

Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234 Phone: (860) 774-7350 / Fax (860) 774-1308 / www.nddh.org

An Important Notice Regarding Your Food Service Permit

To: Itinerant Food Service Establishment Owners From: The Northeast District Department of Health

Date: March 15, 2024

Subject: 2024 Itinerant Food Service Permit Renewal

The Food Service permit issued to your establishment by the Northeast District Department of Health (NDDH) expired and must be updated for 2024.

Please return the following to this office by Monday, April 15, 2024:

- A completed **Itinerant Service Application**. You may access the application forms and can make payment online at www.nddh.org/formspermits. If you do not have computer access, you may complete the forms and pay the application fee at our office during regular business hours (Monday-Thursday, 8am 4pm, Fridays, 8am noon).
- The appropriate **fee** paid online at https://www.nddh.org/pay-online/, at our office, by drop box, or mailed with your application. The fee schedule, effective 7/1/23, can be found online at:
- https://www.nddh.org/wp-content/uploads/2023/06/NDDH_Service_Fees_effective_070123.pdf
- Establishments that are a Class II, III or IV must provide a copy of the Certified Food Protection Manager Certificate
- Complete and return the Emergency Contact Form
- Establishments with public water must provide a copy of the most recent water bill
- Establishments with a private well must provide a copy of the current water analysis report. Note that the water sample must have been retrieved by a CT Certified laboratory.
- Establishments with an on-site septic system must provide a copy (receipt) of the most recent waste removal. Note that the waste removal must be within the past 3 years.
- Establishments with grease traps must provide a copy (receipt) of the most recent maintenance

Upon receipt of all necessary documentation, a permit will be issued for your establishment. Please be sure to provide us with a valid e-mail address, as we will be sending permits electronically. Also be sure to complete and return the Emergency Contact Information Form.

All necessary documentation and permit fees must be received by close of business on Monday, April 15, 2024, or the establishment will be charged a late fee of \$90. In addition, a penalty fee of \$12 per NDDH business day with a maximum of \$120 shall be assessed for each business day late from April 29th through May 10th inclusive.

Annual inspections will be conducted throughout the year. A re-inspection fee of \$120 will be charged for a failed inspection.

If you have any questions, please feel free to contact us. As always, we look forward to working with you.

Sincerely,

The Northeast District Department of Health

Definitions

- "Catering food service establishment" means a business that is involved in the (A) sale or distribution of food and drink prepared in bulk in one geographic location for retail service in individual portions in another location, or (B) preparation and service of food in a public or private venue that is not under the ownership or control of the operator of such business;
- "Class 1 food establishment" means a food establishment that only offers for retail sale (A) prepackaged food that is not time or temperature controlled for safety, (B) commercially processed food that (i) is time or temperature controlled for safety and heated for hot holding, but (ii) is not permitted to be cooled, or (C) food prepared in the establishment that is not time or temperature controlled for safety.
- "Class 2 food establishment" means a retail food establishment that does not serve a population that is highly susceptible to food-borne illnesses and offers a limited menu of food that is prepared, cooked, and served immediately, or that prepares and cooks food that is time or temperature controlled for safety and may require hot or cold holding, but that does not involve cooling;
- "Class 3 food establishment" means a retail food establishment that (A) does not serve a population that is highly susceptible to food-borne illnesses, and (B) has an extensive menu of foods, many of which are time or temperature controlled for safety and require complex preparation, including, but not limited to, handling of raw ingredients, cooking, cooling, and reheating for hot holding;
- "Class 4 food establishment" means a retail food establishment that serves a population that is highly susceptible to food-borne illnesses, including, but not limited to, preschool students, hospital patients and nursing home patients or residents, or that conducts specialized food processes, including, but not limited to, smoking, curing or reduced oxygen packaging for the purposes of extending the shelf life of the food;
- "Food establishment" means an operation that (A) stores, prepares, packages, serves, vends directly to the consumer or otherwise provides food for human consumption, including, but not limited to, a restaurant, catering food service establishment, food service establishment, temporary food service establishment, itinerant food vending establishment, market, conveyance used to transport people, institution or food bank, or (B) relinquishes possession of food to a consumer directly, or indirectly through a delivery service, including, but not limited to, home delivery of grocery orders or restaurant takeout orders or a delivery service that is provided by common carriers. "Food establishment" does not include a vending machine, as defined in section 21a-34 of the general statutes, a private residential dwelling in which food is prepared under section 21a-62a of the general statutes or a food manufacturing establishment, as defined in section 21a-151 of the general statutes;
- "Itinerant food vending establishment" means a vehicle-mounted, self-contained, mobile food establishment; All Itinerant food vending establishments are required to have a hand-washing sink with hot and cold running water under pressure, holding tank, and mechanical refrigeration.
- "Pushcarts" are limited to the sale of hot dogs and pre-packaged foods only.
- "Multiple class food service establishment" means any business with departments that are classified as separate food establishments;
- "Noncommercial function" means a function where food is sold or distributed by a person not regularly engaged in the business of selling such food for profit;
- "Seasonal operation" means a food establishment that operates six months or less at the same geographic location:
- "Temporary food service establishment" means a food establishment that operates for a period of not more than fourteen consecutive days in conjunction with a single event or celebration



NDDH Fee Schedule Effective 07/01/23

Board Approved 04/13/2023

Food Service Fees

Annual Food Service Permits are required for all establishments operating 8 or more days/events per year.

