FOOD SERVICE LICENSE APPLICATION AND GUIDANCE

2080 Silas Deane Highway
Rocky Hill, CT 06067
Phone: (860) 785-8380
Fax: (860) 785-8533
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/convert/renovate).
- 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
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

Revised 7/1/09
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) 785-8380 should you have any questions or need any additional information.
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.

Revised 7/1/09
Food Establishment Plan Review Application

Fee: 100% of License Application Fee (see Fee Schedule)  Date ______________________

☐ NOT-FOR-PROFIT STATUS REQUESTED-(50% of fee 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, schools, town or state owned and operated facilities, youth organizations). IRS and/or State of CT Department of Revenue Services determination letter(s) MUST be submitted with this application.

☐ 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.

Establishment Name _______________________________________________________________

Address ________________________________________________________________

Town _____________________________ Phone ________________________________

Is this a ☐ New Building ☐ Renovation  ☐ Renovation

☐ Renovation ☐ Septic System

Water Source: ☐ Public water ☐ Private Well

Sewage Disposal: ☐ Public Sewer ☐ Septic System

Grocery? ☐ Yes ☐ No

Proposed number of seats ________

Proposed Class (I, II, III, or IV) __________ (see next page)

List Persons to receive correspondence:

1. Owner ________________________________________________________________

Mailing Address __________________________________________________________

Phone # (______)  __________________________ Fax # (______)  _________________________

City State Zip

2. Applicant if Other than Owner ____________________________________________

Mailing Address __________________________________________________________

Phone # (______)  __________________________ Fax # (______)  _________________________

City State Zip

3. Any others to receive correspondence ______________________________________

Mailing Address __________________________________________________________

Phone # (______)  __________________________ Fax # (______)  _________________________

City State Zip

See attached Food Service Establishment Plan Review Application Checklist

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OFFICE USE ONLY  Received ____________ Check # ____________ Entered _____
Classification of Food Establishments per the State of CT Public Health Code

**Class 1 food establishment**” means a retail food establishment that does not serve a population that is highly susceptible to food borne illnesses and only offers (A) commercially packaged food in its original commercial package that is time or temperature controlled for safety, or (B) commercially prepackaged, precooked food that is time or temperature controlled for safety and heated, hot held and served in its original commercial package not later than four hours after heating, or (C) food prepared in the establishment that is not time or temperature controlled for safety;

**Class 2 food establishment**” means a retail food establishment that does not serve a population that is highly susceptible to food-borne illnesses and offers a limited menu of food that is prepared, cooked ad served immediately, or that prepares and cooks food that is time or temperature controlled for safety and may require hot or cold holding, but that does not involve cooling;

**Class 3 food establishment**” means a retail food establishment that (A) does not serve a population that is highly susceptible to food-borne illnesses, and (B) has an extensive menu of foods, many of which are time or temperature controlled for safety and require complex preparation, including, but not limited to, handling of raw ingredients, cooking, cooling and reheating for hot holding.

**Class 4 food establishment**” means a retail food establishment that serves a population that is highly susceptible to food-borne illnesses, or that conducts specialized food processes, including, but not limited to, smoking, curing or reduced oxygen packaging for the purposes of extending the shelf life of the food.

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**New Late Fee for all Annual Licenses**

**EFFECTIVE 7/1/17**

Renewal received within 30 days of license expiration- $50 late fee

Renewal received within 31 to 60 days of license expiration- $100 late fee

After 60 days non-renewal, revoke licensure- Reinstatement Fee double license fee

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Revised 5/31/18
FOOD SERVICE ESTABLISHMENT LICENSE
APPLICATION/RENEWAL FORM
Expires annually on June 30
(All information must be filled in)

NAME OF ESTABLISHMENT ___________________________________________ PHONE NO. __________________

ADDRESS ______________________________________________________ FAX NO. __________________
STREET CITY

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 ______________________________________ PHONE NO. __________________

EMAIL ADDRESS ______________________ PHONE NO. __________________

EMERGENCY CONTACT ___________________________________ PHONE, EMAIL or FAX (CIRCLE ONE)

NAME _____________________________________________________________________________

LICENSED PEST CONTROL CO. ____________________________________________

WATER SUPPLY
Septic

CLASS I
CLASS II
CLASS III (0-50 seating capacity)
CLASS III (51-100 seating capacity)
CLASS III (101+ seating capacity)
CLASS IV Daycares
CLASS IV Nursing/Med
CLASS IV Other

FULL OPERATION FOOD ESTABLISHMENT

CATERERS

SEASONAL <10,000 sq/ft

GROCERY

ANNUAL FEE

$190.00

$150.00

$310.00

$300.00

$425.00

$175.00

$425.00

$425.00

$375.00

$150.00

$250.00

$165.00

$200.00

$400.00

$800.00

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 vendors.

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 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", 2080 Silas Deane Highway, Rocky Hill, CT 06067

OFFICE USE ONLY-Received ________ Check # ________ Entered________ License Issued_______

APPROVED ___________ Date_______ Late Fee _________ Date_________ Mailed_________

Director of Health or authorized representative
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)

Rev. 2/21/08
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](http://www.servsafe.com)
Exam Name: *ServSafe Food Safety Manager*

175 West Jackson, Suite 1500
Chicago, IL 60604

**Prometric**
Formerly Thomson Prometric, Experior Assessments, National Assessment Institute, Chauncey, and Educational Testing Service
Phone: 1-443-455-8000 (contact Kate Hill)
Website: [www.prometric.com](http://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](http://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](http://www.anfponline.org)
406 Surrey Woods Drive
St. Charles, Illinois 60174
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:


Revised 2/19/08
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
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.

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.

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.
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**

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

**Thermaco Big Dipper**

- [www.big-dipper.com](http://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](http://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