

# GETTING TO OPENING DAY



## An Informational Guide to Opening a Food Establishment

### Permitting Stages

1. Site and Zone review
2. Food Plan Review
3. Permit Application
4. Pre-Inspection
5. Issuance of Permit
6. Graded Routine Inspections
7. Periodic Inspection

**Restrictions** on food establishments arise from many different sources: the food code, and the building, plumbing and electrical codes, as well as local ordinances and Board of Health regulations.

Discuss your plans with the City Sanitarian before beginning any renovations to avoid delays.

For more information contact: Lisa Tobin, City Sanitarian  
Email: [ltobin@lynnma.gov](mailto:ltobin@lynnma.gov)  
Tel: (781) 586-6794

Food permits are **NOT** transferrable. Any change in ownership must separately reapply. Applications will be reviewed within 30 days of submission. Some activities may require special permission from the Board of Health and/or additional permits/licenses.

### Site and Zone review

Food establishments are only permitted in certain zones. All projects for new or newly renovated buildings larger than 5,000 square feet must be approved by the [Site Plan Review Committee](#). Projects which require additional parking, or changes to existing parking, entrances or lot entrances and those with a drive-thru also need [Site Plan Review Committee](#) approval.

If you plan to build new commercial space or convert an existing building into a restaurant, you may require a [Special Permit](#) from the [City Council](#). To inquire whether a proposed use is permitted, contact [isdonline@lynnma.gov](mailto:isdonline@lynnma.gov).

### Food Plan Review

The food plan review process brings everyone to the table to make sure that the planned set-up and processes are permitted under the various regulations applicable to food establishments.

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Food establishments must have hot water, mop sinks, dedicated clean-rinse-sanitize sinks, and toilet facilities, soap and handwashing stations for employees. The number and size of on-site toilet facilities will impact total occupancy. All dining establishments must provide public restrooms for patrons.

### Permit Application

You may request a food permit application in the Inspectional Division, Room 401.

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The [City Sanitarian](#) will review your application to ensure that all required materials are attached. With limited exceptions, food establishments must be overseen by a [certified food protection manager](#), and must demonstrate training in [food allergen awareness](#) and [choke-saver certification](#). Incomplete applications will not be processed.

### Pre-Inspection

Once you have completed your pre-open renovations and fully set-up the kitchen, storage and prep areas the food inspector will conduct an in-person review of the food establishment and the procedures and protocols in place to ensure safe food handling practices.

The [certified food protection manager](#) is expected to attend the pre-inspection to answer questions which may arise. If the food inspector recommends corrections at the pre-opening inspection, the establishment will not receive permission to open until the violations are corrected.

### Issuance of the Permit

Once you have completed your pre-open renovations and fully set-up the kitchen, storage and prep areas the food inspector will conduct an in-person review of the food establishment and the procedures and protocols in place to ensure safe food handling practices.

*Even if the proposed location previously was a restaurant, change of ownership and/or renovations may require that existing conditions be brought up to code prior to re-opening.*

*Certain activities may require additional permits, a HAACP plan and/or variance from the Board of Health, or — like in the case of shellfish and frozen desserts — a state license.*

*You also may apply for a seasonal or temporary food permit for a special event, concession stand or camp where food is sold.*

*New business owner's should inquire in the City Clerk's Office about a business certificate, common victualler and liquor licenses.*

*All warning signs, labels and required materials shall be posted for pre-inspection. Kitchen, dining and bar areas must be fully stocked for open. A re-inspection fee may apply in case of multiple visits.*

The food inspector will bring the food permit to temporary/special events. All others shall be available for same day pickup in ISD, Room 401, or shall be mailed within twenty-four (24) hours.