

BOARD OF HEALTH

Laurel Skinder Gourville, Chair
Elaine Silva, Vice Chair
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Welcome, we are pleased that you have chosen to start or renovate your food establishment in Wakefield. We have developed this packet of information to guide you through the Plan Review process which is required by the state regulations which govern all establishments in Massachusetts which prepare and/or sell food (105 CMR 590.00).

The plan review application should be approved before renovation work is undertaken or equipment installed. The purpose of receiving prior approval of plans is to:

- Prevent costly errors to food establishment operators resulting from additional money being spent on changes in construction, equipment or from delays in opening;
- Prevent misunderstandings between the operator and the Health Department as to what is expected;
- Prevent food borne illnesses resulting from inadequate or poorly designed facilities/equipment;
- Ensure compliance with applicable ordinances, regulations and laws.

Please note that you may need permits from other Departments.

- Please contact Building Department for zoning questions, building, plumbing and electrical permits.
- Contact the Fire Department for information about ventilation hoods and fire protection.
- Contact the Town Clerk's office for other permitting information.

These processes may be done concurrently. Demolition work can begin once appropriate permits are received from the Building Department. However, no construction work can begin until a Plan Review Approval is issued by the Health Department.

Should you have any questions while filling out the Plan Review application or during the process, please do not hesitate to call the Health Department. A final note, please do not advertise or schedule a "Grand Opening" unless you are absolutely sure all final approvals from all Departments will be done by that time.



Materials to be submitted for the Plan Review

_____ Plan Review Application Fee: Payable to the Town of Wakefield

_____ Site plan showing building on-site and location of business in building; include alleys, streets; and location of any outside equipment (dumpsters, walk-in coolers, loading docks); show receiving area

_____ Floor Plan drawn to scale of food establishment showing location of all equipment, plumbing, electrical services and mechanical ventilation; label work stations

Example:

Hand wash sink(s)	Food preparation sink	Mop Sink	3-compartment sink and/or Commercial dishwasher
Grease trap	Restroom facilities w/sink(s)	Food storage and receiving	All equipment and beverage dispensers

_____ Specifications for all Equipment including notation of ANSI or National Sanitation Foundation (NSF) certification

_____ Proposed Menu (s)

_____ Number of Person(s) Food Safety Manager Certified (attach copy of certificate(s))

_____ Number of Person(s) Trained/Certified in Anti-Choking Procedures (Requires One Person Certified per Shift for establishments with 25 Seats or More)

_____ Environmental Reports: Copy of asbestos containing building materials report and/or 21 E environmental report, if applicable

The enclosed Plan Review Application is based on the Food and Drug Administration's Food Establishment Plan Review Guide 2000. The FDA guide has an expanded list of topics for consideration and provides, for example, formulas for calculating food storage area requirement and refrigeration space based on anticipated meal volume. **You are encouraged to view the FDA's Guide available at <http://www.cfsan.fda.gov/dms/prev-toc.html>.**