



# BETHEL HEALTH DEPARTMENT

Clifford J. Hurgin Municipal Center, 1 School Street,  
Bethel, Connecticut 06801  
(203) 794-8539

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## PROCESS & GUIDELINES TO BE FOLLOWED FOR FOOD SERVICE PLAN REVIEW

Laura L. Vasile, R.S., M.P.H.  
Director of Health

Dear Food Service Owner/Operator:

The following information has been organized to guide you through the process of obtaining a license to operate a food service establishment in the Town of Bethel. These guidelines apply to all food stores in the Town of Bethel. These guidelines apply to all food stores and food service establishments that are newly constructed, renovated, or undergo a change of ownership. In a change of ownership, a walk through inspection is necessary.

Generally, the process from planning to opening proceeds as follows:

1. Submit two (2) copies of your proposed plan and application for plan review to the Department of Health for review. Be sure that all details described in the following instructions are included.
2. Within approximately five (5) working days after submission, the plans are reviewed by the Health Department who will contact you to discuss his/her findings, either at the proposed site or at the Department of Health's office located on the second floor of the Clifford J. Hurgin Municipal Center. Appointment will be made when you are contacted.
3. Depending on the type of operation proposed, either a 1000-gallon grease trap will be installed outside or a grease interceptor will be installed inside. The menu will determine the decision.
4. When final approval is given by the Department of Health, the 2 copies of your plans are signed and stamped by the Health Department. One copy will be returned to you for submittal to the Building Department. This copy will be needed to obtain all building permits.
5. Hood and fire suppression systems noted on the plans are reviewed separately in the Building Department by a representative from the Fire Marshal's office.
6. Inspections by our staff will be conducted regularly during construction. Prior to commencing construction activities, the Department of Health must be notified within 48 hours. The Department of Health reserves the right to request changes in the construction phase if your plans are not followed. Please discuss problems with the Department staff prior to making any changes.

7. A completed application form and a check payable to the Town of Bethel for the applicable annual license fee shall be submitted by the owner/operator to the Department of Health prior to opening. If Building Department approval has not been granted, the Department of Health will not approve your opening.
8. Our final inspection cannot be completed until all Building Department Officials have made their final building inspections for plumbing, electrical and structural features, and a Certificate of Occupancy is approved.

The attached three pages cover specific requirements from the Connecticut Public Health Code and the Bethel Municipal Code. These items need to be included and specified on the plans you submit for your proposed facility (i.e. floor and wall materials, location of equipment, etc.).

We hope that this information will guide you through the planning stages of your establishment.

Please feel free to call our office with any questions you may have regarding your facility.

We look forward to the success of your food service establishment in Bethel.

Attachment

# TOWN OF BETHEL

## Food Service Establishments / Food Plan Review Qualification

### **MENU:**

A tentative menu must be submitted.

### **RESTROOMS:**

The quantity and gender requirement for each facility is determined by the Building Inspector and shall be accessible to patrons without passing through food preparation or storage areas. Signs must be posted for employee hand washing; covered receptacle required in female lavatory and all non-handicap bathrooms must have self-closing doors.

### **SURFACES:**

All preparation, floor, wall and ceiling surfaces in food preparation and storage areas as well as dish and utensil washing areas must be smooth, light colored, non-absorbent and easily cleanable. Adequate descriptions of all materials must be included on the plans for approval. Samples may be required at the discretion of the Health Department.

### **FOOD PREPARATION**

#### **SURFACES:**

The surfaces anywhere in the facility (except tables where patrons dine) must be of commercial, non-porous, easily cleanable, durable materials. Direct food contact surfaces must have NSF or equivalent approval.

#### **FLOORS:**

Floor drains shall be provided (whenever possible) in all areas that are susceptible to flooding or discharge of liquids. Floors shall be pitched so as to direct all liquids towards drains.

Examples of acceptable floor surfaces are: ceramic tile, commercial-grade vinyl tile and poly-resin-type poured floors.

A coved-base must be provided at all wall and floor junctures.

#### **WALLS:**

splash resistant material must be provided on all walls susceptible to splashing such as in dishwashing areas and behind all sinks and preparation areas. Examples of acceptable materials are: ceramic tile, stainless steel and FRP board (fiberglass reinforced plastic). Please note that particleboard backing is not acceptable on FRP board. This material must be a non-porous surface.

All other walls must be smooth, light in color and easily cleanable.

#### **CEILINGS:**

All ceilings in areas of food preparation, storage, or service must be washable. Examples are: painted (high gloss) sheetrock, or plastic coated tile (non acoustic).

Basement dry storage areas for unopened food packages; cans and paper products only may not be subject to all of the above-mentioned surface requirements. This decision will be made at the discretion of the reviewing Health Department representative after an inspection of the area.

#### **EQUIPMENT:**

Only commercial equipment is permitted in all new or renovated establishments. Call Sheets (Specs.) for all equipment must be submitted with plans. NSF approval or equivalent is required for all equipment.

#### **DISHWASHERS/SINKS:**

Hand washing sinks are required in all areas of food preparation. A large preparation area divided by a wall will be considered as 2 separate preparation areas and will therefore need 2 hand sinks.

In all establishments a 3-compartment sink with drain boards is required for washing, rinsing and sanitizing or kitchenware. Each compartment must be large enough to accommodate the largest piece of equipment to be washed.

Wherever multi-use utensils for eating and drinking are used an approved commercial sanitizing dishwasher must be installed.

Adequate food preparation sinks are required.

A mop sink is recommended.

A grease trap is required on a 3-compartment sink (per regulations of the Department of Public Works, Sewer Division).

#### **LOCKERS:**

An area must be provided for storage of employee clothing and personal belongings outside of the food preparation area.

#### **ICE:**

All equipment that holds ice for consumption must be indirectly connected to waste lines.

#### **GARBAGE AND REFUSE:**

Completely screened-in or fenced refuse must be provided.

Refuse facilities must include enough storage to hold all garbage/rubbish normally accumulated between collection days.

Storage areas should not be subject to flooding and include full rat proofing or design. If a drain hole exists on the container, it should be fitted with a removable hardware cloth screen or replaceable plug to prevent entry of rats and mice into the container and garbage. The container must be placed on a concrete pad construction and be fly tight, leak proof, nonabsorbent, and rodent proof. The lids must be constructed so that they can be easily opened and closed and well sealed. The container must be kept clean.