

**OFFICE OF THE  
BOARD OF HEALTH**  
13 EAST CENTRAL STREET  
NATICK, MASSACHUSETTS 01760

**ADMINISTRATIVE PROCEDURES FOR ENFORCEMENT OF FOOD  
ESTABLISHMENT INSPECTION PROGRAM**

1. At the time of the Initial Inspection, the inspector will inform the owner or person in charge, in writing, of the existence of any violations of the State Sanitary Code and Natick Board of Health Regulations. A date for a Compliance Inspection will be established and recorded on the inspection report form, a copy of which is left with the Owner or Person in Charge.
2. All violations cited must be corrected at the time of the scheduled Compliance Inspection. If violations remain, a **Re-inspection Fee** will be applied for each subsequent Compliance Inspection.
3. Should a Compliance Inspection reveal a failure to correct serious violations, if new, serious violations are found to exist, or an accumulation of violations resulting in poor sanitation exist, additional enforcement actions may be taken, including:
  - Fines levied in accordance with the Natick Board of Health Non-Criminal Disposition Procedures
  - An increased, Routine Inspection Schedule
  - Administrative Hearing with the Natick Board of Health
4. In the event of an Administrative Hearing, the health agent will give written notice of the hearing, which will be scheduled seven (7) to fourteen (14) days after the Compliance Inspection.
5. At the scheduled Administrative Hearing, the owner will be afforded the opportunity to show cause why the establishment has failed to achieve compliance with minimum standards. The hearing will determine a plan of enforcement action to address outstanding or repetitive violations. The Hearing Officer (a Board of Health member or the Director of Public Health) will schedule a date for Final Inspection where the establishment must be in full compliance. Final Inspections will be scheduled fourteen (14) to twenty-one (21) days after the date of the Administrative Hearing. **Failure to appear at the hearing shall be reason for immediate action by the Board of Health.**
6. Should the Final Inspection reveal uncorrected serious violations or an accumulation of violations resulting in a poor level of sanitation, the permit to operate the establishment shall be immediately suspended. The establishment will be required to close, and the public will be notified of these actions by the Board of Health.
7. A surcharge will be placed on any renewal application where additional enforcement actions were taken through the calendar year. These surcharges are outlined in the attached Food Establishment Compliance Surcharges Schedule. **ALL PERMITS TO OPERATE A FOOD ESTABLISHMENT ARE VALID UNTIL DECEMBER 31 OF THE CALENDAR YEAR.** Please be advised that all fees and fines shall be paid in full by December 31 in order to renew a Permit to Operate a Food Establishment.
8. Nothing in this procedure shall preclude the Board of Health from ordering immediate closure of any establishment which presents an imminent danger to the public health as defined in Article 1 of the State Sanitary Code.