the QFO training certificate and Designated Alternate form prior to opening.

Plan Review Process: You will need to submit all the proper plans, menu, application and fees for review. At that time, you will make an appointment to discuss the plans with a Sanitarian. You will meet with a Sanitarian and together you will review the application.

Proper Sign-offs:

- ❑ Need to provide a Qualified Food Operator (QFO) certificate for class 2, 3 and 4 food service establishments
- ❑ Contact Department of Consumer Protection License if you plan to have baked goods/frozen desserts.
- ❑ If the facility uses well water, you need to be registered with DPH Water Supply Section and provide a current water potability analysis to Chesprocott.
- ❑ Provide Sign-off by Planning & Zoning, Fire Marshall, Building Official and Sewer and Water Department (if applicable) for approvals.

Approval to Construct: Once you have completed plan review and received approval from Chesprocott along with the approval to proceed with the other agencies, then you are allowed to proceed.

Inspection Process: Periodic inspections will occur during the construction process. A final inspection must occur before a food service license is issued.

Food Service License Application: Submit a license application with appropriate fee to CHD. Food Service Licenses are issued based on CHD's fiscal year of July 1 to June 30th. You will receive a new application each year for renewal of your Food Service License. *Food Service Licenses are NOT Transferable from person to person or location to location.*

Food Classifications:

All facilities are inspected based upon their classifications. A facility's menu and the extent of foodhandling determine how often it is inspected.

There are four classifications of facilities that determine the inspection frequency. They are:

CLASS 1:

- Prepackaged food that is not TCS (Time/Temperature Control for Safety)
- Commercially prepackaged, processed (fully cooked) food that is TCS and either cold- held or heated for hot holding, but not cooled
- Preparation of non-TCS foods

CLASS 2:

- Preparation of limited menu TCS food that is served immediately, cold-held or hot-held for an unspecified length of time
- No cooling of TCS foods allowed
- Does not include facilities that provide foodservice specifically to a highly- susceptible population

CLASS 3:

- Preparation of an extensive menu of TCS food involving complex processes including cooking, cooling, reheating for hot-holding, and handling of raw ingredients
- Does not include facilities that provide foodservice specifically to a highly-susceptible population

CLASS 4:

- On-site preparations of foods by special processes, such as sous vide, acidification, ROP, etc.
- Preparation of an extensive menu of TCS food involving complex processes including cooking, cooling, reheating for hot-holding, and handling of raw ingredients that is served in an establishment which serves a highly- susceptible population

Requirement Overviews:

Sewage Disposal- The establishment must be served by either public sewer or an adequate septic system. Proof of adequacy will be required.

Water supply- The establishment must be served by either a public water supply or a well. The well water MUST meet Public Health Code standards. Please visit DPH web site for the latest requirements. This is a lengthy process so plan ahead. A recent water quality analysis must also be presented to CHD prior to licensure and annually thereafter.

Surfaces-All floors, walls, and ceilings must be smooth, non-absorbent and easily cleanable. Floor material such as commercial linoleum, commercial vinyl tile or quarry tile (grout must be sealed) may be used. Wall material such as stainless steel or Marlite are acceptable. In all food handling and preparation areas of the establishment a coved juncture must be provided between the wall and the floor. All floor and wall material must be noted on the floor plan.

Lighting-Adequate lighting must be provided. Fixtures located over food preparation, storage, and display must be shielded or be shatterproof bulbs.

Equipment- Commercial cooking, refrigeration, and dishwashing equipment that meets NSF© standards is required. Provide a list of all equipment specifications with plan review submittal.

Sinks & Dishwashers- The following sinks and/or dishwashers are required:

1. Handwashing sinks in all food preparation, food dispensing and ware washing areas. Soap and paper towels are required at handwashing sinks at all times, along with an acceptable wastebasket.
2. A separate food preparation sink must be provided.
3. A three-compartment sink with drainboard for sanitizing is required. Proper 'Wash-Rinse-Sanitize' is mandatory. The largest pot or sheet pan must fit into each of these compartments.
4. An approved commercial dishwasher (see DPH website for current approved list) capable of washing, rinsing and sanitizing equipment if a dishwasher is used
5. A utility sink with hot and cold water for cleaning of mops and discarding mop water.

