

FOOD SERVICE LICENSE APPLICATION AND GUIDANCE



**505 Silas Deane Highway
Wethersfield, CT 06109
Phone: (860) 721-2822
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Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823
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Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533
Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767
www.ccthd.org

FOOD SERVICE LICENSE APPLICATION AND GUIDANCE

Dear Food Service License Applicant,

Please be advised that food service establishments operating within the Central Connecticut Health District (CCHD) are required to comply with the requirements of the Connecticut Public Health Code and the CCHD Sanitary Code. All establishments are required to obtain a license to operate prior to opening. This guidance packet is intended to provide you with the necessary forms and information to allow you to apply for and receive a license.

Enclosed you will find the following:

- Steps for constructing an establishment or converting/renovating an existing building.
- Steps for submitting a request for a change in ownership.
- Food Service Establishment Checklist of items to be included in a plan to build/convert/renovate an establishment.
- Food Establishment Plan Review Application form (required for building/converting/renovating)
- Definitions used to classify food service establishments as either I, II, III or IV.
- Food Service Establishment License Application form.
- Qualified Food Operator requirements for class III and IV establishments.
- Information regarding the requirements of the CT DEP Fats, Oils and Grease Regulations.

Please note that CCHD staff are available to inspect existing buildings prior to purchase and/or conversion/renovation to help identify deficiencies. Submission of a complete and thorough plan will help to ensure approval of your proposal prior to purchasing/construction/renovation.

Food service establishment licenses are issued following final approval of construction/renovation, submission of appropriate forms and payment of applicable fees. Food establishment licenses expire annually on June 30.

Please contact me should you have any questions or need any additional information.

Thank you for your cooperation.

Sincerely,

Charles K. Brown, Jr., MPH
Director of Health



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Food Service Establishments: New Construction, Renovation, and Change of Ownership

A. Steps for New Construction, or Conversions of an Existing Building to a Food Service Establishment

1. Food Service Plan Review Guideline provided to applicant
2. Applicant prepares and submits plan to CCHD using the guideline
3. CCHD reviews plan, requests additional information/revisions as needed
4. CCHD approves plan once acceptable (plan approval letter and inspection schedule provided to applicant)
5. CCHD notifies building official and MDC/WPCA
6. Applicant receives building permit and constructs establishment
7. CCHD performs inspections both in process per schedule and as a final inspection
8. Permit issued based upon CCHD acceptable final inspection, completion of permit application form and payment of fee, submission of QFO certificate (class 3&4 only), as well as Town Building Department, Fire Marshal and MDC/WPCA approvals.

B. Steps for Renovating an Existing Food Service Establishment

1. Same as above except that CCHD staff perform a walkthrough of existing space as a first step

C. Steps for Change in Ownership of Existing Food Service Establishments (No Renovations)

1. CCHD performs a walkthrough of existing facility if there are concerns regarding the condition
2. Plan A above followed if renovations are required
3. If renovations are not required, applicant completes permit application form and submits along with the appropriate fee.
4. CCHD notifies Fire Marshal and MDC/WPCA



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New Food Service Establishment Guidelines

The CCHD Sanitary Code requires all food service establishments to be licensed. As a prerequisite to that licensing, there are certain requirements that must be met:

1. Consult with the Town Planner for the member town, to insure the proposed operation meets town planning and zoning regulations.
2. Consult with the Fire Marshal for the member town to determine needed permits/drawings for compliance with applicable fire safety codes.
3. Consult with the Building Official for the member town, to determine needed permits/drawings for compliance with applicable building, electrical, plumbing, HVAC Codes.
4. The Central Connecticut Health District requires a set of plans, along with a Food Establishment Plan Review Application form accompanied by the appropriate fee, for the proposed/renovated food service operation.

Enclosed please find a Food Establishment Plan Review Application form as well as a Food Service Establishment Checklist for your use.

