



## TOWN OF WATERTOWN

Board of Health

Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617-972-6446  
Fax: 617-972-6499

[www.watertown-ma.gov](http://www.watertown-ma.gov)



**Public Health**  
Prevent. Promote. Protect.

Larry Ramdin, MPH, REHS, CHO, CP-FS  
Director of Public Health

### Procedures to obtain a Permit to Operate a Food Establishment

Watertown is a business friendly community and in order 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

1. Schedule a meeting with the Chief Environmental Health Officer 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 has to completely filled out
  - 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 Food Establishment Plan Review Application.

Once the plans are reviewed a plan review approval will be issued and construction can begin, once approvals from the building and other municipal state and federal departments has been received. The Health Department may visit during the construction to ensure that the construction is following the plans submitted. If there are any changes to the approved plan, please contact the Board of Health 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**

In order to ensure that your food establishment is inspected and permitted, to meet your projected opening date. Please contact the Health Department (1) week prior to your proposed opening date to schedule an inspection and submit your food establishment permit application with the appropriate fee.

### **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 may be needed to schedule the inspection are:

1. Application to Operate a Food Establishment form and fee (Check made out to the Town of Watertown)
2. Certified Food Manager Certificate (for establishments that sell anything other than prepackaged food)
3. Allergen Awareness Certificate
4. Workmen's compensation insurance affidavit
5. Pest Control Contract
6. Trash disposal contract
7. Grease disposal contract
8. Choke Save training certificate -if you have 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). The Food Permit will be issued to you to begin food operations after the Building Department has issued the Certificate of Occupancy.

Please feel free to contact us at 617-972-6446 if you have questions.