



**FOOD ESTABLISHMENT  
PLAN REVIEW APPLICATION**  
Town of Northbridge – Board of Health  
7 Main Street  
Whitinsville, MA 01588  
Phone (508) 234-3272

***Include copies of all food safety manager's certifications and choke saving certification if required.***

Fee: \$ 100.00 (0-2,000 sq. ft.)                      \$ 200.00 (2,001-5,000 sq. ft.)  
\$ 350.00 (5,001-10,000 sq. ft.)                  \$ 600.00 (Over 10,000 sq. ft.)  
(Check made payable to the Town of Northbridge)

Date: \_\_\_\_\_

- New (Includes new construction and/or change in ownership)
- Remodel
- Conversion (Includes changes in food service operation)

Name of Establishment: \_\_\_\_\_

Address of Establishment: \_\_\_\_\_

Type of Establishment (Check all that apply):

- Food Service
- Retail Food
- Catering
- Residential Kitchen
- Other (please explain): \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Title (owner, manager, architect, etc.): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Food Establishment Plan Review Application – Page 2

Name of Establishment: \_\_\_\_\_

Sewerage Disposal : \_\_\_\_\_  
(If serviced by on-site septic system, indicate design flow in GPD)

Water Source: \_\_\_\_\_  
(If serviced by private well, supply DEP approval as transient non-community water supply system)

Hours of Operation: Sunday \_\_\_\_\_  
Monday \_\_\_\_\_  
Tuesday \_\_\_\_\_  
Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_  
Friday \_\_\_\_\_  
Saturday \_\_\_\_\_

Number of Seats: \_\_\_\_\_

Number of Staff: \_\_\_\_\_  
(Maximum per shift)

Total Square Feet of Facility: \_\_\_\_\_

Number of Floors on which operations are conducted: \_\_\_\_\_

Maximum Meals to be Served: Breakfast \_\_\_\_\_  
(approximate number) Lunch \_\_\_\_\_  
Dinner \_\_\_\_\_

Projected Start Date of Project \_\_\_\_\_ Projected Date of Completion \_\_\_\_\_

Please enclose the following documents:

Applications for Plan Review will not be accepted unless ALL of the documents are enclosed with the application:

- Proposed Menu (if Retail Food only, please state types of products you will carry)
- Food Safety Manager's Certification(s) (if applicable)
- Site plan showing location of business in building; location of building on site including alleys, streets and location of any outside equipment (dumpsters, well, septic system (if applicable))
- Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of 1/4 inch = 1 foot. This is to allow for ease in reading the plans.
- Show the location of the elevated drawings of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. Submit drawings of self-service hot and cold holding units with sneeze guards.
- Designate clearly on the plan equipment for adequate rapid cooling, including ice baths and refrigeration, and for hot-holding potentially hazardous foods.
- Label and locate separate food preparation sinks when the menu dictates to preclude contamination and cross-contamination of raw and ready-to-eat foods.
- Clearly designate adequate handwashing lavatories for each toilet fixture and in the immediate food preparation area.
- Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
- On the plan present auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation.
- Entrances, exits, loading/unloading areas and docks.
- Complete finish schedules for each room including floors, walls, ceilings and covered juncture bases
- Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, wastewater line connections, and grease trap.
- Lighting schedule with protectors:
  1. At least 110 lux (10 foot candles) at a distance of 75 cm (30 inches) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning;

2. At least 220 lux (20 foot candles):

- At a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption;
- Inside equipment such as reach-in and under-counter refrigerators;
- At a distance of 75 cm (30 inches) above the floor in areas used for hand-washing, ware-washing, and equipment and utensil storage, and in toilet rooms; and

3. At least 540 lux (50 foot candles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.

Food equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable).

- A color coded flow chart demonstrating flow patterns for
- Food (receiving, storage, preparation, service);
  - Food and dishes (portioning, transport, service);
  - Dishes (clean, soiled, cleaning, storage);
  - Utensils (storage, use, cleaning);
  - Trash and garbage (service area, holding, storage);

Ventilation schedule for each room.

Mop sink or curbed cleaning facility with facilities for hanging wet mops.

Cabinets for storing toxic chemicals.

Garbage can washing area/facility.

Dressing rooms, locker areas, employee rest areas, and/or coat rack as required.

Notes:

---

---

---

---

---

---

---

---

---

---