Based on the size of your facility and menu, additional sinks may be required.

Grease Trap-Required at all three bay sinks. Interior grease traps must be sized according to the Building Code and approved by the Town Plumbing Inspector. If your facility is on public sewers, you must comply with DEEP's FOG (Fats, Oil & Grease) requirements. See the DEEP website for information and requirements. Contact the Sewer Department for more information. If your facility is served by a septic system, you may be required to have an exterior grease trap of 1500 gallons or greater.

Storage and Holding of Food-There must be enough storage to keep food safe and items clean in your establishment. All stored items must be 12 inches off the floor. Storage shelves must be 4 inches off the floor so you can clean underneath. Exposed food must be kept 18 inches above the floor. Storage areas must be kept safe from sources of contamination such as overhead waste lines.

Refrigerated foods must be held at 41°F or less. Thermometers must be placed in the front of the refrigerator and be visible at all times. Refrigerators with outer mounted thermometers must also be visible.

Frozen food must be held in freezers. Proper thawing methods must be practiced. No thawing at room temperature. Thawing must be done occur with refrigeration, cool running water or part of the cooking process.

Hot foods must be held at 135°F or above after cooking or reheating to appropriate temperature (generally 165°F). Reheating to be done on a stove and then transferred to a steam table for holding. Steam tables are NOT used for cooking or reheating food.

Other Storage-Dry goods and paper products must be stored in clean, well ventilated areas at least 4 inches off the floor.

A designated area must be provided for the storage of chemicals and cleaning products. It should be located away from any food storage or food preparation. Toxic items such as paint or pesticides MUST be kept separate from cleaning products.

Display & Dispensing-All displayed food must be protected from dust and customer access by means of a sneeze guard. This includes salad bars and hot/cold displays. If your plan includes a salad bar, please see CHD staff for detailed regulations. All potentially hazardous food must be kept either cold (41°F) or hot (135°F) during display.

Suitable dispensing utensils shall be used by employees or provided to customers who serve themselves. All utensils shall be either stored clean and dry, stored in a cool running dipper well, stored in 140°F water, or when in use be stored with handles extended out of the food.

Dispensing utensils for frozen desserts shall be stored either dry and clean or in a clean running dipper well.

Insect and Rodent Control-All doors to the outside must be rodent proof with bottom sweeps and/or weather stripping. Screens are required on any door or window that is kept open.

Toilet Facilities-Employees must be provided a toilet facility with a sink that has hot and cold running water, soap, paper towels and a covered garbage can. A sign stating that "Employees must wash hand before returning to work" must be posted. If seating is offered, please consult the Building Official regarding restroom requirements and handicap accessibility requirements. Women's bathrooms must have a covered waste basket and all bathroom doors must be self-closing. Mechanical exhaust fans or screened windows that can be opened must be provided.

Non-Smoking-Public Health Code 19-13-B42 (p) (2) prohibits all indoor public areas of food services (regardless of # of seats) to post a sign at each entrance stating that smoking is prohibited by state law.

If employees are allowed to smoke, you must designate an employee smoking area and have that location reviewed by CHD.

CHESPROCOTT HEALTH DISTRICT

A REGULATION PERTAINING TO FOOD SERVICE ESTABLISHMENTS

PURSUANT TO SECTION 19a-243, (FORMERLY SECTION 19-108) OF THE GENERAL STATUTES OF THE STATE OF CONNECTICUT, AS AMENDED, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE CHESPROCOTT HEALTH DISTRICT THAT:

SECTION 1. DEFINITIONS:

Food Service Establishment shall mean

1. any place where food or beverage is prepared or served to the public, with or without charge, for consumption on or off the premises, including catering establishments or any eating place whether fixed or movable. The term does not include a private home where food is prepared for individual family consumption nor does it include the locations of food vending machines.
2. any place where food is sold, served, provided, or dispensed in any manner to the public, except for the following:
 - a. an establishment that offers only pre-packaged foods that are not potentially hazardous;
 - b. a produce stand that offers only whole, uncut fresh fruit and vegetables; or
 - c. a food processing plant, i.e., a commercial operation that manufactures, packages, labels, or stores food for wholesale distribution and consumption off the premises and which is subject to sanitary regulation and periodic inspections by Federal or State governmental agencies.

