



CITY of NORTHAMPTON
PUBLIC HEALTH DEPARTMENT

Health Department Director: *Merridith O'Leary, RS*
BOARD OF HEALTH MEMBERS: *Joanne Levin, M, Chair ~Donna Salloom*
Suzanne Smith, MD, MPH ~ William Hargraves ~ Cynthia Suopis, PhD

NORTHAMPTON HEALTH DEPARTMENT
FOOD SERVICE ESTABLISHMENT PLAN REVIEW APPLICATION

Application Fee \$100.00

Date:

Establishment Name:

Establishment Location:

Establishment Owner:

Owner Phone: ()

Mailing Address:

Primary Contact Name:

Title:

Phone: ()

Alt. Phone: ()

E-mail Address:

TYPE OF CONSTRUCTION:

- New construction
- Remodel of existing food service establishment
- Conversion of existing structure for use as a food service establishment
- Existing food establishment that changes type of food operations

Projected Opening Date: _____

TYPE OF SERVICE:

- Take Out
- Dine In
- Caterer
- Other _____

MEALS TO BE SERVED:

- Breakfast
- Lunch
- Dinner
- Other _____

HOURS OF OPERATION: _____

NUMBER OF SEATS: _____

NUMBER OF STAFF: _____

The following documents must be included for this application to be complete:

Check the following

- A \$100.00 non-refundable Plan Review Permit Fee made payable to the City of Northampton
- Proposed Menu (include seasonal, off-site and banquet menus)
- Manufacturer Specification Sheets for each piece of equipment shown on the plan
- Site Plan
- Floor Plan
- Food Service Establishment Review Packet

Signature of Applicant: _____

For Office Use Only:

_____ *Date Application Received*

_____ *Fee Received*

_____ *Date of Plan Review*

_____ *Date of Approval*

_____ *Approval Letter Sent to Applicant*

Health Department Guidelines to open a Food Service Establishment

To start and manage a food service business requires careful planning, knowledge of food safety and skillful management, in addition to an understanding of Massachusetts food laws and federal regulations. Follow these guidelines to make sure your food business reaches its grand opening without delay.

Plan Overview

Submit Food Establishment Plan Review Application and building plans to the Health Department with the appropriate fees. The Building Department may also require building plans to be submitted, for exact requirements call (413)587-1240.

Plans submitted to the Health Department for review must include the following:

- Plans drawn to scale
- Complete layout of facility, including all wait stations, kitchen, food areas and restrooms
- Equipment location and specifications (equipment types, manufacturer & model numbers, if available)
- Plumbing location and type
- Ventilation plans
- Room finish schedule - finish materials and colors for floors, walls & ceilings
- Proposed menu
- Lighting locations and type

When To Submit Plans for Review

An applicant or permit holder shall submit plans and specification for review **prior** to:

1. The construction of a new food service establishment;
2. The conversion of an existing structure for use as a food service establishment; or
3. The remodeling of a food service establishment or a change of type of food service establishment or food operation.

Submitting an Application for Review

Food Establishment Plan Review Applications can be obtained at the Health Department located at 212 Main Street, Northampton, MA or at <http://www.northamptonma.gov/245/Health>. Bring the appropriate fee, made payable to the City of Northampton, along with the completed application when you deliver the plans for our review.

The review time should take approximately five business days.

Pre-Operational Inspections

The Health Department will conduct two inspections before issuing a “Permit to Operate”. During the first inspection, the inspector will walk through the facility to confirm that it was built and equipped according to specifications. Then, just prior to opening, a second inspection is conducted to verify that all equipment is operational and meets the standards as outlined in Federal, State and Local Regulations.

Please call five business days in advance to schedule inspections.

Resources after Opening a Facility

At the Health Department, we work together with the food service industry to help ensure safe dining experiences for a healthier community. Our professional staff is here to help with education and to answer your questions about safe food handling and Food Code regulations.

Other Requirements

Prior to opening a food establishment:

1. Food Service Establishment Application must be completed and submitted for approval to the Health Department
2. An occupancy permit must be obtained from the Building Department
3. A common Victuallers permit must be obtained from the Licensing Board