Please contact the Central Connecticut Health District main office at (860) 721-2818 should you have any questions or need any additional information.



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The following checklist is provided as a guide for information needed to obtain a permit to construct or remodel a food service establishment.

Food Service Establishment Checklist

1. Floor plan drawn to scale showing location of all equipment and facilities.
2. Manufacturer specification sheet for each piece of food service equipment. (Note: must be NSF approved.)
3. Stamped engineered drawings for the exhaust hood system (if applicable).
4. Provide hand washing facilities in food preparation areas.
5. Show number of seats (if applicable).
6. Show the dry storage area.
7. Show area and indicate method of collection for exterior refuse storage.
8. Floors, walls and ceilings in food preparation areas need to be smooth, non-absorbent and easily cleanable, commercial grade where appropriate.
9. Provide a coved base at the floor/wall juncture in food preparation areas.
10. Provide a mop sink and an area for hanging brooms and mops. If there is no mop sink, explain how mops will be cleaned and where water will be disposed.
11. Provide an area for employees to place personal items. (e.g. Purses, jackets, etc.)
12. Provide an area to store toxic items away from food preparation.
13. Provide a 3 -bay pot and pan washing sink, with rack above for air drying.
14. Equipment list to indicate if equipment is fixed in place, mobile (on casters, etc.) or movable.
15. All food service equipment to be mounted a minimum 6" off the floor or on wheels.
16. Provide a food preparation sink (if applicable).
17. Provide a copy of the menu.
18. Submit documentation for qualified food operator (QFO) if class 3 or 4.
19. Indicate source of water supply and method of sewage disposal (public or private).
20. Provide a lighting schedule. Ensure lights are shielded.
21. Indicate type of commercial dishwasher—hot water versus chemical sanitization with test strip.
22. Provide salad bar details including sneeze guard and reach in distance (if applicable).
23. Locate floor drains if provided.
24. Contact Consumer Protection --phone (860) 713-6160-- if proposed establishment is a bakery or grocery store.
25. Indicate type of ice machine—water cooled versus air cooled.
26. Provide size of hot water heater (UL rated), appropriate to the design of the restaurant.
27. Provide an area for storage of dishes, utensils, and pots and pans.
28. Provide a grease trap/interceptor in compliance with CT DEP FOG Regulations.

Classification of Food Establishments per the State of CT Public Health Code

Class I—A food service establishment with commercially prepackaged foods and/or hot or cold beverages only. No preparation, cooking or hot holding of potentially hazardous food is included except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours.

Class II—A food service establishment using cold or ready-to-eat commercially processed food requiring no further heat treatment and/or hot or cold beverages. No cooking, heating or hot holding of potentially hazardous food is included, except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours, and commercially precooked hotdogs, kielbasa and soup may be heated if transferred directly out of the original package and served within four (4) hours.

Class III—A food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and consumed by the public within four (4) hours of preparation.

Class IV—A food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and held (hot or cold) for more than four (4) hours prior to consumption by the public.



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FOOD SERVICE ESTABLISHMENT LICENSE

APPLICATION/RENEWAL FORM

Expires annually on June 30

(All information must be filled in)

NAME OF ESTABLISHMENT _____ PHONE NO. _____

ADDRESS _____ STREET _____ CITY _____ FAX NO. _____

MAIL TO ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP CODE _____

NAME OF OWNER _____

ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP CODE _____

EMAIL ADDRESS _____ PHONE NO. _____

SIGNATURE OF OWNER *x* _____

NAME OF OPERATOR/MANAGER _____

EMAIL ADDRESS _____ PHONE NO. _____

EMERGENCY CONTACT _____ NAME _____ Provide PHONE, EMAIL or FAX (CIRCLE ONE)

NAME OF QUALIFIED FOOD OPERATOR (QFO) _____
 (Required for Class 3 and 4 establishments--Please attach a copy of QFO certificate)

