

Serving Newtown,
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NEWTOWN DISTRICT DEPARTMENT OF HEALTH FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

___ NEW ___ REMODEL/EXPANSION ___ CONVERSION

Name of Establishment: _____

Address of Establishment: _____

Phone: _____ Fax: _____ Email: _____

Name of Establishment Owner: _____

Mailing Address of Owner: _____

Phone: _____ Cell Phone: _____ Email: _____

DAYS AND HOURS OF OPERATION:

_____ Sunday
_____ Monday
_____ Tuesday
_____ Wednesday
_____ Thursday
_____ Friday
_____ Saturday

TYPE OF SERVICE:

_____ Sit Down Meals
_____ Take-Out
_____ Catering
_____ Other _____

ESTIMATED # OF MEALS SERVED:

_____ Breakfast
_____ Lunch
_____ Dinner

Number of Seats: _____ Number of Staff: _____ Square Feet of Establishment _____

Type of Sewage Disposal: _____ Public Sewer, or _____ Private Septic System

Type of Water Supply: _____ Public Water, or _____ Private Well [A]

PLAN REVIEW FEE SCHEDULE

<u>NEW</u>		<u>REMODEL</u>	<u>REMODEL/EXPANSION</u>
Class 1	\$ 50.00	\$50.00	\$100.00
Class 2	\$100.00		
Class 3	\$150.00		
Class 4	\$200.00		

Class 1 ~ Only prepackaged items, canned soda or bottled drinks

Class 2 ~ Above plus cold sandwiches, hot soup [commercially made], hot dogs

Class 3 ~ Above plus hot foods held less than four hours

Class 4 ~ Above plus hot foods held more than four hours

Plan Review fee is due at time of first meeting. Check is to be made out to the Newtown Health District.

DOCUMENTATION AND INFORMATION REQUIRED

- Plan drawn to scale showing location of all kitchen equipment, storage areas, restrooms, seating areas, bar areas
- Manufacturer specification sheets for each piece of equipment shown on plan. All equipment must be NSF [National Sanitation Foundation] or UL Classified.



- **Proposed menu [see page 3]**
- Proposed vendor list
- Plan shall state types of coverings for floors, walls and ceilings for all areas
- Plan review fee

ADDITIONAL REQUIREMENTS FOR CLASS 3 AND CLASS 4 FOOD SERVICE ESTABLISHMENTS PRIOR TO OBTAINING FOOD SERVICE LICENCE

- ❖ Qualified Food Operator's (QFO) certificate for an individual employed in a supervisory capacity working at least 30 hours per week.
 - QFO testing organizations can be found on the State Health Department web site www.ct.gov/dph; click on Programs and Services at the top of the page, click on "F", click on Food Protection Program, under Education and Training click on Qualified Food Operator Exam/Courses.
- ❖ Qualified Food Operator Demonstrated Knowledge Statement [1]
- ❖ Alternate Person In Charge Demonstrated Knowledge Statement [1]
- ❖ Food Employee Training Manual [2]
- ❖ Food Employee Training Records [1]

ANNUAL LICENSE FEES

Class 1	\$ 25.00
Class 2	\$ 50.00
Class 3	\$100.00
Class 4	\$150.00

Annual License fee is due prior to establishment opening. Check is to be made out to the Newtown Health District.

[A] Private Well

Documentation must be provided that the well has been accepted by the State Health Department, Water Supply Section that it is a public water supply well and a complete water analysis from a certified laboratory.

[1] Forms available at the Newtown Health District.

[2] To be completed after the Employee Training Manual is approved.

Forms available at the Newtown Health District. The original Employee Training Record is to be kept by the Food Service Operator with a copy sent to the Newtown Health District.

MENU

PRIOR TO PRINTING YOUR MENUS, BOTH EAT-IN AND TAKE-OUT YOU MUST SUBMIT THEM TO THE HEALTH DEPARTMENT FOR REVIEW.

Should you offer raw animal food such as raw egg, raw fish, raw-marinated fish; raw molluscan shellfish; steak tartare; or partially cooked food such as lightly cooked fish, rare meat, and soft cooked egg that is served or offered for sale in a ready-to-eat form your menu **must** indicate what those foods are by means of a symbol that is easily recognizable and **must** be linked to the following statement "**thoroughly cooking meats, poultry, seafood, shellfish, or eggs reduces the risk of foodborne illness**" that is on the same page of the menu of the indicated food.

STATE HEALTH CODE REFERENCE:

19-13-b42(m)(1)(F) Pasteurized eggs or egg products shall be substituted for raw shell eggs in the preparation of foods that are not thoroughly cooked such as caesar salad, salad dressing; hollandaise or béarnaise sauce, mayonnaise, egg nog, ice cream, egg-fortified beverages, and in recipes requiring pooled eggs that are not cooked immediately. Exempted from the above is a raw animal food such as raw egg, raw fish, raw-marinated fish; raw molluscan shellfish; steak tartare; or partially cooked food such as lightly cooked fish, rare meat, and soft cooked egg that is served or offered for sale in a ready-to-eat form. **Pork and poultry products are not exempt from the required cooking times and temperatures. The consumer shall be informed of the risks involved with the consumption of raw or undercooked animal food by means of posters, brochures, menu advisories, label statements, table tents, placards, or other written means available at the food service establishment which state: "thoroughly cooking meats, poultry, seafood, shellfish, or eggs reduces the risk of foodborne illness."** Exemptions to the food temperature requirements shall not be allowed at food service establishments serving highly susceptible populations such as immuno-compromised individuals or older adults in hospitals, nursing homes, or similar health care facilities as listed in Connecticut General Statutes section 19a-490 and that are subject to this section and preschool age children in a facility that provides custodial care and is subject to this section such as child day care centers as defined in the Connecticut General Statutes section 19a-77(A)(1).