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Public Health
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Guidelines for Obtaining a Food Establishment Permit in the City of Beverly

Beverly is a business friendly community with a burgeoning number of restaurants and cafes and an increasing number of seasonally held festivals in the City. The health department is available to assist in the process of permitting to operate a restaurant and provides this guideline.

The process towards permitting involves the following:

- ∞ **Step-1: Food Establishment Plan Review Application & Floor Plan.**
- ∞ **Step-2: Pre-opening inspection.**
- ∞ **Step-3: Application for permitting.**

It is preferable to schedule a meeting with the department **prior** to submission of the Food Establishment Plan Review Application with design plan(if applicable) to: **(1) build or convert** a retail space to a restaurant or **(2) remodel an existing** restaurant or **(3) purchase an existing** restaurant. The benefit to this is that it provides an opportunity to discuss with an applicant the scope of operation and requirements for permitting **before entering into a commitment**. In addition, because sanitary codes/food codes can change, facility upgrades may be required for an operating business involving only a change in ownership.

A site visit **after** a meeting at the Health Department will provide an opportunity for further discussion of the potential use at the location. This will allow the department to offer guidance as to any work that will be required or considerations for the proposed site based on the menu & scope **before commitment** and submission of the Plan Review Application and Plan Design.

Step 1. Submit Food Establishment Plan Review Application with Floor Plan:

∞ Properly completed **plan review application** and **prepared plan** submission and **specifications** for review and approval prior to construction, conversion or remodel needs to be submitted to the Health Department in accordance with the Commonwealth of Massachusetts State Sanitary Code 105 CMR 590.000 section 590.011: Plan Submission and Approval and Federal Food Code section 8-201.11. Plans need to be submitted a minimum of 30 days prior to start of construction. Plan contents and specifications need to include the following:

- The submitted plan(s) needs to be scaled at 1/4"/ft. The floor plan needs to identify locations for proposed hand sinks, ware washing sinks, food preparation sinks, preparation tables, mop sink, dish machines, refrigerators & freezers, cooking equipment, hot holding equipment, hot water supply/capacity, dry storage shelving, wall shelves, restrooms, etc.
- Numbered equipment key must be on plan to identify equipment on plan.
- Finish schedule for floor, walls & ceilings must be listed on plan.
- Plumbing and Electrical Schematic must be shown on the plan.
- Interior Elevation section details should be shown on the plan.
- Supplemental plan view for product flow of raw food & ready to eat food must be shown on plan.
 - Color/highlight product flow from delivery to dry storage, cooler storage, preparation areas within facility.
- Cut sheets for all equipment identified on design plan must be submitted with plans.
 - Equipment must meet ANSI standards per Food Code 4-205.10.
 - Consideration for quick disconnects for gas cooking equipment and castors on equipment at cook line & shelving should be considered to allow for cleaning around and below equipment.
- Equipment for cooling and heating food, and cold holding food and hot holding food shall be **sufficient in number & capacity** to provide food temperatures as specified under Food Code Chapter 3 pursuant to Food Code section 4-301.11. Refrigeration storage in (cuft) needed based on menu and anticipated number of meals between deliveries and complexity of menu must be taken under consideration in design. A food consultant can provide assistance.
- Locations for exterior refuse containers, dumpsters or grease barrels must shown on site plan.
- Menu must be submitted with plan with required consumer & allergen advisories shown on menu.
 - HACCP plan and supplemental lab report or variance requests (if applicable) must be submitted.
- Food Establishment Plan Review fee must be submitted with application.

Step 2: Pre-opening Inspection:

- ∞ Inspections may be made during construction to ensure the approved plan as submitted is being followed. **No changes in the approved plans may be made without prior Health Department approval.**
 - Inspections for permitting by the Health Department should occur after other departments (Building & Fire) have completed inspections.
 - Schedule an appointment a minimum of 1 week prior to anticipated opening to allow time for any necessary repairs before permitting.

Step 3. Application for permitting:

- ∞ Depending on the type of operation, the following documents must be submitted with the completed application and payment of applicable fees to the City of Beverly for permit(s).
 - Certified Food Manager Certification. A food handler certificate is not considered a replacement to a certified food manager.
 - Massachusetts Allergen Awareness Certificate.
 - Documentation of Choke Saver Trained person(s). Restaurants with a seating capacity of at least 25 seats are required to have choke saver trained staff at all times of operation.