



The Milford Health Department

82 New Haven Avenue ♦ Milford, CT ♦ 203-783-3285 ♦ Fax 203-783-3286

Food Establishment Plan Review Application Fee: \$100.00, Non-profit - \$1.00

See Attached for Plan Requirements.

*Plans must be submitted to the Milford Health Department – 82 New Haven Ave. Milford, CT 06460.
You will be notified by this office after your plans are reviewed.*

Date: _____

New

Remodel

Change of Owner (PLEASE NOTE: For change of owner, a current menu and a plan to scale of the existing layout is required. Architect may be required.)

Name of Establishment: _____

Address: _____

Category: Restaurant Institution Daycare Retail Market Other

Applicant Name: **Architect/Agent** _____

Mailing Address: _____

Phone: (H) _____ (W) _____ (C) _____

Name of Owner: _____

Mailing Address: _____

Phone: (H) _____ (W) _____ (C) _____

Is this building served by : Public Sewer Public Water Septic System Well Water

Hours of Operation: Sun: _____ Mon: _____ Tues: _____
Wed: _____ Thurs: _____ Fri: _____
Sat: _____

Number of Staff: _____ Qualified Food Operator: _____

Total Square Feet of Facility: _____ (Include facilities outside the building)

Number of Floors on Which Operations are Conducted: _____ Number of Seats: _____

Maximum # of Meals to be served per day: Breakfast: _____ Lunch: _____
Dinner: _____

Delivery frequency: _____

Type of service: (Check all that apply) Sit Down Meals Take out Caterer
 Mobile Vendor Other: _____

Signature of Applicant: _____ Date: _____

FOOD SERVICE ESTABLISHMENT PLAN REQUIREMENTS

- ❑ Plans must be complete, including per Milford Code of Ordinances Sec. 8-33 (a), "... properly prepared architectural plans and specifications..." drawn on at least 11 X 17" paper. Plans must include all areas of the facility (basement, storage areas, etc.).
- ❑ Provide two (2) sets of plans.
- ❑ Provide a site plan of property.
- ❑ **A proposed menu MUST be submitted with the plan.** If there will be a seasonal menu, take-out menu, catering menu, lunch menu, etc. - all must be submitted. Plans will not be reviewed without the menu(s).
- ❑ The plan must show the location of all food service equipment. Each piece of equipment must be clearly labeled with its common name.
- ❑ Food equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by ANSI accredited certification program. (i.e. NSF, National Sanitation Foundation) Submit specification sheets from manufacturer or supplier.
- ❑ Adequate equipment for rapid cooling including icemaker, blast chiller, refrigeration.
- ❑ Hand washing facilities, used for no other purpose, must be designated for each toilet facility and in the immediate area of food preparation, food dispensing, ware washing, etc.
- ❑ A 3-compartment sink with 2 drain-boards must be provided. Indicate size of each compartment/drain-boards.
- ❑ Location, capacity, and recovery rate of the hot water tank.
- ❑ Separate food preparation facilities will be required. It must be located to prevent the contamination and cross-contamination of raw and ready-to-eat foods.
- ❑ Location of public and employee rest rooms must be shown. Consult with the Building Official for requirements.
- ❑ The plan must also include the following:
 - ✓ Storage area for cleaning compounds and toxic chemicals away from food storage and preparation.
 - ✓ Ventilation equipment/schedule for each room.
 - ✓ Entrances, exits, loading/unloading areas and docks. **SHOW ON SITE PLAN.**
 - ✓ Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead wastewater lines, backflow prevention, etc.
 - ✓ Location of trash cans in kitchen & outdoor dumpsters. **SHOW ON SITE PLAN.**
 - ✓ Janitor closet and/or mop sink or curbed cleaning facility with hangers for wet mop storage.
 - ✓ Locker room storage of employee belongings (coats, purses, street clothes, etc.)
- ❑ Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases must be provided.

Code of Ordinances City of Milford

Sec. 8-33. Review of plans.

(a) *Submission of plans.* Whenever a food establishment is constructed or remodeled and whenever an existing structure is converted to use as a food establishment, application for a food establishment plan review shall be made to the director of health. This application shall include properly prepared architectural plans and specifications for such construction, remodeling, or conversion. These plans and specifications shall indicate the proposed layout, arrangement, mechanical plans, and construction materials of work areas, and the types and models of all proposed equipment and facilities. The director of health shall review and approve these plans and specifications prior to the start of any construction, remodeling or conversion. The director of health shall approve plans and specifications if they meet the requirements of this chapter and the Public Health Code of the State of Connecticut. No food establishment shall be constructed, remodeled, or converted except in accordance with plans and specifications approved by the director of health. No building permit shall be issued until such time as the director of health has submitted to the building official a written statement indicating his approval of plans and specifications.

(b) *Pre-operational inspection.* Whenever plans and specifications are required by section 8-33(a) of this article to be submitted to the director of health, the director of health shall inspect the food establishment as many times as he shall deem necessary prior to the start of operations to determine compliance with the approved plans and specifications and with the requirements of this chapter and the Public Health Code of the State of Connecticut. No certificate of occupancy shall be issued until such time as the director of health has submitted to the building official a written statement indicating his approval of the food establishment. (Ord. of 4-1-85; § 6-13)