



The following checklist is provided as a guide for information needed to obtain a permit to construct or remodel a food service establishment.

Food Service Establishment Checklist

1. Floor plan drawn to scale showing location of all equipment and facilities.
2. Manufacturer specification sheet for each piece of food service equipment. (Note: must be NSF approved.)
3. Stamped engineered drawings for the exhaust hood system (if applicable).
4. Provide hand washing facilities in food preparation areas.
5. Show number of seats (if applicable).
6. Show the dry storage area.
7. Show area and indicate method of collection for exterior refuse storage.
8. Floors, walls and ceilings in food preparation areas need to be smooth, non-absorbent and easily cleanable, commercial grade where appropriate.
9. Provide a coved base at the floor/wall juncture in food preparation areas.
10. Provide a mop sink and an area for hanging brooms and mops. If there is no mop sink, explain how mops will be cleaned and where water will be disposed.
11. Provide an area for employees to place personal items. (e.g. Purses, jackets, etc.)
12. Provide an area to store toxic items away from food preparation.
13. Provide a 3 -bay pot and pan washing sink, with rack above for air drying.
14. Equipment list to indicate if equipment is fixed in place, mobile (on casters, etc.) or movable.
15. All food service equipment to be mounted a minimum 6" off the floor or on wheels.
16. Provide a food preparation sink (if applicable).
17. Provide a copy of the menu.
18. Submit documentation for qualified food operator (QFO) if applicable.
19. Indicate source of water supply and method of sewage disposal (public or private).
20. Provide a lighting schedule. Ensure lights are shielded.
21. Indicate type of commercial dishwasher—hot water versus chemical sanitization with test strip.
22. Provide salad bar details including sneeze guard and reach in distance (if applicable).
23. Locate floor drains if provided.
24. Contact Consumer Protection --phone (860) 713-6160-- if proposed establishment is a bakery or grocery store.
25. Indicate type of ice machine—water cooled versus air cooled.
26. Provide size of hot water heater (UL rated), appropriate to the design of the restaurant.
27. Provide an area for storage of dishes, utensils, and pots and pans.
28. Provide a grease trap/interceptor in compliance with CT DEP FOG Regulations.

