



## Eastern Highlands Health District

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### FOOD SERVICE ESTABLISHMENT PLAN REVIEW APPLICATION PROCESS AND LICENSE APPLICATION PROCESS INSTRUCTIONS

Eastern Highlands Health District requires a Food Service Plan Review for all new or remodeled food service establishments and for all changes of ownership of an existing facility. The plan review process not only ensures compliance with the CT Public Health Code, but results in a facility that fosters safe food handling procedures, adequate sanitation, and good personal hygiene practices to provide a high quality, safe product for customers.

This folder provides the applications, forms and information needed to open a Food Service Establishment (FSE) in Eastern Highlands Health District, including:

#### FORMS

- \* [Food Service Establishment Plan Review Application](#)
- \* [Health Code Agreement Checklist](#)
- \* [CTDPH - FSE Water System Registration Form](#)
- \* [Food Service License Application](#)

Also included

- \* [FSE Ownership Transfer Screening Form](#)
- \* [Itinerant Food Vendor Information Form](#)
- \* [Itinerant Food Vendor –Base of Operation Declaration Form](#)

#### REFERENCE INFORMATION

- \* [EHHD Food Service Fee Schedule](#)
- \* [EHHD Sanitary Code, Section 4](#)
- \* [Guidelines for Classifying Food Service Establishments](#)
- \* [Qualified Food Operator Requirements](#) for Class III and IV Establishments
- \* [CT Public Health Code Section 19-13-B42](#), Places Dispensing Food and Beverages – the state regulations governing food service establishments

(NOTE: Public Health Code [Section 19-13-B48](#) for Itinerant Food Vending and [Section 19-13-B49](#) for Catering Food Service are also available if applicable.)

#### THE PROCEDURES AND SEQUENCE OF EVENTS ARE AS FOLLOWS:

1. Submit the Plan Review Fee and the completed [Plan Review Application](#), including all required plans and specifications. Provide 20 working days for the preliminary completion of the plan review.
2. EHHD will generate a memo, detailing any deficiencies in the plan or further information needed to complete the plan review. Revisions to the plan may be required.
3. All issues must be addressed to the satisfaction of EHHD before the plan can be approved. The plan must be approved before any building permits are issued or work begins.
4. Any changes from the original plan must be approved by EHHD. During the construction process, EHHD may inspect the facility. Any deficiencies noted during a construction inspection will be documented by EHHD and must be corrected.
5. A pre-operational inspection, with all equipment in place and operational, will be performed. All outstanding issues shall be addressed before the final opening inspection.
6. Prior to the pre-operational inspection, submit the [Food Service License Application](#) and appropriate fee.
7. A final opening inspection will be performed. When all outstanding issues are addressed to the satisfaction of EHHD, the Food Service License will be issued. At that time, the establishment may open and serve food to the public.

***NOTE: The issuance of the food service license by itself does not constitute a blanket approval to operate. All other fire, building and zoning requirements must be met before the food service establishment may open.***

## What is Required?

1. A [Food Service Plan Review](#) is required whenever a food service establishment is constructed or remodeled and whenever an existing structure is converted to use as a food service establishment,
2. A [Food Service License Application](#) is required for any new food service establishment and whenever there is an ownership transfer at an existing licensed food service establishment.

**For a New Establishment in a New Building**, submit the following completed forms, fees and information:

- EHHD FSE [Plan Review Application](#) with fee
- Proposed Menu (Including any seasonal, off-site, banquet menus and planned special events)
- [Health Code Agreement Checklist](#)
- Food Service Establishment [Water System Registration Form](#) (CT DPH form)
- QFO Training Certificate (for class 3 and 4 Establishments only)
- Detailed Floor Plans
- Equipment Schedule with Manufacturer Specification Sheets
- Site Plan
- At the time of scheduling the pre-operational inspection, submit the EHHD [Food Service License Application](#) with fee

The new establishment will also require an approved sewage disposal system design or access to public sewers.

The water supply to the new establishment must be from a source approved by the CT Department of Public Health (DPH) Drinking Water Section. If a new well is proposed, the well site also requires DPH approval.

**For a New Establishment in an Existing/Converted Building**, you must include all of the completed forms, fees and information from the list above along with a [B100a Application](#) and fee. The B100a Application is required to evaluate the impact of the proposed food service establishment on the existing sewage disposal system and property. If the proposed use will increase the design flow to the existing sewage disposal system, additional information may be required including soil testing, sewage disposal system design or even an expanded sewage disposal system. The water supply approval and [registration with the CT DPH](#) is also required.

**For a Transfer of Ownership at an Existing Licensed Food Service Establishment**, please see the [Ownership Transfer Screening Form](#) and Instructions for specific application and plan review requirements.

**For Mobile Food Vendors/Itinerant Food Vendors**, please see the [Itinerant Food Vendor Information Form](#) for specific application and plan review requirements. Please ask for a copy of CT Public Health Code [Section 19-13-B48](#).

**For Remodeling an Existing Licensed Food Service Establishment**, you must submit a [Plan Review Application](#) with fee and all floor/building plans, equipment list and supporting information for the proposed project. A [B100a Application](#) will also be required if an **Addition or Expansion** of the existing establishment is proposed. Please submit a menu with your plan review application.

### **In addition, please note the following:**

1. You must contact the town's Building Official, Fire Marshal, Zoning Official, etc. regarding their requirements.
2. You must contact the CT Department of Consumer Protection, Food Standards Division at 860-713-6160 if baked goods and/or frozen desserts will be manufactured in the facility.
3. In the case that the proposed facility will be located in a private home, an equipped kitchen, separate from that for home use is required.