



CITY OF NEWBURYPORT

HEALTH DEPARTMENT

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Guidelines for Obtaining a Food Establishment Permit

Newburyport is a business friendly community and a desirable location for many restaurants. In order to facilitate a smooth licensing process and to ensure you can meet your opening targets, we are providing Food Establishments with this guide to the licensing process.

The Food Establishment permitting procedure is a three part process:

1. Application for a Food Establishment Plan Review. (If establishment is new, remodeled or under new ownership) Short form or Long form, call the Health Department for determination.
2. Food establishment Pre-opening inspection. (If establishment is new, remodeled or under new ownership)
3. Application for a permit to operate

PLAN REVIEW:

- I. Schedule a meeting with the Director of Public Health to discuss proposal and requirements for licensure.
 - a. An onsite visit may be required. The onsite visit allows the applicant to describe their plans for the location and allows the Director of Public Health to provide information on any work that will be required to ensure the facility is in compliance with the "Minimum Standards" of local, state and federal food codes for licensure. Because codes can change, facility upgrades may be necessary even if you will be conducting a business similar to the type that previously existed at the location.
2. Submit Application for Plan Review:
 - A. City of Newburyport Food Establishment plan review application must be filled out completely.
 - B. **Plans must be submitted 30 days prior to the start of construction**
 - C. Professionally Stamped drawn plans at min 1/4" scale must show:
 - i. Site plan and floor plan, with locations of grease traps, janitorial sinks, food prep sinks, warewashing sinks / machines, equipment and exterior trash and grease storage.
 - ii. Surface finish schedule.
 - D. Equipment list and location
 - E. Specification sheets for all equipment
 - F. Proposed Menu
 - G. Food Establishment Plan Review Fee

These requirements are all detailed in the plan review application.

After your plans are reviewed by the City Health Department a plan review approval will be issued and construction can begin (provided all permits/approvals from the building department and all other municipal, state and federal departments have been received.)

The City Health Department may visit during construction to ensure that the construction is following the plans submitted. If there are any changes to the approved plan, please contact the Director of Public Health office as soon as possible before proceeding. This allows us to make an assessment as to whether the change causes any negative impact on food safety and to advise you on options to remediate those negative impacts.

FOOD ESTABLISHMENT PERMIT:

In order to ensure that your food establishment is properly inspected and permitted to meet your projected opening date, please contact the Director of Public Health one (1) week prior to your proposed opening date to schedule an inspection. Please ensure that all permit documents and fees, have been submitted before requesting an inspection.

Submit Application for Permit to Operate Documents:

Please be advised that the documents that are needed will depend on the type of operation. Some may not be applicable to your establishment. We will advise you as to what is needed at the time of the plan review application.

The following are documents that may be needed to schedule the inspection:

1. City of Newburyport application for a permit to operate and application fee
2. Certified Food Manager Certificate (for establishments that sell anything other than prepackaged food)
3. Allergen Awareness Certificate
4. Integrated Pest Management Control Service Contract
5. Solid Waste Management Control Service Contract -Trash disposal contract
6. Fats, Oils and Grease disposal service contract for the removal of fats, oils and grease from grease interceptors and cooking oils & grease
7. Choke Save training certificate (if establishment has 25 or more seats)
8. Lab results (if you prepare frozen desserts)
9. Any necessary variance requests with supporting documentation

The food establishment pre-opening inspection should be scheduled after other departments (Electrical and Plumbing) have completed their final inspections.

Once the inspection is completed and the facility has met all the "Minimum Requirements" of local, state, federal food codes and the requirements for their food establishment permit, the inspector will sign the building card for the occupancy permit.

After the Building Department has issued the Certificate of Occupancy your Food Establishment permit will be issued, at which time you may begin operating.

Please feel free to contact us at 978-465-4410 if you have questions