



# BETHEL HEALTH DEPARTMENT

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(203) 794-8539

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## PROCESS AND GUIDELINES FOR FOOD SERVICE PLAN REVIEW

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

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

1. Submit two (2) copies of your proposed floor plan and one (1) completed Food Service Plan Review application to the Bethel Health Department (BHD). Answer all questions in the Food Service Plan Review Application packet that pertain to your business with either a written answer or a check mark in the box at the end of the statement. If a question does not apply to your business, write N/A next to that question.
2. The floor plan should be to scale  $\frac{1}{4}''=1'$  and the entire establishment shown on one page. Attic or basement space must be included if used for food or dry good storage. All areas should be labeled and details included (i.e. Shelving, sinks/usage, storage, seating etc.)
3. For new construction or total renovation projects, the applicant must submit mechanical drawings for plumbing and electrical. Applicants proposing to replace existing equipment in same location do not need to submit mechanical plans but must include the cut sheets of new or replacement equipment (NSF Approved).
4. Provide the manufacturer's specification sheet for all new equipment, including flooring, shelving and ceiling tiles. Equipment spec sheets identify model number/ size of each piece and must be numbered to correspond to its location on the floor plan. The spec sheet should match the schedule of equipment list and numbers. Spec sheets should be in number order. This will save time for the overall review process and get your approval done in a timely manner.
5. Submit the proposed menu. The menu must have the accepted food advisory statement and an asterisk (\*) next to each food item that it applies to fulfill the disclosure requirement. The advisory applies to all food that can be cooked to order, for example eggs, hamburgers, steak, food that is served raw, for example clams/oysters or food that contains raw items, for example, Caesar salad dressing made with raw egg.
6. Submit a copy of the Business Filing Report or Articles of Organization that identifies the owner (s) of the business/ members of the LLC. Please have a business owner sign the License Application or provide written authorization for any representative other than an owner that will be working with the health department.
7. Plan review fee and yearly license fee will depend on the classification of the food establishment and may be paid by check made payable to Town of Bethel.

8. The plans will be reviewed by BHD staff within a minimum of fifteen (15) working days. You will be notified when the plans have been approved or if additional information is required. The plan review approval will be provided to the Building Department for further permit processing and a copy will be mailed to you.
9. Contact the Bethel Building Department to discuss code requirements for an automatic grease recovery unit (AGRU/Big Dipper). This pertains to all Class 3 and Class 4 food establishments and possibly some Class 2 food establishments based on menu items , ( i.e. creameries, ice cream shops) that are served by public sewer. Classifications are based on menu items and determined by the health department. Establishments that are served by septic systems, Section 19-13-B103 of the Public Health Code will determine if an external grease interceptor is needed.
10. Hood and fire suppression systems shown on the plans are reviewed separately in the Building Department by a representative from the Fire Marshal's office.
11. The Health Department must be notified within 48 hours *prior* to commencing construction activities. Inspections by our staff will be conducted regularly during construction. The health department reserves the right to request changes in the construction phase if your approved plans are not followed. You must contact BHD for approval of any construction issues prior to making changes to the approved plans. This may require submitting revised design plans and additional fees. ***Your project may be delayed if work is done without BHD approval.*** A License to Operate will not be issued if your project does not meet the Public Health Code requirements.
12. Contact BHD 2 -3 weeks prior to scheduling the pre-opening inspection. All paperwork must be completed and all fees must be paid. The Food Service Establishment License to Operate will be issued when you are in compliance with all Town of Bethel departments.

The attached two 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 call our office (203-794-8539) with any questions you may have regarding your facility.

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

# 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).

NOTE: 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. Cut Sheets (Specification sheets) 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. Grease bins/containers should be placed on solid platform (no wooden pallets), with a tight fitting lid. Appropriate removal of grease contents to prevent overflow.

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.