

**WESTPORT WESTON HEALTH DISTRICT**  
180 Bayberry Lane, Westport, CT 06880-2855  
Telephone: (203) 227-9571 Fax: (203) 221-7199

**PLAN REVIEW GUIDELINES FOR FOOD ESTABLISHMENTS**

The following documents and materials **must** be submitted in order to obtain Health District approval for renovation or construction, and must be approved by the Health District prior to the start of **any** construction or renovation:

1. Application for plan review, with the **\$165.00** (Renovation) or **\$660.00** (New Establishment) fee.
2. Two ( 2 ) copies of the floor plan, drawn to scale for the **ENTIRE** establishment; includes all floors and dumpster area. (ARCHITECTURAL DRAWINGS / BLUE PRINTS ARE PREFERRED).
3. A numbered equipment schedule, listed on prints.
4. Cut sheets, numbered to correspond to the equipment schedule (see 3, above), for all new equipment.
5. Floor and wall finishes, including description of the type of covering for floor/wall junction (cove base, molding, etc.) listed on blueprints.
6. Proposed menu and a complete list of all food items for sale.
7. Copy of proposal or contract with carting company for garbage and refuse removal.
8. Copy of proposal or contract with extermination company for pest control.
9. Public Works approval of grease trap proposal.

**PROCEDURE FOR PLAN REVIEW**

- 1) Floor plans and equipment schedule is reviewed by sanitarians for Code compliance.
- 2) Necessary changes or modifications to plans are communicated to owner or architect by revisions made to plans.
- 3) New plans, with required changes, are resubmitted for review.
- 4) When plans are acceptable, schedule a meeting for final approval.
- 5) Two ( 2 ) sets of plans must be submitted to the Health District for stamped/signed approval.
- 6) The Letter of Approval is mailed to owner by the Health District.
- 7) The owner must contact the Public Works Department for grease trap requirements.
- 8) Construction/renovation work may begin after zoning and building permits are obtained.
- 9) Health District sanitarians will inspect during construction and when construction is completed. Health District approval of construction is necessary in order to obtain a Zoning Certificate of Compliance (ZCC) from the Planning and Zoning Department.

**PROCEDURE FOR OBTAINING FOOD PERMIT:**

- 1) Obtain the ZCC from the Planning and Zoning Department and the Certificate of Occupancy from the Building Department.
- 2) Submit food permit application with appropriate fee and a copy of the ZCC and the Certificate of Occupancy to the Health District.
- 3) Make an appointment with the sanitarian for a food permit inspection.
- 4) The food permit is issued 1 to 2 business days after a satisfactory inspection.

The **Liquor Control Statement** is signed by the Director of Health **after** the Food Permit is issued.