RETAIL FOOD ESTABLISHMENT PLAN REVIEW FORM

RETAIL FOOD ESTABLISHMENT PLAN REVIEW APPLICATION
TO BE COMPLETED BY THE OPERATOR AND SUBMITTED TO
THE BOARD OF HEALTH

Town of Belchertown, Board of Health

NOTE: Mixed use establishments (stores with food service) should not use this form,
instead use the long form.

Date: ______________________

RETAIL FOOD ESTABLISHMENT PLAN REVIEW APPLICATION
____NEW  ____REMODEL  ____CONVERSION

Name of Establishment: ____________________________________________________________

Category:   Restaurant____, Retail Market/Store____, Other____,
            Permanent____, Temporary____.

Address: ____________________________________________________________

Phone if available: ____________________________________________________________

Name of Owner: ____________________________________________________________

Mailing Address: ____________________________________________________________

Telephone: ____________________________________________________________

Applicant's Name: ____________________________________________________________

Title (owner, manager, architect, etc.): __________________________________________

Mailing Address: ____________________________________________________________

Telephone: ____________________________________________________________

Email Address: ____________________________________________________________
I have submitted plans/applications to the following authorities on the following dates:

- Governing Board of Council
- Plumbing
- Zoning
- Electric
- Planning
- Police
- Building
- Fire
- Conservation
- Other ( )

Hours of Operation:
- Sun ______
- Mon ______
- Tues ______
- Wed ______
- Thurs ______
- Fri ______
- Sat ______

Number of Staff: _______ (Maximum per shift)

Total Square Feet of Facility: ________________________________

Number of Floors on which operations are conducted: _______

Projected Date for Start of Project: ________________

Projected Date for Completion of Project: ________________

Type of Service:  
- Dry goods ______
- Refrigerated products ______
- Frozen products ______
- Deli ______

Please enclose the following documents:

- Store food vendors / distributors
- Manufacturer Specification sheets for each piece of equipment shown on the plan
- Plan drawn to scale of food establishment showing location of equipment, plumbing, electrical services
CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

1. Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of 1/4 inch = 1 foot. This is to allow for ease in reading plans.

2. Show the location of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. Submit drawings of self-service hot and cold holding units.

3. Label and locate separate food preparation sinks when the menu dictates to preclude contamination and cross-contamination of raw and ready-to-eat foods.

4. Clearly designate adequate hand washing lavatories and toilet facilities.

5. On the plan represent auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage.

6. Complete finish schedules for each room including floors, walls, and ceilings.

7. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, and wastewater line connections.

8. Lighting schedule with protectors.

9. Ventilation schedule for each room.

10. A mop sink or curbed cleaning facility with facilities for hanging wet mops.

11. Garbage can washing area/facility.

12. Cabinets for storing toxic chemicals.