Licensed Pest Control Co. _____ Public Private

Liquor Served Yes No Seating Capacity _____ Water Supply Septic

ANNUAL FEE (Check one) Class category is confirmed by Health District--Descriptions on back of application

- | | <u>Full Operation Food Establishment</u> | <u>Caterers</u> | <u>Grocery</u> |
|------------------------------------|--|--|------------------------------------|
| Class I | <input type="checkbox"/> \$ 100.00 | <input type="checkbox"/> \$ 100.00 | <input type="checkbox"/> \$ 100.00 |
| Class II | <input type="checkbox"/> \$ 165.00 | <input type="checkbox"/> \$ 165.00 | <input type="checkbox"/> \$ 165.00 |
| Class III | <input type="checkbox"/> \$ 200.00 | <input type="checkbox"/> \$ 200.00 | <input type="checkbox"/> \$ 200.00 |
| Class IV (0-50 seating capacity) | <input type="checkbox"/> \$ 250.00 | <input type="checkbox"/> \$ 255.00 | <input type="checkbox"/> \$ 365.00 |
| Class IV (51-100 seating capacity) | <input type="checkbox"/> \$ 280.00 | | |
| Class IV (101 + seating capacity) | <input type="checkbox"/> \$ 365.00 | <input type="checkbox"/> Seasonal Establishment \$100.00 | |

- FEE WAIVER REQUESTED--applies to: State of CT owned and operated facilities; Health District member towns, their departments and facilities including public schools that are not contracted out to a for-profit vendor; private, not-for-profit schools; and not-for-profit day care centers.
 ~or~
 NOT-FOR-PROFIT STATUS REQUESTED--(50% of fee listed above applies). The above organization is operated by a non-profit organization exempt from federal taxes AND exempt from local real estate and personal property tax (Includes but not limited to religious groups, social clubs, and youth organizations that are not included under Fee Waiver.) **IRS and/or State of CT Department of Revenue Services determination letter(s) MUST be submitted with this application.**

Please mail payment (**checks only**) to: "Central Connecticut Health District", 505 Silas Deane Highway, Wethersfield, CT 06109

OFFICE USE ONLY	Received _____	Check # _____	Entered _____
APPROVED _____	Date _____	Entered _____	
Director of Health or authorized representative			Revised 7/21/16



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QUALIFIED FOOD OPERATOR REQUIREMENTS

Each person owning, operating or managing any food service establishment designated either as a class 3 or class 4 shall be a qualified food operator or shall employ on-site at least one qualified food operator who is in a supervisory position at said establishment. Qualified food operator is a food operator employed in a full-time position who has demonstrated a knowledge of safe food handling techniques. Supervisory position means the position of a person who directs and inspects the performance of food service workers.

Responsibilities of Qualified Food Operators:

The QFO is responsible for operating the food service establishment in compliance with all the provisions of section 19-13-B42 of the Regulations of Connecticut State Agencies. The QFO of food service establishment is responsible for ensuring training of food preparation personnel. All such personnel shall receive training that shall include but not necessarily be limited to :

- Instruction in proper food temperatures
- Food protection
- Personal health and cleanliness
- Sanitation of the facility, equipment, supplies and utensils

The QFO shall maintain written documentation of a training program and training records of individual employees, and shall make these records available to the inspector upon request.

Qualified food operator not on-site:

The owner/operator of the food service establishment shall designate an **alternate person** to be in charge at all times when the qualified food operator cannot be present or on-site in the establishment. **A signed statement must be provided to the Health District attesting that the alternate person in charge has demonstrated knowledge of food safety training.**

(See over for approved testing organizations)

QUALIFIED FOOD OPERATOR **APPROVED TESTING ORGANIZATIONS***

ServSafe®

The Educational Foundation of the National Restaurant Association (NRA)

