



WEST HAVEN HEALTH DEPARTMENT
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www.whhd.org

Food Service Plan Review Procedures/Guidelines

Welcome to the West Haven Health Department.

The following information is to assist you with the process of obtaining all the permits and licenses necessary to operate a food service establishment. In order to make the process as simple as possible, please observe the following procedures:

New Food Service Establishment, change in ownership or remodeling/renovation establishment must go through a plan review process with the City of West Haven Health Department prior to operating.

All plan submittals must be accompanied by a completed plan review application and the appropriate fee. The permit application and fee will be collected prior to a permit being issued.

All required information must be submitted and approved prior to the start of any construction. Once construction begins, it must proceed according to the approved plan. Any changes must be approved by the WHHD before the work is done.

The following must be submitted:

- The application for plan review with the plan review fee.
- A floor plan, drawn to scale for the entire establishment, which includes all floors and solid waste area.
- The floor plan showing all equipment in its proposed locations, and a corresponding equipment list.
- Specification sheets (cut sheets) which correspond with the equipment list for all new equipment.
- Floor, ceiling, wall and floor/wall juncture types.
- Proposed menu and/or list of food items to be sold.
- Copy of proposal or contract for solid waste removal (and grease removal if applicable).
- Copy of proposal or contract with a pest control operator for the establishment

It is also important that you contact the Building Department, Planning and Zoning Department, Fire Marshall,

Tax Assessor because approval may be needed from these departments prior to the issuance of your food license/permit.

Below is a list of city department phone numbers:

West Haven Fire Marshals

Allingtown- (203) 933-2541

West Shore FD (203) 933-8420

West Haven 1st / Fire District (203) 937-3710

City Departments

Health Department (203) 937-3660

Planning & Zoning (203) 937-3580

Building Department (203) 937-3590

Assessor: (203) 937-3515

Tax Collector: (203) 937-3525

Water Pollution Control Authority (203) 937-3637

Plan Review

Your plans will be reviewed after all necessary information is submitted. You will be contacted for an appointment to discuss the plans and/or to schedule an on-site evaluation. Recommendations and necessary changes to the plan will be provided to ensure compliance with the regulations.

Restaurant Plan Review Application is available online at www.whhd.org in the Environmental Health Section or in the office.

Construction Inspections

During construction, periodic inspections will be made to check on progress and to help alleviate any problems or question that might arise. These can be coordinated with both the building department and the fire marshal for your zone. (There are 3 fire marshal districts in West Haven).

Below is the contact information for each district

West Haven Fire Marshals

Allingtown-	(203) 933-2541-	Michael Esposito -	20 Admiral Street, WH
West Shore FD	(203) 933-8420	Steve Scafariello	860 Ocean Avenue, WH
West Haven 1st Fire District	(203) 937-3710	Keith Flood	366 Elm Street, WH

Food License Issuance

An inspection must be made by WHHD following completion of construction and prior to opening the establishment. At that time the facility will be inspected for compliance with the original plan submission. All equipment and plumbing must be operational and the establishment cleaned and ready for business. If the inspection is satisfactory, the food license will be issued.

Structural & Physical Requirements

The following list consists of some of the requirements for a food service operation within the WHHD. More detailed information will be provided at the required meeting. If the proposed operation is serving potentially hazardous foods and is classified as a Class 2 or Class 4 a person in a full time supervisory position must be certified as a Certified Food Protection Manager formerly (Qualified Food Operator).

1. Surfaces

All floors and walls must be smooth, nonabsorbent, and easily cleanable. Floor material such as commercial linoleum, commercial vinyl tile or quarry tiles (if grouting is sealed) may be used. Wall material such as stainless steel, Marlite/FRP, or sealed concrete blocks is acceptable. In all areas of your establishment other than the patron area, a coved juncture must be provided between the wall and the floor. All floors and wall materials must be listed in the schedule of equipment/material with the plans.

