

Food Service Establishment Permit Process

All food establishments (no alcohol)

- 1) Complete Zoning Review and verify existence of or obtain special permit from the Lynn City Council as necessary,
- 2) If the business is a restaurant with in house seating go to the City Clerks' office to obtain a common Victualars license.
- 3) Obtain and complete a Food Service Establishment Applications at the Inspectional Services Department or on line at lynnisd.com and determine all required licenses as well as the required fee,
- 4) If the proposed establishment is not an incorporated with the Commonwealth of Massachusetts go to the City Clerk's office and obtain a Business Certificate,
- 5) New Operations Only – Submit a Food Establishment Plan Review application and appointment for plan review. (See Food Establishment Plan Review Application for new facilities)
- 6) Pay the required fee,
- 7) Request a Pre-Operational Inspection of establishment with City Food Inspector.
- 8) Complete all alterations or improvements required by the Food Inspector,
- 9) ISD will mail all approved and endorsed licenses to your business, you must post these licenses in an area visible to customers,
- 10) Open the food service establishment,

Food Service Establishment Permit Renewal Process

All food establishments (no alcohol)

- 1) The Inspectional Services Department, Health Division, will mail your business a Food Service Establishment Application as well as applications for all Food Licenses held by your business thirty (30) days prior to your license expiration date,
- 2) Ensure that all City of Lynn taxes are paid by your business prior to completing and returning your application,
- 3) Complete the applications and mail or complete the applications on line at Lynnisd.com, (if your business is a take-out restaurant, mail or deliver to the ISD your tax returns from the previous year showing the gross income of the business),
- 4) If your business sells anything other than wrapped and manufactured food products mail or deliver to ISD a copy of your Food Safety Manager Certification, Food Allergen Awareness Certification or evidence of application.
- 5) If tobacco is sold by your business mail or deliver with a copy of your State Tobacco License to the ISD,
- 6) If there are 25 seats or more in your business mail or deliver a copy of your Anti-Choke Safety Certification to the ISD,
- 7) Your approved and endorsed licenses will be mailed to your business and you must post these licenses in an area visible to customers,

Food Service Establishment Permit Checklist

All food establishments (no alcohol)

- 1) Obtain and complete a Food Service Establishment Applications at the Inspectional Services Department and determine the appropriate fee,
- 2) Provide a copy of your Food Safety Manager Certification or evidence of application. (If selling anything other than wrapped and manufactured food products)
- 3) Provide copy of your Food Allergen Awareness Certification. (If selling anything other than wrapped and manufactured food products)
- 4) Provide a copy of your State Tobacco License. (If tobacco is being sold at the establishment)
- 5) Provide a copy of your Anti-Choke Safety Certification. (If there are 25 seats or more in establishment)
- 6) New Operations - Provide a floor plan and request an appointment for plan review. (See Food Establishment Plan Review Application for new facilities)
- 7) Pay the required fee,
- 8) Request a Pre-Operational Inspection of establishment with City Food Inspector.
- 9) Submit a copy of the Certificate of Occupancy (CO) for intended use.
- 10) Provide copy of your Worker's Compensation Insurance unless:
 - a. You are a sole proprietor or partnership and have no employees working for you in any capacity,
 - b. You are a corporation and your officers have exercised their right of exemption,
 - c. You are a non-profit organization, staffed by volunteers, with no employees.

Food Service Establishment Plan Review Process

All food establishments (no alcohol)

- 1) Obtain and complete Plan Review application from the Inspectional Services Department (ISD) with all required attachments,
- 2) Submit menu or complete list of food and beverages including approximate maximum number of meals to be serviced daily,
- 3) Submit days and hours of proposed operations,
- 4) Manufacture specification sheet for each piece of equipment to be used in business,
- 5) Floor Plan of food establishment drawn to scale on a minimum size of 11 x 14 inch paper showing (as applicable):
 - a. Location of all equipment,
 - b. Location of all sinks; hand, ware washing and food preparation,
 - c. Location of plumbing, electrical and mechanical services,
 - d. Equipment schedule including location of equipment,
 - e. Auxiliary areas such as food preparation, storage, garbage, and toilet rooms,
 - f. Finish schedules for all surfaces in all rooms,
 - g. Entrances, exits, loading areas and delivery docks,
 - h. Lighting fixtures,
 - i. Location and layout of all indoor and outdoor seating and dining areas,
 - j. Source of water and method of sewage disposal,
 - k. Toxic material storage area,
 - l. Employees personal item storage area,
 - m. Interior signage,
 - n. Interior waste storage area,
- 6) Site plan of property showing:
 - a. Location of building on site,
 - b. Adjacent alleys and streets,
 - c. Location of any outside facilities or equipment,
 - d. Dumpster location,
 - e. Parking and loading areas with dimensions of spaces, aisles, loading areas,
 - f. Exterior Lighting,
 - g. Exterior Signage,
- 7) Schedule meeting with Food Inspector to review plan,
- 8) Revise and resubmit plan as required by the Food Inspector,