

CHECKLIST FOR OPENING A FOOD SERVICE ESTABLISHMENT IN CHESPROCOTT HEALTH DISTRICT

Name of Proposed Establishment \_\_\_\_\_

Address \_\_\_\_\_

- |        |   |   |
|--------|---|---|
| _____  | 1 | Obtain a Plan Review Packet from our office.  |
| (date) |   |   |
| _____  | 2 | Prepare a menu, floor plan, and list of equipment.  |
| (date) |   |   |
| _____  | 3 | Schedule a meeting for a <b>Plan Review</b> with the Chesprocott Sanitarian who inspects food service facilities in your town. Call our office to get the inspector's name. A fee is charged for the plan review. |
| (date) |   |   |
| _____  | 4 | If a Class 3 or 4 establishment, a <b>Qualified Food Operator Certificate</b> is required. This is mandatory <b>prior to opening</b> .  |
| (date) |   |   |
| _____  | 5 | If a bakery or pizza establishment, or soft serve ice cream is served, Consumer Protection must be notified and their requirements followed: 860-713-6160.  |
| (date) |   |   |
| _____  | 6 | Once our sanitarian has approved your plan, construction can begin.   |
| (date) |   |   |
| _____  | 7 | Prior to opening, a pre-opening inspection by a Chesprocott Sanitarian is required to ensure compliance with the Connecticut Public Health Code.  |
| (date) |   |   |
| _____  | 8 | Prior to opening, an application must be completed for a food service license from Chesprocott and a licensing fee paid. All licenses expire on June 30.  |
| (date) |   |   |
| _____  | 9 | If a liquor license will be needed, contact the State Liquor Commissioner at 860-713-6200 as soon as possible.  |
| (date) |   |   |