



NATICK BOARD OF HEALTH
13 East Central Street
Natick, MA 01760
508-647-6460 Fax 508-647-6466

PROCEDURES for NEW CONSTRUCTION or REMODELED FOOD ESTABLISHMENTS

For all Food Establishments that are newly constructed or remodeled, a food establishment plan review is required. The information described below must be included in the Food Permit Application.

1. A copy of the floor plan, complete with an equipment layout, to the Board of Health for review.
2. The following must also be submitted with the plans:
 - a. Schedule of finishes for the establishment, including floors, walls, and ceilings.
 - b. All equipment specification sheets associated with the food operations.
 - c. All fees for Plan Reviews must be paid in advance (see attached fee schedule for reference).
Please Note: Plan Review fees are non-refundable
3. Natick Board of Health Regulations, Chapter 23 requires that any food establishment with 100 or more seats install and regularly maintain an exterior grease trap. Plans for installation must be reviewed and approved by the Board of Health **PRIOR** to any external grease trap installation.
4. Whenever a Certificate of Occupancy (CO) is required by the Building Department for a newly constructed or remodeled food establishment, an additional fee for the CO must be submitted to the Board of Health. **All fees and appointments for the Board of Health's participation in the CO process must be completed AT LEAST forty eight (48) hours before date of inspection.**
5. Review any attached procedure policies of the Natick Board of Health. If necessary, a meeting may be arranged with this office at any time during the review process. A minimum of 48-72 hours' notice is required for scheduling.