

Town Clerk

Applicants will need to obtain a Business Certificate (also commonly referred to as “d/b/a Certificate”) from the Town Clerk.

The Business Certificate is issued for public information and consumer protection purposes.

Ron Fucile, Town Clerk
(508) 660-6343

For more information, visit us on the web:

www.walpole-ma.gov

Town of Walpole

COMMONWEALTH OF MASSACHUSETTS



**OPENING A
FOOD ESTABLISHMENT**

2015

Selectmen's Office

The Board of Selectmen sincerely appreciates your interest in opening a food establishment in the Town of Walpole.

We hope that you find this informational guide helpful as you begin the permit application process.

The food establishment permitting process generally begins with the Board of Health, with further review and potentially additional permits required from other Departments, including but not limited to the Building Department, Fire Department, Town Clerk and Police Department.

The Board of Selectmen issues the following licenses:

- Common Victualler (food establishments with a seating capacity);
- Liquor Licenses (Beer & Wine and All Alcohol);
- Entertainment (may require a Special Permit);
- Amusement (pool tables, TVs, jukeboxes, etc.);
- Outdoor Seating (in conjunction with ZBA)

The Board of Selectmen typically forwards license applications to the Police Department for review. If approval is granted by the Board of Selectmen, licenses are generally only released after final

inspections have been completed by the Health, Building and Fire Departments.

Cindy Berube, Executive Assistant
Phone: (508) 660-7277

Board of Health

The Board of Health issues all food establishment permits.

Applicants must complete a Food Establishment Permit Application and a Food Establishment Plan Review Guide and submit to the Health Department at least 30 days prior to the planned opening date.

The Food Establishment Permit Application will be used to obtain basic information including the type of location (i.e. permanent or mobile), the type of establishment (i.e. retail, food services, caterer) and the length of the permit (i.e. annual, seasonal), among other items.

The Food Establishment Plan Review Guide will be used to obtain in-depth background information (i.e. planned food preparation and storage, disposal of waste, dishwashing facilities, employee training) and clearly specifies the requirements for the submission of plans. A copy of the proposed floor plan must be

attached to the completed Food Establishment Plan Review Guide in order to ensure that the layout requirements are met. Once the plan review has been approved by the Board of Health, a pre-operation inspection will be conducted. Applicants will be required to provide the Board of Health with notification of the planned date of opening at least one week prior to allow time for inspection(s).

There is typically a fee for the food establishment permit and for the comprehensive plan review.

Once your permit has been issued, the Board of Health will conduct routine inspections to ensure compliance with the Food Code (State Sanitary Code 105 CMR 590.000) and the Town's regulations.

Robin Chapell, Health Director
Phone: (508) 660-7321

Building Department

The Town's Building Commissioner will make a determination as to whether the area in which the food establishment is proposed is zoned for that type of business, as well as evaluate proposed parking and signage.

If a food establishment is not allowed in the zoning district in which it is being proposed, the Applicant will need to seek relief from the Zoning Board of Appeals (ZBA).

Obtaining relief from the ZBA can take between 3 to 5 months and there is no guarantee of approval. It is therefore recommended that Applicants communicate with the Building Department early in the process and prior to leasing or purchasing the property to ensure that any issues regarding zoning are properly addressed.

Applicants will also work with the Building Department should any construction be proposed in order to obtain a building permit. Additional approvals and/or permits may be required from the Building Department, including but not limited to wiring and plumbing permits and permits for signage.

Kris White, Building Commissioner
Phone: (508) 660-7324

Fire Department

The Walpole Fire Department has provided the following general guidelines for parties exploring opening a food establishment in the Town of Walpole. As you go through our planning guide, it's important

to note that these are only guidelines and we recommend that you schedule a meeting with Fire Prevention to assure code compliance and to answer any questions you may have. We look forward to working with you and wish you the best of luck in your business endeavor.

Commercial Cooking Requirements:

- Complete drawings of the commercial cooking installation shall be submitted to the Fire Department for plan review. After the Fire Department's plan review a permit for such work is then secured through the Building Department.
- Installations of systems shall be performed only by persons properly certified to install such systems.
- Cooking equipment used in processes producing smoke or grease-laden vapors shall be equipped with an exhaust system and protected by both automatic fire extinguishing systems as primary protection and portable fire extinguishers as secondary backup.
- Portable fire extinguishers shall be installed in kitchen cooking areas specifically listed for such use.
- Upon activation of the fire-extinguishing system all sources of fuel and electric power shall automatically shut off to the cooking equipment.

- The requirements for additional fire protection systems (sprinkler and fire alarm) are based on the following criteria: occupancy type; building square footage; and occupant load. Each reviewed and approved by the Building Department.

Deputy Fire Chief Michael Laracy
(508) 668-0260

Community and Economic Development

The Office of Community Development serves as a liaison between business owners and the Town, coordinates any necessary pre-development meetings and provides assistance throughout the permitting process.

There are a variety of tax incentive and business assistance programs available to new businesses, as well as existing businesses interested in expanding. Please contact our office for more information.

Elizabeth Dennehy, Director
(508) 660-7352
