



Food Service License Application 2023



Public Health
Prevent. Promote. Protect.

Serving the towns of Colchester, East Haddam, East Hampton, Hebron, Marlborough and Portland

rev. 12/18

See instructions for detailed information		Incomplete applications will be returned and will delay license renewal	
Fees are non-refundable	Prior to a change in ownership or location, a new application for licensure MUST be submitted. LICENSES ARE NOT TRANSFERABLE		
Make check payable to: CHATHAM HEALTH DISTRICT			
Name of Establishment: _____	24 hr Emergency Contact Phone #: _____		
Street Address: _____	Phone #: _____		
Mailing Address: _____	Fax #: _____		
eMail Address: _____			

Establishment Permit Class & Fee	
<input type="checkbox"/> Class I	\$165.00
<input type="checkbox"/> Class II	\$250.00
<input type="checkbox"/> Class III	\$330.00
<input type="checkbox"/> Class IV	\$350.00
Board of Education (per school)	
<input type="checkbox"/> Class III	\$25.00
Non-Profits (same fee)	
<input type="checkbox"/> All Classes	\$75.00

Legal/Corporate Owner: _____	24 Hour Emergency Phone # _____
Legal/Corporate Owner Address: _____	Phone #: _____
_____	Fax #: _____
eMail Address: _____	

Seasonal Establishments	
Dates from: _____	
To: _____	
<input type="checkbox"/> Class I	\$82.50
<input type="checkbox"/> Class II	\$125.00
<input type="checkbox"/> Class III	\$165.00
<input type="checkbox"/> Class IV	\$175.00

Site Manager: _____	
Certified Food Protection Manager (CFPM): _____	
<i>Name of CFPM on application must match name on CFPM certificate</i>	
_____	_____

Operations Info	
Day	Hours
Sun	
Mon	
Tue	
Wed	
Thur	
Fri	
Sat	

Applicant Signature: _____	Date: _____
Applicant Printed Name: _____	
Applicant Title: _____	

Water Supply
<input type="checkbox"/> Well
<input type="checkbox"/> Community/Municipal
Off-site Catering
<input type="checkbox"/> Yes <input type="checkbox"/> No
Grease Interceptor
<input type="checkbox"/> Exterior Tank
<input type="checkbox"/> AGRU
Last Pumped Date: _____
<i>Include copies of most recent Septic & Grease Interceptor pumping/removal invoices.</i>

Office Use Only	Fee Paid \$	Cash	Check #	Receipt #	License #	Date Issued
Notes: _____						

FOOD SERVICE LICENSE RENEWAL INFORMATION

SEASONAL ESTABLISHMENTS

A food establishment that is seasonal in nature, ie; not to exceed a six month duration in any given year.

ESTABLISHMENTS USING WELL WATER

Connecticut Public Health Code 19-13-B102 requires all food service establishments serviced by a well to **submit certified water test results, not more than 30 days old, to the local Director of Health.**

Samples must be taken by an approved testing facility (check the Yellow Pages under Laboratories) from a faucet inside your establishment. *Food Service owners or operators may NOT draw water samples.*

Establishments sharing a common well must provide a water sample drawn from the inside of each establishment.

CFPM

Permit Class 2, 3 and 4 establishments (see Class Schedule below) are required by Public Health Code to have on staff at least **one Certified Food Protection Manager (CFPM)** and one Alternate Person In Charge.

A CFPM is a full-time employee who has shown proficiency of required information through passing a test that is part of an accredited program. This does not apply to certain types of food establishments deemed by the regulatory authority to pose minimal risk of causing, or contributing to, foodborne illness based on the nature of the operation and extent of food preparation.

The **Alternate Person In Charge** is currently under review by Connecticut DPH.

PERMIT CLASSES OF FOOD SERVICE ESTABLISHMENTS

(No food service establishment shall change classification without Health District written approval)

- CLASS 1:** A 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:** 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 and 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:** 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:** A retail food establishment that serves a population that is highly susceptible to food-borne illnesses, including, but not limited to, preschool students, hospital patients and nursing home patients or residents, 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.