Director of Health shall mean the Director of Chesprocott Health District.

Authorized Agent shall mean any employee of the Chesprocott Health District so authorized by the Director.

Person shall include but not be limited to any individual, partnership, company, corporation, or firm.

Itinerant Vendor shall mean any person who operates a business of serving food or drink from any establishment or conveyance without fixed location and without connections to water supply and sewage disposal systems, but does not include catering food services.

Catering Food Service shall mean any person who operates or maintains a business which involves the sale or distribution of food or drink prepared in bulk at one geographic location for service in individual portions at another geographic location, or which involves preparation and service of food on public or private premises not under the ownership or control of the operator of such service.

Temporary Food Service Establishment shall mean any food service establishment licensed to operate for not more than 14 (fourteen) days, and includes but is not limited to fairs, flea markets, carnivals, but does not include caterers, itinerant vendors or seasonal food service establishments.

Seasonal Food Establishment shall mean an establishment which is operated or maintained during a portion of the year only (generally, but not limited to, the summertime).

SECTION 2. LICENSE:

It shall be unlawful for any person, firm, corporation, etc., to operate a food service establishment or offer its services within the towns of Cheshire, Prospect, or Wolcott, who does not have a valid license issued to him by the CHD Director of Health. Only a person who complies with the requirements of this Regulation and the Public Health Code of the State of Connecticut shall be entitled to receive or retain such a license. Licenses are NOT transferable.

A valid license shall be posted in every food service establishment in a conspicuous place, visible to patrons and protected from defacement. Licenses for temporary food service establishments shall be issued for a period of time not to exceed fourteen (14) consecutive days.

Temporary licenses may be renewed not more than once upon payment of an additional fee. Where two or more temporary food service establishments are housed under one roof or jurisdiction, each shall be separately licensed.

SECTION 3. ISSUANCE OR REINSTATEMENT OF LICENSES:

(a) Any person desiring to operate a food service establishment or to obtain the reinstatement of a revoked license shall, at least ten (10) days prior to the proposed opening, re-opening, or change of ownership of such establishment, make written application for a license on forms provided by the Director of Health. Such application shall include, but not be limited to, the name and home address of each applicant, the location and type of the proposed food service establishment, and the signature of each applicant. If the application is for a temporary food

service establishment, it shall also include the dates and location of the proposed operation and have the name and address of the person(s) responsible.

(b) The application shall be accompanied by the appropriate fee and a set of plans of the food service establishment as required by Section 11 of this Regulation.

(c) Prior to issuance of final approval for a license, the Director of Health, or his/her authorized agent, shall inspect the proposed food service establishment to determine compliance with the provisions of this Regulation, the Public Health Code of the State of Connecticut, and any other applicable statutes, ordinances, or rules and regulations.

(d) The Director of Health shall issue a license to the applicant if the inspection reveals that the proposed food service establishment complies with the requirements of this Regulation, the Public Health Code of the State of Connecticut, and any other applicable statutes, ordinances or rules and regulations. The Director of Health shall notify the applicant of approval or denial of the license within not more than thirty (30) calendar days of receipt of a properly executed application and fee. Notification shall be made by first class mail to the address of the applicant shown on the application.

SECTION 4. FEES:

The fee for such licenses shall be as set forth in the Chesprocott Health District Schedule of Fees as the same may be established and amended from time to time.

