

Town of Swampscott
OFFICE OF THE
Board of Health
ELIHU THOMSON ADMINISTRATION BUILDING
SWAMPSCOTT, MASSACHUSETTS 01907

Procedures to obtain a Food Establishment Permit

To facilitate a smooth licensing process and to ensure you can meet your opening targets, we are providing food establishments with this guide to the licensing process.

The Food Establishment permitting procedure is a (2) part process

- Plan Review
- Food Establishment Permit Inspection

Plan Review (the following is a working check list for the Plan Review process)

1. Schedule a meeting with Public Health Director to discuss proposal and requirements for licensure.
2. Schedule a site visit. The site visit allows the applicant to describe their plans for the location and the Health Department to provide information on necessary work to be done to ensure the facility meets compliance for licensure. Because the Public Health codes change, facility upgrades may be necessary even if you are going to conduct a similar type of business as previously existed at the location.
3. Submit Plan Review application
 - a. Plan Review application must be completely filled out. It is available online at our website.
 - b. Plans must be submitted 30 days prior to the start of construction**
 - c. Professionally drawn plans must show:
 - i. Site plan and floor plan
 - ii. **Elevation** and wall/floor joint details
 - iii. Lighting, plumbing/drainage details
 - iv. Lighting schedule and surface finish schedule
 - d. Specification sheets for all equipment and surfaces must be provided with plan
 - e. Menu
 - f. Fee

These requirements are all detailed in the Plan Review application.

Please Note: No Plan Review applications will be accepted if any of the requirements above are incomplete

Once the plans are reviewed, a plan review approval will be issued and, once approvals from the building and other municipal state and federal departments have been received, construction can begin. The Health Department may visit the construction site to ensure that construction is following the plans submitted. If there are any changes to the approved plan, please contact the Health Department office as soon as possible before proceeding. This allows us to make an assessment as to whether there is any negative food safety impact on the change and advise on actions that can be taken to remediate those negative impacts.

Food Establishment Permit Inspection

Submit your Food Establishment permit application with the appropriate fee. In order to ensure that your food establishment is inspected and permitted to meet your projected opening date, **please contact the Health Department one week prior to your proposed opening date to schedule an inspection.**

Permit Documents

The documents that are needed will depend on the type of operation. Some may not be applicable to your establishment. We will advise you as to what is needed at the time of the Plan Review application.

The following are documents that are needed to schedule the inspection:

1. Food Establishment Application form and fee (Check made out to the Town of Swampscott)
2. Certified Food Manager Certificate (for establishments that sell anything other than prepackaged food)
3. Allergen Awareness Certificate
4. Workers' Compensation Insurance Affidavit
5. Pest Control Contract
6. Trash Disposal Contract
7. Grease Disposal Contract
8. Choke Save Training Certificate (if establishment has 25 or more seats)
9. Lab Results (if you prepare frozen desserts)
10. Variance Requests with supporting documentation

The food establishment permit inspection should be scheduled after other departments (**except the Building Department**) have completed their inspections.

Once the inspection is completed and the facility has met the requirements for their Food Establishment permit, the inspector will sign the building card for the occupancy permit.

We will also advise the Licensing Department that we have completed our inspection, so they can issue the Common Victualler permit (if needed).

After the Building Department has issued the Certificate of Occupancy, the Food Establishment Permit will be issued, at which time you may begin operating.

Please feel free to contact us at 781-596-8864 if you have questions.