2. Lighting

Adequate lighting must be provided in all areas of the establishment to facilitate cleaning. At least 20 foot candles of light are required on all working surfaces and at least 10 foot-candles on all other surfaces and equipment, food-preparation, utensil-washing and hand washing areas, and toilet facilities. Fixtures located over food preparation areas and display areas must be shielded.

3. Equipment

Only commercial cooking, refrigeration and dishwashing equipment that meets or exceeds National Sanitation Foundation (NSF) standard is permitted. A list of all equipment along with specification sheets must be included with the plans.

4. Sinks

The following sinks are required in all food service kitchens:

- A separate hand-washing sink in or adjacent to food preparation, food dispensing and dish washing areas. Larger facilities may be required to install more than one hand-washing sink to allow for easy access for all employees. All designated hand-washing sinks must be supplied with hand-cleansing soap, paper towels, and a trash receptacle at all times.
- A utility sink or curbed cleaning facility with a floor drain shall be provided and used for the cleaning of mops and for the disposal of mop water or similar liquid wastes.
- A commercial, automatic sequence dishwashing machine capable of washing and sanitizing all equipment used for food preparation, which includes the largest piece of equipment or a three-compartment sink shall be provided. If a three-compartment sink is used, kitchenware shall be washed in the first compartment, rinsed in the second, sanitized by an approved chemical additive in the third and air dried on a drain board. A sign stating the three-compartment sink procedures is to be posted directly above the area.
- A prep sink for food preparation tasks will be required for most class 2, 3 and class 4 establishments. The sink(s) shall be of adequate size for the needs of the food operation. The designated food preparation sink cannot be utilized for any other task and shall be cleaned and sanitized between uses.

5. Storage

Provisions for storage space must be available to keep food products safe, organized, and separate from cleaning supplies / chemicals. Dry goods and paper products must be stored in clean ventilated rooms. All stored items must be at least 6 inches off the floor. If storage shelves are 24 inches or wider it is suggested that the bottom shelf is at least 12 inches off the floor to facilitate cleaning. All Food service establishments must have a garbage contract

6. Insect / Rodent Control

All doors to the outside must be made self-closing and rodent proof with weather stripping. All other openings must be screened to prevent insects/rodents from entering establishment. All food service establishments must have a contract with a professional exterminator and maintained such contract.

7. Toilet Facilities

Food service establishments serving food or drink shall be provide adequate, conveniently located toilet facilities with hand-washing sinks for its employees. Durable and legible signs shall be conspicuously posted directing employees to wash their hands before returning to work. Toilet and hand-washing facilities accessible to the public shall be provided in conformance with the sections 19-13-B105 through 19-13-B113 of the Regulations of Connecticut State Agencies. The Local Building Official will determine the number of fixtures provided for public use and the requirements necessary for those individuals who are physically challenged.

8. Smoking

Connecticut Law does not allow smoking in restaurants, bars, taverns or cafes. Signs shall be posted at entrances to the restaurant

9. Garbage / Rubbish Disposal

Food service establishments shall provide adequate number of garbage receptacles. Receptacles must be water tight and rodent proof. Arrangements for scheduled pick-up times must be frequent enough to allow receptacle covers to remain closed at all times. Provide a copy of the Garbage Contract to the West Haven Health Department

10. Water Supply

Most food service operations in West Haven are serviced by Regional Water Authority, however if the food service operation is served by a well it is classified as Transient Non Community Water Supplies and as such is regulated by the State Department of Health. Sampling requirements and construction standards for these wells must be met before a Food Service License can be obtained from WHHD. Details regarding the Transient Water Supply requirements can be obtained by contacting the Water Supply Section of the State Department of Public Health at 860-509-7333.

11. Grease Traps

Grease traps are required for both new and existing Class 2, 3 and Class 4 food service establishments. The regulatory authority for sanitary sewer grease traps is the Water Pollution Control Authority in West Haven. A permit from the Building Department is required for the installation of AGRU or grease tank where the business is located. The food service permit will not be issued until local grease trap requirements have been met.

