

**Belmont Health Department
PO Box 56
19 Moore Street
Belmont, MA 02478
617-993-2720**

FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

FEEES

New /Major Renovations	\$250
Minor Renovation	\$150
Revision of already submitted plans	\$ 75

Note: Please complete the entire application. Incomplete applications will be returned.

Date _____

Type of Food Operation: Restaurant _____ Retail Market _____

School _____ Institution _____ Daycare _____ Other _____

Name of Applicant/contact: _____

Mailing Address: _____

Phone #: _____ Fax _____

E-mail: _____

Location of Proposed Construction, Renovation or Remodeling:

Name of Establishment:

Name and Address of the Owner of Property:

Type of Food Operations (check all that apply)

- Retail
- Food Service: Sit down meals _____ Take Out meals _____
- Bakery (stand alone)
- Food Service Delivery Only
- Caterer
- Residential Kitchen
- Frozen Dessert Manufacturer
- Food Service – Institution /School
- Mobile Food Vendor
- Food Processor/Distribution/Commissary

of indoor dining seats: _____ # of outdoor dining seats _____
Area of facility _____
Number of floors _____
of employees _____
Hours of Operation _____
Length of Permit: Annual _____ Seasonal _____ Seasonal dates _____
Maximum # of meals to be served per day: _____
Breakfast _____ Lunch _____ Dinner _____

I have enclosed the following documents:

- Proposed Menu
- Manufacturer Specification sheets for each piece of equipment shown on the plan
- Site plan showing location in building, location of building on site, streets and location of outside equipment (dumpsters, sheds)
- Professionally drawn plan drawn to scale, of the food establishment/ vehicle showing location of equipment, plumbing, electrical services and mechanical ventilation (and odor suppression system if applicable) and a complete finish schedule. See guidelines for details
- Specifications for exterior and/or interior grease traps/grease interceptors
- Specifications for odor suppression system if applicable

Signature of Applicant _____