



CITY OF HARTFORD

DEPARTMENT OF HEALTH AND HUMAN SERVICES

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HARTFORD HEALTH & HUMAN SERVICES FOOD SERVICE ESTABLISHMENT LICENSING INSTRUCTIONS

1. Obtain the proper Plan Review Application Packet (Class 1 or Class 2-4) from the City of Hartford Department Health and Human Services (HHS) Environmental Health Division, 131 Coventry, Hartford, CT 06112.
2. Contact the Zoning Department at City of Hartford Department of Licenses and Inspections (860-757-9200) for their approval for the location of this type of establishment.
3. Complete the Plan Review Application Packet as well as: (a) three copies of the establishment floor plan, (b) layout sketch drawn $\frac{1}{4}$ " to scale showing the location of the dining rooms, barroom, kitchen, lounge, toilet facilities and lockable storage area. The sketch shall show any service area, counters, partitions, entrances and exits with dimensions and all pertinent equipment. If there is more than one floor involved, a sketch must be submitted for each floor. The name and address of the establishment shall be indicated on the plans. A copy of proposed and/or existing menu shall also be submitted along with all necessary equipment specification sheets.
4. Submit the completed Plan Review Application Packet to the HHS Environmental Health Division. Plans will be reviewed by an HHS Sanitarian and approved or disapproved accordingly. If disapproved, the HHS Sanitarian will document necessary corrections for HHS approval.
5. Once food service establishment plans are approved, all documents will be stamped by the HHS Environmental Health Manager. Once the applicant has received a copy of the HHS approved plans, they must submit copies of the approved plans to the City of Hartford Department of Licenses and Inspections at 260 Market Street, 1st Floor (Constitution Plaza) for their review. In addition to the plans approved by HHS, the applicant must submit required permits, including but not limited to, electrical, plumbing, and zoning.
6. **CONSTRUCTION** – Applicants are advised to begin construction only after all approvals have been received. All proposed construction activity shall be completed within one year of approval date. If construction activity takes place beyond this timeframe a new Plan Review Application shall be submitted to the HHS Environmental Health Division. Please note that any revision or deviation from the approved construction plan renders the HHS Environmental Health approval null and void.
7. Upon the completion of all construction, the applicant must contact the Department of Licenses and Inspections, as well as the assigned HHS Sanitarian, to coordinate an on-site pre-opening inspection. Pre-opening inspections are contingent upon the issuance of a Certificate of Occupancy

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(CO) by the Department of Licenses and Inspections AND a Food License from the Hartford Department of Health and Human Services. Satisfactory completion of a pre-opening inspection shall not be construed as permission to operate an establishment. The applicant must demonstrate that all applicable permit fees, including the food license fee have been paid.

REQUIREMENTS FOR LICENSING INSPECTION

1. When all construction related to the approved floor plan is complete, the applicant must schedule a licensing inspection with an HHS Sanitarian.
2. At the time of this licensing inspection, the applicant must provide documentation of approval for: Zoning, Building, Electrical, Plumbing, Fire, Heating, Ventilation, and the Certificate of Occupancy.
3. The applicant must also submit in writing any information relating to the installation of equipment resulting in a change in the approved floor plan.
4. The Owner/Operator must be present at the time of the licensing inspection. Please note that while the planner is responsible for the sanitary features of each food service operation, the ultimate responsibility of the establishment rests with the owner. The installer has no authority to change the position of any unit that would deviate from the HHS approved plans.
5. The licensing inspection will include a review of the following:
 - a. Adherence to HHS approved plans
 - b. Menu items as listed in the application (Any change of menu should be submitted in writing at the time of the licensing inspection)
 - c. Food flow map documenting operational procedures to avoid food contamination
 - d. Plan Review Check List