



# Town of Westwood

Commonwealth of Massachusetts  
**BOARD OF HEALTH**

## Food Application Checklist

- \_\_\_\_\_ \*Completed Application for Review of Food Plans - with appropriate review fee:  
0-5,000 sq. ft. - \$150.00 OR if over 5,000 sq. ft. - \$0.03 per sq. ft.
- \_\_\_\_\_ \*Completed Food Establishment Document (2) **or** Retail Establishment Document (3R)
- \_\_\_\_\_ Properly prepared plans, stamped by a Professional Engineer or Architect, accurately drawn to a minimum scale of  $\frac{1}{4}$  inch= 1 foot, a minimum of 24 X 36 inches in size, to include the proposed layout (equipment clearly labeled), mechanical schematics, construction materials and finish schedule
- \_\_\_\_\_ Equipment Specifications
- \_\_\_\_\_ Intended Menu (for food prepared on site )

Once the plan has been submitted to the Health Department, there is a **30 day** review period. After approval of the plan, these additional documents are required in order to be issued a Food Permit:

- \_\_\_\_\_ \*Completed Food Establishment Application with appropriate fee
- \_\_\_\_\_ Copy of Worker's Compensation Affidavit and policy declaration page
- \_\_\_\_\_ Copy of Certified Food Safety Manager Certificate(s) (Food Service only)
- \_\_\_\_\_ Copy of Choke Saver Certificate (for establishments with 25 or more seats)

\*These forms can be found on the website: [www.townhall.westwood.ma.us](http://www.townhall.westwood.ma.us) (Board of Health/applications)

### Internal Office Use:

\_\_\_\_\_ Date Received \_\_\_\_\_ Incomplete Packet \_\_\_\_\_ Complete Packet

Action Required \_\_\_\_\_