Phone: 1-800-765-2122, ext. 6703

Website: www.servsafe.com

Exam Name: *ServSafe Food Safety Manager*

175 West Jackson, Suite 1500

Chicago, IL 60604

Prometric

Formerly Thomson Prometric, Expor Assessment, National Assessment Institute, Chauncey, and Educational Testing Service)

Phone: 1-443-455-8000 (contact Kate Hill)

Website: www.prometric.com

Exam Name: *Certified Professional Food Manager*

1500 South Clinton Street

Baltimore, MD 21224

National Registry of Food Safety Professionals/Environmental Health Testing

Phone: 1-407-472-2535

Fax: 1-407-352-3603

Contact: Lawrence Lynch, llynch@nrfsp.com

Website: www.nrfsp.com

Exam Name: *Certified Food Safety Manager*

7680 Universal Blvd., Suite 550

Orlando, FL 32819

Not Currently Approved, but certificates obtained prior to 2003 are acceptable:

Certifying Board for Dietary Managers*

Phone: 1-800-323-1908

Fax: 1-630-587-6308

Website: www.anfponline.org

406 Surrey Woods Drive

St. Charles, Illinois 60174



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Fats, Oils, and Grease

The CT Department of Environmental Protection (CT DEP) has issued a *General Permit for the Discharge of Wastewater Associated with Food Preparation Establishments* effective September 30, 2005 for Class III and Class IV food service establishments (FSEs) as defined in the CT Public Health Code.

What does this mean?

Class III and Class IV FSEs must comply with the new general permit requirements according to the timeline noted below. FSEs will need to work with their local water pollution control authority (WPCA)¹, local building department, and the Central Connecticut Health District to determine their compliance needs.

Compliance Dates

- New establishments- before opening.
- Existing establishments- July 1, 2011. However, earlier compliance is required if any of the following four conditions exist:
 1. Change in ownership- compliance within 60 days.
 2. Renovation exceeding \$20,000 in any one calendar year - must comply with permit at time of renovation.
 3. Renovations exceeding a cumulative total of \$40,000 between September 30, 2005 and July 1, 2011- must comply with permit at time of renovation.
 4. FSE located in a problem area as identified by the WPCA- immediate compliance

What are the general permit requirements?

The general permit includes, but is not limited, to the following conditions:

- Install either a 1,000 gallon outdoor passive grease interceptor or an indoor automatic grease recovery unit (AGRU)
- Effluent limitations on discharge to sanitary sewer
- Pollution Prevention and Best Management Practices
- Reporting and record keeping requirements

Where do I get additional information?

The General Permit may be downloaded from the CT DEP web site at:

http://www.dep.state.ct.us/pao/download/watrdwn/fog_gp.pdf.

Automatic Grease Recovery Unit Contact List
(AGRU)

The following is a list of AGRU vendors:

Highland Tank/Lowe Engineering

<http://www.highlandtank.com/>

Michael Gauthier

Sales Engineer

Tel: (603) 647-6646

Fax: (603) 315-7465

Thermaco Big Dipper

www.big-dipper.com

Mike Fleming

Diversified Sales Company

Tel: (860) 347-0272

Fax: (860) 347-0858

Josam Grease Recovery Device

www.josam.com

Russell Smith

Sales Representative

Tel: (860) 659-0301

Fax: (860) 659-9591

STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION

September 2005

Gina McCarthy, Commissioner

GENERAL PERMIT FOR THE DISCHARGE OF WASTEWATER ASSOCIATED WITH FOOD PREPARATION ESTABLISHMENTS

Introduction

The Department of Environmental Protection (the Department) has issued a “General Permit for the Discharge of Wastewater Associated with Food Preparation Establishments”. This fact sheet summarizes the major requirements of the general permit. Please refer to the DEP website for a copy of the [general permit](#).

Regulated Universe

The general permit regulates the discharge of wastewaters from food preparation establishments that are classified as Class III or Class IV food service establishments, as defined in the CT Public Health Code, and that discharge to a sanitary sewer. This would include, but not be limited to, restaurants, hotel kitchens, hospital kitchens, school kitchens, bars and cafes, factory cafeterias, church kitchens, bakeries and special club kitchens. Food preparation establishments discharging to septic systems are not covered by this general permit.

