



TOWN OF BURLINGTON
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Burlington Board of Health

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www.burlington.org

Requirements

for

New Construction and Renovation

of

**Restaurants, Retail Food Stores, Function Halls
and any other Food Establishment**

DON'T DELAY

**When applying for a building Permit,
apply for a Board of Health Plan Review
at the same time.**

**NOTE: All Food Establishments in Burlington
are smoke free by State Law.**

Burlington Board of Health

New Construction and Renovation Plan Review: Restaurants, Retail Food Stores, Function Halls and any other Food Establishments

Step 1 Pre-Construction or Renovation Period

NO WORK ALLOWED IN FOOD ESTABLISHMENT

- Plan Review Packet given to Food Establishment applicant.
- Food Establishment Representative returns Plan Review Packet.
 - ✍ Packet includes at least manufacturer's specifications sheets, floor plans, menu, and, completely filled out packet
 - ✍ Check for plan review fee included (made out to Town of Burlington)
- Detailed Review of Plan Review Packet by Board of Health.
 - ✍ NOTE: By law this review period can take up to 30 days. The 30-day period starts only after the plan review packet is complete.
- Approval by Board of Health. of complete Plan Review Packet/Approval Letter Issued **GO TO STEP 2 OR**
- Rejection of Plan Review Packet by Board of Health because incomplete or unacceptable/ Disapproval Letter Issued and Plan Review Packet Returned **GO BACK TO STEP 1**

Step 2 Construction/Renovation Period

WORK BEGINS FOR APPROVED WORK CHANGES IN FLOOR PLAN OR EQUIPMENT MUST BE APPROVED IN ADVANCE

- Construction and/or Renovation work begins
- Submit any changes in plan to Board of Health for approval before work is done.
- Construction and/or Renovation work ends **GO TO STEP 3**

Step 3 Inspection Period

- Board of Health must be notified for a pre-operation inspection that confirms all construction/renovation work completed according to plans.
- Board of Health approves use of newly renovated space. **GO TO STEP 4**

Step 4 Permit Period

- New establishments: Food Establishment Permit to operate issued by Board of Health.
- Existing establishments: Newly renovated space begins to be used.
- Food Establishment Permit and Certified Food Protection Manager's Certificate must be posted conspicuously.

Burlington Board of Health

TIPS FOR PLAN REVIEW SUCCESS

Or

How to Make the Plan Review Process Go Smoothly & Quickly

- Know the details of what you want to do: menu, floor plan layout, equipment needed, dishwashing needs, trash disposal, insect/rodent control
- Follow all directions
- Fill out all questions
- Have all supporting material (cut sheets, specs, floor plans, etc.)

Remember sinks are essential to any food operation.

Minimum sink requirements for any food establishment preparing any food (from coffee and hotdogs to full meals):

- 1 Bathroom (toilet, sink)
- 1 Hand sink in all food prep areas and dish washing area
- 1 Mop sink (for floor washing water disposal/ mop rinsing)
- 1 3-bay (or 2-bay) sink for dishwashing (or dishwasher) with Grease Trap
- 1 Prep sink (for filling pots, washing food, etc.)
- **Minimum sink requirements for any food establishment selling retail only (prepackaged cookies, foods, gum, chips, sodas, ice cream, etc.):**
 - 1 Bathroom (toilet, hand sink)
 - 1 Mop sink (for floor washing water disposal/ mop rinsing)

Certified Food Protection Manager Courses

Food safety training is a requirement for all food establishments (restaurants, markets, bakeries, caterers, institutions, mobile trucks, for-profit temporary food establishments and others). At least one Certified Food Protection Manager is needed for each food establishment. See Food Code 2-102.11 and 105 CMR 590.003 (A).

A Certified Food Protection Manager is a person who is at least 18 years old and has passed an accredited course and exam. The Certified Food Protection Manager must also be a Person in Charge (PIC).

Two half-time PICs may both be Certified Food Protection Managers if a full-time trained person is not available.

When a Certified Food Protection Manager quits, the food establishment has sixty days (60) to have someone else trained. The food establishment also must notify the Health Department in writing when the certified Food Protection Manager quits. A Certified Food Protection Manager certificate is not transferable from one person to another.

Burlington Regulation Governing Food Establishments 3 B., adopted February 11, 2003, states in part “at least one on-site manager or supervisor [with Certified Food Protection Training] shall be on duty and present at the establishments at all times that the establishment is open to the public and in operation.”

**The attached list from the MA Department of Public Health has resources for training.
www.state.ma.us/dph/fpp/retail/training.htm**

Choke Saver Programs

105 CMR 590.009(E) requires that all food service establishments containing (25) twenty-five seats or more must have a person certified in choke saving on premises when food is being sold.

“Pursuant to M.G.L. c. 94, ¶ 305 D, each food service establishment having a seating capacity of 25 persons or more shall: (1) Have on its premises, while food is being served, An employee trained in manual procedures approved by the Department to remove food lodged in a person’s throat; and (2) Make adequate provision for insurance to cover employees trained in rendering such assistance.”

Red Cross Boston: 617-375-0700 www.bostonredcross.org	Trinity EMS, Inc 978-556-9717
Technical Medical Training Center/Burlington: (781) 272-5369 (Bill Devereaux)	Medical Training Association 800-822-0550