



Eastern Highlands Health District

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

Eastern Highlands Health District requires a Food Service Establishment License Application and a Food Service Plan Review Application for all new food service establishments. The application and plan review process not only ensures compliance with the CT Public Health Code, it also 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 License Application
- \* Food Service Establishment Plan Review Application
- \* Health Code Agreement Checklist
- \* CTDPH - FSE Water System Registration Form

Also

- \* FSE Ownership Transfer Screening Form
- \* Itinerant Food Vendor Information Form
- \* Itinerant Food Vendor –Base of Operation Declaration Form

**REFERENCE INFORMATION**

- \* EHHD 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 completed license and plan review application forms, fee(s) and information required for your particular proposal. Include all required plans, specifications and support documents. Provide 20 working days after submission of the completed plans for the initial review.
2. EHHD will review the application packet and will generate a review memo detailing any deficiencies in the plan or conditions of approval. Revisions to the plan or additional information may be required for approval. **The plan must be approved before any building permits are issued or work begins.**
3. Any changes to the original approved plan must have prior approval from EHHD. During the construction process, EHHD will inspect the facility to assure compliance with the Public Health Code and plan.
4. A pre-operational inspection, with all equipment in place and on line, will be performed by EHHD. All deficiencies shall be addressed before the pre-opening inspection.
5. A pre-opening inspection will be performed by EHHD. When all outstanding issues are addressed to the satisfaction of EHHD, the Food Service License will be issued or the facility will be approved to open.

***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.***

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## What is Required?

1. **A Food Service License Application** review is required for any new food service establishment and whenever there is an ownership transfer at an existing licensed food service establishment.
2. **A 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,

**For a New Establishment in a New Building**, your application must include the following completed forms, fees and information:

- **EHHD Food Service License 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)**
- **EHHD FSE Plan Review Application with fee**
- **Detailed Floor Plans**
- **Equipment Schedule with Manufacturer Specification Sheets**
- **Site Plan**

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**, your application 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.

**For a Transfer of Ownership at an Existing Licensed Food Service Establishment**, please see the enclosed 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.