SECTION 5. EXPIRATION OF PERMANENT LICENSES:

All licenses shall expire on June 30th of each fiscal year, unless otherwise indicated. Licenses shall be renewed annually, unless otherwise indicated, upon application and payment of the annual fee, provided the food service establishment is in compliance with this Regulation, the Public Health Code, and any other applicable statutes, ordinances, or rules and regulations.

SECTION 6. SUSPENSION OF LICENSES:

(A) The Director of Health may suspend any license to operate a food service establishment if:

1. The license holder, person in charge, or the operation of the establishment itself, does not comply with the requirements of this Regulation or the Public Health Code of the State of Connecticut;
2. The operation of the establishment otherwise constitutes an immediate and substantial hazard to public health;
3. The Director of Health or his/her authorized agent is interfered with in the performance of their duties, including but not limited to, not allowing or limiting the Director of Health or his/her agents to perform inspections of the establishment; or
4. There is a failure to correct a violation that is continually found and reported on the inspection form.

(B) If the Director of Health finds unsanitary or other conditions in the operation of a food service establishment, which in his/her judgment, constitute an immediate and substantial hazard to public health, he shall immediately issue a written notice of suspension to the license holder or person in charge citing the reasons for such action. Upon service of such notice, the license is suspended. When a license is suspended, all operations related to the processing, preparation, storage, transportation, sale or service of food shall cease immediately.

(C) Whenever a license is suspended, an opportunity for a hearing will be provided, if a written request for a hearing is filed with the Director of Health by the license holder within three (3) business days of notice of the suspension. If no written request for a hearing is filed within three (3) business days, the suspension shall continue until further notice of the Director of Health. The Director of Health may end the suspension at any time if it is determined by the Director of Health that reasons for the suspension no longer exist.

(D) Upon receiving a request for a hearing, the Director of Health shall thereupon immediately examine the merits of such suspension and may sustain, modify or rescind such suspension. The license holder who is aggrieved by such action of the Director of Health may, within three (3) business days after the making of such decision, appeal to the Commissioner of Public Health who shall thereupon immediately notify the authority from whose decision the appeal was taken and examine the merits of such case and may sustain, modify, or rescind such action.

SECTION 7. REVOCATION OF LICENSES:

(a) The Director of Health may, after providing notice and opportunity for an appeal and hearing, revoke a license for serious or repeated violations of any of the requirements of this Regulation or the Public Health Code of the State of Connecticut, or for interference with the Director of Health, or his/her authorized agent, in the performance of his/her duties. Prior to revocation, the Director of Health shall notify the license holder or person in charge, in writing, of the reasons for which the license is subject to revocation, and that the license shall be revoked at the end of fourteen (14) calendar days following service of such notice, unless an appeal is filed with the Director of Health by the license holder within three (3) business days of such notice during normal business hours of the District. If no appeal is filed within three (3) business days, the revocation of the license becomes final. If an appeal is filed, the Director of Health shall, within ten (10) days, examine the merits of such revocation and shall vacate, modify, or affirm such revocation.

(b) The license holder or person in charge who is aggrieved by such action of the Director of Health, after appeal may, within three (3) business days after the making of such decision, appeal to the Commissioner of Public Health who shall thereupon immediately notify the authority from whose decision the appeal was taken and examine the merits of such case and may sustain, modify, or rescind such action.

(c) During the process of appeal, the license shall remain revoked.

SECTION 8. SERVICE OF NOTICES:

Any notice provided for in this regulation shall be deemed to be properly served when it is personally delivered to the license holder or person in charge of the food service establishment, or when it is sent by registered or certified mail (return receipt requested) to the last known address of the license holder. A copy of any notice shall be filed in the records of the Director of Health.

SECTION 9. REINSTATEMENT OF LICENSES:

(a) Suspension: Whenever a license has been suspended, the holder of the suspended license may make a written request for reinstatement of the suspended license. Within ten (10) days following receipt of a written request, including a statement signed by the applicant that, in his/her opinion, the conditions causing the suspension have been corrected, the Director of Health or his/her authorized agent shall make a reinspection. If the applicant is complying with the requirements of this Regulation, the Public Health Code of the State of Connecticut, and any other applicable statutes, ordinances or rules and regulations, the license shall be reinstated.

