



**PLAINVILLE-SOUTHINGTON REGIONAL HEALTH DISTRICT**

*Serving the communities of Middlefield, Plainville and Southington*

Main Office

Satellite Office

Satellite Office

196 NORTH MAIN ST.

ONE CENTRAL SQUARE

405 MAIN ST., STE.1

SOUTHINGTON CT 06489

PLAINVILLE CT 06062

MIDDLEFIELD CT 06455

860-276-6275 • FAX 860-276-6277 • pshd.org

SHANE LOCKWOOD, M.P.H., R.S., DIRECTOR OF HEALTH

**Public Health**  
Prevent. Promote. Protect.

**CATERING PERMIT APPLICATION**

Use this application if you or your employees sell or distribute food and/or drink prepared in bulk in one (1) geographic location for service in individual portions at another geographic location or if you or your employees prepare and serve food on public or private premises not under the ownership or control of the catering business.

**Application Date:** \_\_\_\_\_ **Check one:** \_\_\_New Business \_\_\_Renewal \_\_\_New Owner of Existing Business

Name of business: \_\_\_\_\_ Business phone #: \_\_\_\_\_

Email: \_\_\_\_\_ FAX # \_\_\_\_\_ After- Hour Emergency Phone \_\_\_\_\_

Address of food operation: \_\_\_\_\_ Town: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Business owner's name(s): \_\_\_\_\_

Home address(s): \_\_\_\_\_ Phone # \_\_\_\_\_

Property owner's name / phone # (if different): \_\_\_\_\_

**Submit the following with this application:**

- Accurate floor plan showing the layout of the food preparation and service areas, identifying the type and location of all pertinent equipment, plumbing fixtures, mechanical ventilation and a description of the type and color of flooring and wall coverings.
- For new building construction: provide a site plan of the property, showing location of all buildings, water and sewer service pipes, any outside equipment, dumpsters, water supply wells, septic system, grease interceptors, etc.
- Equipment schedule: An accurate list of the equipment proposed for use with the manufacturer's specifications (cut sheets).
- Plan review fee of \$100.00. Cash or check payable to Plainville-Southington Health District (PSHD).
- Proposed menu or food items you plan to offer or sell.
- Additional plans may be required for: Planning, Zoning, Fire, Police, Building, Engineering and WPC.

**Source of water at food preparation site:** \_\_\_ Public supply \_\_\_ Well water **Sewers:** \_\_\_ Public Sewers \_\_\_ Septic system

**Will food and/or food equipment be transported from one location to another location:** \_\_\_ Yes \_\_\_ No. **If yes, describe the vehicle, equipment and methods you will use to store and monitor the hot and/or cold foods and any equipment during transport:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, you attest that the information you provided above is true and accurate to the best of your knowledge. You understand that this Health District must approve any changes to the menu, equipment or kitchen layout prior to its implementation. You agree to comply with all federal, state and local laws, regulations and ordinances and clearly understand that the Catering Permit issued by this Health District may be suspended or revoked at any time.

Signed: \_\_\_\_\_ Date signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Plan Review** fee paid: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_ **Classification:** \_\_\_\_\_ **Permit** fee paid: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_

Notes: \_\_\_\_\_