No Registration Required

The general permit does not require that the Permittee register with the Department. The Permittee will work directly with an authorized agent of the municipality in which the permittee is located to comply, as necessary. The municipal agent may be the Water Pollution Control Authority (WPCA) or its designee or the local building official if there is not a WPCA.

Compliance Timeline

Any new regulated food preparation establishment initiating a discharge after the date of permit issuance shall comply with the permit requirement immediately. All regulated food preparation establishments existing at the date of permit issuance shall comply *no later than July 1, 2011*. However, there are three permit conditions that can trigger earlier compliance for existing food preparation establishments. These include a change in ownership, a renovation of the facility or the municipality designating an area of the sewer system as a problem area.

Requirements of the Permit

Permittees are required to install either a 1,000 gallon (minimum) outside passive grease interceptor or an automatic grease recovery unit (AGRU) in accordance with technical requirements specified in the general permit. The decision as to what technology to install will be made by the permittee. Kitchen fixtures and drains as specified in the general permit shall be connected to the grease interceptor or AGRU. Pollution prevention/best management practices are also required of the permittee including quarterly inspections of the installed equipment and pump-outs of the passive grease interceptor at least every three months. Recovered fats, oils and grease shall be disposed of at a regional collection/transfer/disposal site.

Exemptions

The authorized agent of the municipality may grant a waiver of the requirements for a grease trap/interceptor if, in the judgment of the authorized agent, there is limited potential for FOG in the discharge when considering the frequency of the discharge, the volume of flow and the potential of fats, oils and grease based upon the menu.

Further Guidance

The Department has circulated an electronic copy of a "Guidance Document and Resource Document For the Discharge of Wastewater Associated With Food Preparation Establishments" to all municipal water pollution control authorities in Connecticut municipality with sanitary sewers. With the issuance of the final general permit, the guidance and resource documents will be updated and reissued again to all water pollution control authorities. In addition, the Department will prepare a guidance document for food preparation establishments by the end of 2005 and will conduct educational seminars for permittees and municipal officials. Specific dates will be announced in the future.

Background

The uncontrolled and/or inadequately controlled discharge of fats, oils and grease into municipal sanitary sewage systems has been the cause of significant numbers of raw sewage overflows resulting in both public health risks and negative impacts to Connecticut waterways.

In 1998, the Department initiated an effort to minimize or eliminate sewage overflows caused by fats, oils and grease (FOG) blockages by awarding funding to the City of Torrington to conduct a regional study on this matter. With the assistance of Wright-Pierce and Community Compliance, consultants to the City, and the Torrington Area Health Department, the City concluded several years of study in 2002 with the completion of a report titled "Guidance Document For The Management of Fats, Oil and Grease From Food Preparation Establishments in Connecticut". The report recommended the development of a state-wide general permit to be issued by the Department as the administrative mechanism to control FOG that is discharged to sanitary sewers.

The Commissioner issued a public notice of intent to issue the "General Permit for the Discharge of Wastewater Associated with Food Preparation Establishments" that discharge to sanitary sewers on August 6, 2004 with a thirty day comment period. During the comment period, comments were received including two requests for a public hearing. A public hearing was held on December 1, 2004 at the Department's offices.

Following the public hearing, the Department considered all written and verbal comments received as a result of both public notices, prepared a hearing report and issued the general permit September 30, 2005 with modifications from the public input.

The General Permit was issued to address the following issues:

1. Environmental and health impacts of raw sewage overflows

For the period from January 2002 through June 2004, 258 sewer overflows caused by blockages were reported to the Department. Of these overflows, 70% or 178, were caused by FOG. This results in an average of six FOG overflows per month. Blockages that cause raw sewage overflows into rivers and streams result in environmental impacts, violate water quality standards, and can be a serious health risk to anyone coming in contact with the water. Blockages that result in raw sewage backing up into basements of homes and commercial buildings are a serious public health risk and result in business closures and displacement of homeowners until expensive cleaning and repair are made.