12. Home Cooked Foods, Caterers & Mobile Vendors

Preparation of food for public consumption must take place in a licensed kitchen. A licensed kitchen may be located in a private home provided the licensed kitchen is completely separate from the residential kitchen and the licensed kitchen meets the requirements of the WHHD for a food service Permit/License.

Food Handler Training Sessions

Please note that all Class II, III and IV establishments are required to have a Certified Food Protection Manager formerly Qualified Food Operator (QFO). For more information on the CFPF requirement visit:

https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/environmental_health/food_protection/QFO-Schedule-2020_011720.pdf?la=en

Certified Food Protection Manager (CFPM), Alternate CFPM, Employee Training records

All Class 2, 3 and 4 Food Service Establishments are required to have a Certified Food Protection Manager (CFPM) on staff during operations. The purpose of a CFPM is to insure that the establishment practices safe food handling techniques.

Who can be a CFPM?

A CFPM is a food operator employed in a full-time, supervisory position who has demonstrated knowledge of safe food handling techniques by passing a state approved certification exam (see below). [Full-time position means 30 hours per week or the number of hours per week the food establishment is open for business, whichever is less.] Supervisory position means that position of a person who directs and inspects the performance of food service workers.

The CFPM's Responsibilities:

The Certified Food Protection Manager is responsible for operating the food service establishment, itinerant food vending establishment, and catering establishment in compliance with all the provisions of section 19-13-B42, B48, and B49 of the Regulations of Connecticut State Agencies. The Certified Food Protection Manager of each food service establishment, itinerant food vending establishment, and catering establishment is responsible for ensuring training of food preparation personnel. All such personnel shall receive training that shall include but not necessarily be limited to:

- instruction in proper food temperature control
- food protection
- personal health and cleanliness
- Sanitation of the facility, equipment, supplies and utensils.

The Certified Food Protection Manager shall maintain written documentation of a training program and training records of individual employees, and shall make these records available to the local health department upon request.

The Food Establishment Owner's Responsibilities: Whenever the Certified Food Protection Manager terminates employment, is terminated or is transferred, the person owning, operating or managing the food service establishment, itinerant food vending establishment, and catering establishment shall notify the local health department in writing. A replacement Certified Food Protection Manager shall be employed within sixty (60) days from the date of termination or transfer of the qualified food operator.

Where can I take the Certified Food Protection Manager Certificate formerly know as the QFO Certification Exam? The following companies provide courses and exams which will qualify individuals as CFPMs in the State of Connecticut. No certifications from any other companies are acceptable to meet CT CFPM requirements.

Access the current listing of Certified Food Protection Manager Certification Exams in CT:

https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/environmental_health/food_protection/QFO-Schedule-2020_011720.pdf?la=en

Alternate CFPM

Designated Alternate

- The owner or manager of the Class II, III or IV establishment shall designate an alternate person who has complied with the signed statement requirement to be in charge at all times when the CFPM cannot be present.
- In the absence of the certified food protection manager the designated alternate is responsible for: ensuring that all employees comply with the regulations, foods are safely prepared, handled emergencies; admit the inspector, received and signed the inspection report.
- A signed statement by the owner / operator attesting that the designated alternate has demonstrated knowledge of food safety as specified under the “elements of knowledge” and “demonstrable elements of competency” sections of the regulations shall be maintained on file at the food service establishment and made available upon request.

Employee Training Records

Written documentation of training program

a. The Certified Food Protection Manager is responsible for ensuring the training of food preparation personnel.

b. All such personnel including volunteers who serve meals for a nonprofit organization and persons who serve meals at registered congregate meal sites for senior citizens shall receive training that shall include but not necessarily be limited to instructions in:

- (1) Proper food temperature control
- (2) Food Protection
- (3) Personal health and cleanliness
- (4) Sanitation of the facility, equipment, supplies and utensils
- (5) Food allergies (currently not in regulations)

c. The CFPM shall maintain written documentation of a training program and training records of individual employees and shall make these records available to the local health department upon request.