(b) Revocation: After a period of fifteen (15) calendar days from the date of revocation, a written application may be made for the reinstatement of a license, as provided in Section 3 of this Regulation, with payment of the annual fee. Such application shall include a statement signed by the applicant that, in his/her opinion, the conditions resulting in the revocation have been corrected. Following such application, the Director of Health or his/her authorized agent shall make an inspection. If the applicant is complying with the requirements of this Regulation, the Public Health Code of the State of Connecticut, and any other applicable statutes, ordinances or rules and regulations, the license shall be reinstated.

SECTION 10. FACILITIES SERVED BY WELL WATER:

All food service establishments utilizing well water shall meet the requirements of Section 19-13-B102 of the Public Health Code of the State of Connecticut. Prior to licensing and annual relicensing, the well water shall be sampled by a qualified individual and the results submitted to the Director of Health. At a minimum, the well water must be analyzed for total coliform bacteria, color, odor, turbidity, pH, nitrate, nitrite, sodium, chloride, iron, manganese, hardness, and sulfate. An analysis for additional parameters may be required if determined by the Director of Health or his/her authorized agent.

SECTION 11. SUBMISSION OF PLANS:

(a) Whenever a food service establishment is constructed or remodeled, and whenever an existing structure is converted to use as a food service establishment, detailed plans and specifications for such construction, remodeling, or alteration shall be submitted to the Director of Health, or his/her authorized agent, for review and approval at least twenty (20) calendar days prior to the proposed issuance of a food service license or a building permit, and before construction, remodeling, or alteration is begun.

(b) The plans and specifications shall indicate the proposed layout, arrangement, and construction materials of work areas, and the type and model of proposed fixed equipment facilities.

(c) The Director of Health, or his/her authorized agent, shall approve the plans and specifications if they meet the requirements of this Regulation, the Public Health Code of the State of Connecticut, and any other applicable statutes, ordinances, or rules and regulations. No food service establishment shall be constructed, remodeled, or altered except in accordance with plans and specifications approved by the Director of Health, or his/her authorized agent.

SECTION 12. PRE-OPERATIONAL INSPECTIONS:

Whenever plans and specifications are required by Section 11 of this Regulation to be submitted to the Director of Health, or his/her authorized agent, the Director of Health, or his/her authorized agent, shall inspect the food service establishment prior to commencement of operation to determine compliance with the approved plans and specifications, and with the requirements of this Regulation and the Public Health Code of the State of Connecticut.

SECTION 13. EXAMINATION AND CONDEMNATION OF FOOD:

Food may be examined or sampled by the Director of Health, or his/her authorized agent, as often as necessary for enforcement of this Regulation or the Public Health Code of the State of Connecticut. The Director of Health, or his/her authorized agent, may, upon written notice to the owner or person in charge specifying with particularity the reasons therefore, place a hold order on any food or beverage which he believes is unfit for human consumption. The Director of Health, or his/her authorized agent, shall tag, label, or otherwise identify any food subject to a hold order. No food subject to a hold order shall be used, served, consumed, or moved from the establishment. The Director of Health, or his/her authorized agent, shall permit storage of the food under conditions specified in the hold order, unless storage is not possible without risk to the public health, in which case immediate destruction shall be ordered and accomplished. The hold order shall state that a request for hearing may be filed with the Director of Health within three (3) business days, and that if no hearing is requested, the food shall be destroyed. The Director of Health shall hold a hearing, if so requested, and on the basis of evidence produced at that hearing, the hold order may be sustained, modified or rescinded or the owner or person in charge of the food may be directed, by written order, to denature or destroy such food or to bring it into compliance with the provisions of this Regulation or the Public Health Code of the State of Connecticut.