2. Pollution Prevention/Controlling FOG at Its Source

The principle of pollution prevention is that control of a pollutant at its source is a preferred strategy.

3. Impacts on Treatment Plant Operations

Excessive FOG, especially on smaller treatment plants, has created treatment plant upsets in the past resulting in water quality impacts and permit violations. Excessive FOG at larger facilities can cause a lessening of treatment plant efficiency that is detrimental to the environment.

4. Future EPA Regulatory Requirements

Two new rules concerning bypasses are being developed by EPA. Both of these rules will require municipalities to control FOG. A state-wide general permit will provide a useful tool to assist all 130 municipalities with sanitary sewers with compliance with future EPA rules.

5. Municipal Requests for Help

Water pollution control administrators and wastewater operators have requested assistance from the Department to help them address FOG discharges. These local officials see the general permit as a tool that they can use locally to properly control FOG.

For more information, please contact:

Joseph Nestico
Senior Environmental Analyst
Bureau of Water Management
Municipal Facilities Section
CT Department of Environmental Protection
79 Elm Street
Hartford, CT 06106-5127
(860) 424-3755
joseph.nestico@po.state.ct.us

This overview is designed to answer general questions and provide basic information. You should refer to the appropriate statutes and regulations for the specific regulatory language of the different permit programs. This document should not be relied upon to determine whether or not an environmental permit is required. It is your responsibility to obtain and comply with all required permits.

AUTOMATIC GREASE RECOVERY UNIT (AGRU) CONTACT LIST

The following is a list of vendors of AGRUs:

**Highland Tank/Lowe
Engineering**

<http://www.highlandtank.com/>

Michael Gauthier
Sales Engineer
Tel: (603) 647-6646
Fax: (603) 315-7465

Thermaco Big Dipper

www.big-dipper.com

Mike Fleming or Jeff Horn
Diversified Sales Company
Tel: (860) 347-0202
Fax: (860) 347-0858

Josam Grease Recovery Device

www.josam.com

Russell Smith
Sales Representative
Tel: (860) 659-0301
Fax: (860) 659-9591

Grease Trap Cleaner Contractors

The following is a list of Grease Trap Cleaners:

American Rooter	860-274-7338	Watertown
Fletcher Sewer	413-788-7200	Springfield, MA
Herb Shaw Sanitation	860-274-8228	Watertown
Cocoran Plumbing	413-732-1462	Springfield, MA
Wm. Perotti & Sons, Inc.	860-824-5181	East Canaan
Gillette's	860-567-9742	Morris
Ram Ent.	860-496-8960	Torrington
Northwest Corner	860-900-5556	Torrington
Conn Sept	860-868-3433	Washington
Mr. Septic	860-350-3000	New Milford
Suburban Sanitation	800-445-7824	East Hampton
Al's Septic Services	860-354-9414	New Milford
James Torrants Inc.	860-379-2695	Colebrook
Burlington Septic Service	860-673-2120	Farmington
J.C. Nota	860-350-3297	New Milford
Phil Young Septic	860-567-4191	Litchfield
Sanitrol	203-315-3202	North Branford
Tom's Septic	203-266-5436	Bethlehem
Russ Septic	860-379-7488	New Hartford
Talarico Plumbing	203-264-8896	Southbury

AGRU Grease Removal Contact List

Grease from AGRUS can be picked up by the following vendors:

Advanced Recycling	203-797-0378	Danbury
	860-626-2886	Torrington
Vans Sewer & Septic Service	860-871-7968	Vernon
United Industrial Services	888-276-0885	Meriden
Western Mass Rendering Co.	413-569-6265	Southwick, MA