Establishment	Annual Permit	Plan Review
Class I	\$175.00	\$185.00
Class II	\$325.00	\$185.00
Class III	\$500.00	\$265.00
Class IV	\$665.00	\$280.00
Non-Commercial Function (Civic/Faith-based Organizations, etc.)	\$145.00/per year	
Non-Commercial Function	\$90.00/per site	
(Senior Nutrition Program/Soup Kitchens, etc.)	(Operating 3 or more sites)	
Multiple Class Establishment (Grocery)	\$1,000.00	\$690.00
Catering**	Food Service Permit fees above	\$240.00
	according to Class plus \$145.00	
Itinerant Vendors and	Food Service Permit fees above	50% of Plan Review fees above
Mobile Units**	according to Class (Annual)	according to class
Push Carts**	\$190.00	\$80.00
Seasonal	50% of Annual Food Service Permit	\$145.00
(operates 6 or less months)	fees above according to class	

Temporary Food Permit Fees

A permit must be issued for every event and every booth

Temporary Permits are offered for all establishments operating 7 or less days/events per year.

Please note: Any application received less than 5 business days prior to the event may be subject to a late fee.

Length of Event (Day ends at midnight)	For Profit Org	Non-Commercial Function
1 Day	\$60.00	\$20.00
2 Days	\$120.00	\$40.00*
3 Days or more**	\$160.00	\$60.00*
Brooklyn Fair	\$180.00	\$180.00
Woodstock Fair	\$180.00	\$180.00

^{*}Each for first 4 booths and \$40 for each additional booth

Additional Food Service Fees:

Administrative Hearing at NDDH	\$325.00
Simple Ownership Transfer Fee	\$ 80.00
Re-Inspection Fee	\$120.00
Failure to maintain Certified Food Protection Manager Certification (formerly QFO)	\$115.00
FAST Class Training Fee per Participant	\$ 60.00
FAST Class Training Fee Volunteer (Non-Commercial at Semi-Annual Session per Participant)	\$ 40.00
Private FAST Class Contact 1	NDDH for details
Certified Food Protection Manager Course (formerly QFO) — See CFPM Registration Form for details	\$145.00
CFPM Re-test	\$145.00
CFPM Answer Sheet	\$ 58.00
CFPM Proctor (Exam by Appointment Only-minimum 2 hours)	\$ 65.00 per hr
Thermometer Fee	\$ 10.00
Sanitizer Test Strip Fee	\$ 9.00

^{**}Excludes Brooklyn & Woodstock Fairs



Northeast District Department of Health 69 South Main Street, Unit 4

Brooklyn, CT 0623

Phone - (860) 774-7350 / Fax - (www.nddh.org email@nddh.or

Unit 4	Date:
34	
860) 774-1308	Emailed:
landdh org	

Sanitarian Approved Initial:

ITINERANT FOOD VENDING APPLICATION

Vending Name	e:						
Owner Name:			Contact:				
Mailing Addre	ess:		City:		St	ate:	Zip:
Business Phon	e:	Hon	ne Phone:			Cel	1:
Fax:		Bill	ng Email:				
Type o	f operation:	On-site prep	aration:	O	ff-site p	reparatio	n:
Vehicle Regist	ration Numb	per(s):					
Schedule	of Proposed	Sites / Hours	s of Operation	n /]	Locatio	n of Toil	et Facilities
							
(A water	analysis must	Well Dat be submitted in or e submitted for eac	der to receive y	if well) our perm	it. If mo	re than one	well is to be used,
Method of was	stewater disp	osal:					
Method of disp	osal of frye	r grease or othe	r ingredients:				
You must subr	nit written no		the appropria	ite muni	icipal aı	uthorities	indicating that the
You must subr proposed opera	nit written no ation conforr	otification from ns to all local/to	the appropria	ite muni ients.	•		indicating that the
You must subraproposed opera	nit written no ation conforr	otification from ns to all local/to	the appropria	ite muni ients.	•		indicating that the
You must submore proposed operations Signature:	nit written no ation conforr	otification from ms to all local/to	the appropria	nents.	_ Date: _	Receipt #	C



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69 South Main Street, Unit 4, Brooklyn, CT 06234 860-774-7350 / Fax 860-774-1308 www.nddh.org

EMERGENCY CONTACT INFORMATION

Water Interruption • Power Outage • Fire • Flood • Contamination • Natural and Man-made Disasters

There are a number of emergencies that can interrupt your establishment. To protect the public, the Northeast District Department of Health (NDDH) must be able to quickly contact decision-makers for your business/organization to provide appropriate guidance. Check our website for regular updates that impact your establishment at http://www.nddh.org/services/food/.

NDDH will conduct periodic tests of our Emergency Notification Systems. You may receive messages by phone, text, fax, or email. Please complete the information below, being sure to fill all fields accurately:

Today's Date:			
Business/Org Name:			
Business Address:			
City:			
Emergency Contact Name and T	Sitle:		
24/7 Contact #:	Cell Number:		
Work Phone:	Fax Number:		
Email Address:			
Alternate Emergency Contact Noted Cell Phone:			
Work Phone:	Home Phon	ne:	
Email Address:			
Is water for your business estab	olishment/organization s	upplied by:	
Well	Community Wat	ter System	
Businesses with multiple le	ocations: Please complete a so	eparate form for each location.	
NDDH USE ONLY:			
Undated - FHS Database Fycel	Data Sheet Initia	ls:	