SECTION 14. FOOD SERVICE ESTABLISHMENTS OUTSIDE JURISDICTION OF THE CHESPROCOTT HEALTH DISTRICT:

Food from food service establishments outside the jurisdiction of the Director of Health of the Chesprocott Health District may be sold within the towns of Cheshire, Prospect, and Wolcott if such food service establishments conform to the provisions of this Regulation or to substantially equivalent provisions. To determine the extent of compliance with such provisions, the Director of Health may accept reports from responsible authorities in other jurisdictions where such food service establishments are located.

SECTION 15. FOOD HANDLER TRAINING / QUALIFICATION:

A qualified food operator (QFO) will be required at each Class III and Class IV establishment per Section 19-13-B42(s)(4) of the Public Health Code of the State of Connecticut.

Additional training may be required if the Director of Health, or his/her authorized agent, finds unsanitary or other conditions in a food service establishment which constitute an immediate or substantial hazard to public health or when a particular violation or group of violations of the Public Health Code of the State of Connecticut appear on more than two (2) consecutive inspection reports.

SECTION 16. PENALTIES OTHER THAN SUSPENSION AND REVOCATION OF LICENSES:

Any person who shall violate any of the provisions of this Regulation and/or the Public Health Code of the State of Connecticut shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than one hundred dollars (\$100.00). In addition thereto, such persons may be enjoined from continuing such violations. Each day that a violation continues shall constitute a separate violation.

SECTION 17. REPEAL AND DATE OF EFFECT

This Regulation shall be in full force and effect ninety (90) days from adoption and, at that time, all regulations and parts of regulations in conflict with this Regulation are hereby repealed.

SECTION 18. UNCONSTITUTIONALITY CLAUSE:

Should any section, paragraph, sentence, clause, or phrase of this Regulation be declared unconstitutional or invalid for any reason, the remainder of said Regulation shall not be affected thereby.

Chesprocott Health District

1247 Highland Avenue Cheshire, CT 06410

203-272-2761

Food Service Establishment Plan Review Application

New Establishment **Remodel of Existing** **Change of Owner**

Name of Establishment _____

Address of New Establishment _____ Town, State, Zip Code _____

Owner of New Establishment _____

Owner's Address _____ Home Phone _____

E-mail address _____ Cell Phone _____

Name of Applicant _____ Title (owner, architect, manager) _____

E-mail address _____ Cell Phone _____

Projected Start Date: _____

Projected Completion Date: _____

Type of Food Service Establishment:

- Restaurant
- Food Store { Less than 2,000 sq. ft. with food prep Greater than 2,000 sq. ft. with food prep Less than 5,000 sq. ft. with NO food prep }
- Bakery
- Itinerant Vendor
- Caterer
- School Cafe
- Nursing Home

Sewage Disposal

- Public Sewers
- Septic System

Grease Trap

- Indoor
- Outdoor
- None

Water Supply

- Public Water
- Private Well

Service Method:

- Eat- in
- Take-out
- Buffet/salad bar
- Catering

Seating Capacity: _____

Square Footage of Establishment: _____

of Employees (per shift): _____

Estimated Daily Water Usage: _____

Estimated # of Meals Served: Breakfast: _____

Lunch: _____ Dinner: _____

Hours of Operation: Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____ Friday: _____

Fee schedule : See current fee schedule

Chesprocott Health District

1247 Highland Avenue Cheshire, CT 06410

203-272-2761

Food Service Sign-Off Sheet

All departments must sign off before Chesprocott Health District will issue a Food Service License. Have each Town Official sign off in the appropriate space. Return signed sheet to CHD so license can be issued.

Name of Food Service Establishment: _____

Address: _____ Town: _____

Code Official (By signing this document you are acknowledging that they are in compliance)

Planning and Zoning: _____ Date: _____

Fire Marshal: _____ Date: _____

Building Official: _____ Date: _____

Sewer Dept (If applicable): _____ Date: _____

Consumer Protection (if applicable): _____ Date: _____