

City of Portsmouth Health Department
(603) 610-7238

New/Renovated Food Establishment Checklist

Prior to opening a new food establishment or renovating an existing establishment, there are certain critical steps that must be followed. The following checklist has been developed in order to make this process as easy as possible. Steps must be completed in the order listed. **For existing establishments that are undergoing an ownership change, the Health Department will conduct a walk-through and identify any additional needs at no cost to the prospective owner. Existing establishments may need extensive upgrades to be permitted by the Health Department. There are also restrictions on basement areas. If the location you are considering has any basement component, you **MUST** contact the Health Department for further information.**

| Date Completed | Department | Requirement |
|----------------|---|---|
| 1. | Inspections 610-7243 | Submit “ New Use/Change In Use ” application including Site Plan and detailed Floor Plan. ¹ If constructing a new building or an addition to an existing building, contact the Inspection Department fro the appropriate Permit Application form. ¹See Building Permit Process for Food Establishments page. |
| 2. | Health 610-7238 Plumbing 610-7264 | Schedule a meeting with the Health Inspector and the Plumbing/Mechanical Inspector for an informal review of plans. |
| 3. | Planning 610-7216 Lee Jay Feldman 610-7219 | File application for HDC or BOA approval , if required. If liquor will be served, or if you are planning on providing entertainment in your facility, contact Lee Jay Feldman, City Planner, for additional requirements. * See note at end of form.* |
| 4. | Inspections 610-7243 | When Zoning and Building Approvals are granted after successful plan review, a Building Permit will be issued. You will be contacted at that time. |
| 5. | Plumbing/ Mechanical 610-7264 Electrical 610-7265 | Obtain necessary Trade Permits . Licensed contractors come into inspections to apply for permits to perform work PRIOR to beginning any work. (Including plumbing, mechanical, hood duct/hood suppression, sprinkler, electrical, fire alarm etc.) |

| | | |
|----|---|--|
| 6. | Inspections 610-7264 Fire 610-7345 | Schedule on-site ROUGH and FINAL inspections of building and trade work. A “Puff” test is required on all range hood/suppression systems. Contact Plumbing and Fire to schedule Puff test. |
| 7. | Inspections 610-7261 or 610-7263 | Schedule Final Occupancy inspection to obtain Certificate of Occupancy from Building Inspector. |
| 8. | Fire 610-7345 | Schedule Place of Assembly Inspection from Fire Department, if required. (A Place of Assembly permit is required if your facility will seat over 50 people or to apply for a liquor license regardless of seating capacity.) |
| 9. | Health 610-7238 | Schedule a Pre-Operational Final Inspection with the Health Department. A Food Permit can be issued after a successful final inspection and completion of all other department’s requirements. This is the final application in the process and a renewal application must be filed Prior to June 30 each year to maintain Food Permit. |

NOTE: For applicants who are pursuing a **liquor or wine/beer license** for their facility, contact the

New Hampshire Liquor Commission
Storrs Street
Concord, NH 03301
(603) 271-3134
Website: <http://www.state.nh.us/liquor>

Also, **EVERY new establishment must contact** the

NH Department of Revenue Administration
Rooms and Meals Tax
45 Chenell Dr
Concord, NH 03301
(603) 271-3701
Website: <http://webster.state.nh.us/revenue>

For a list of City of Portsmouth Contacts, [click here](#).

BUILDING PERMIT PROCESS FOR FOOD ESTABLISHMENTS

(Applies to New Use, Change of Use, Expansion and Change of Owner)

Fill out Building Permit *New Use/Change in Use Application* (For New Construction contact Inspection Department for appropriate application form) and submit with the following:

Site Plan (to include parking and exterior grease trap locations);

Floor Plan showing:

- A. Dimensions of all rooms and spaces, including handicap accessible toilet room layout.
- B. Location and sizes of all doors (include door swing and hardware information).
- C. Location of exit signs and emergency lights.
- D. Detailed kitchen equipment layout, storage area layout and exterior garbage/grease container area. [Click here for Basic Restaurant Requirements.](#)
- E. Proposed seating layout with number and location of tables, chairs, benches, booths, stools, and size of standup/sit-down counter. [Click here for Fire Department seating guide.](#)
- F. **LABEL** plan with proposed facility name, street address, scale used to draw plans and the date.
- G. **A 1,000 gallon exterior grease trap is required.** Contact Peter Rice, City Engineer at the Department of Public Works (603) 766-1416.

*Plans do not need to be drawn by a licensed architect in all cases, however, they do need to be clear, complete and drawn to scale. Plans which include basement preparation, ware-washing or other activities requiring plumbing will not be approved.

Your application and plans will be submitted to the Planning Department (Lee Jay Feldman) for zoning review. When the plans return to the Building Inspector's office, a **final plan review** is made. The following plans are needed at this time:

- A. Structural plans (if structural work); dimensioned interior fit-up plans.
- B. Electrical, plumbing, mechanical (heating, ventilation, and air conditioning) plans. (**Separate** electric, plumbing, and mechanical **permits required**).
- C. Range hood and grease duct design. (Separate hood and suppression system **permits required**.)
- D. Gas piping plans.
- E. Sprinkler and Fire Alarm plans, (if applicable). (**Separate permits required**).

***NOTE:** *Any Trade work performed must be done by a licensed contractor with the appropriate permits.*

BASIC RESTAURANT REQUIREMENTS

This information is intended to be used as a guide and is not all-inclusive of total requirements. For existing establishments that are undergoing an ownership change, the Health Department will conduct a walk-through and identify any additional needs. **It is recommended you request this when first considering a purchase/interest change in a facility.** Existing establishments may need extensive upgrades to be permitted by the Health Department.

1. A stainless steel pot sink (three compartments) with unwelded seams and molded drain boards on each side. National Science Foundation (NSF) or UL/EPH approved.



Look for the symbols shown above on equipment.

2. A stainless steel, NSF approved vegetable sink with an indirect waste drain.
3. Hand wash sink (close to work area) in each preparation area. Additional hand sinks may be required based on kitchen size and work area layout. Hand sinks must be stocked with dispensed soap and paper towels at all times and be fully and easily accessible – underbar sinks are not allowed unless they have full and easy accessibility.
4. Utility sink for mops, etc.
5. Dishwasher for re-useable utensils, plates, glassware, etc. Dishwasher of commercial type only, NSF approved. For hot water sanitizing, the final rinse must be 180⁰F (to allow the surface temperature of glassware to reach 160⁰F) or, for chemical sanitizing, at appropriate temperatures and concentration according to chemical manufacturer's specific instructions.
6. Other means for washing and sanitizing in the three bay sink must be on-site at all times. For chlorine-based sanitizers, like bleach, chlorine test strips are required. For quaternary-based sanitizers, quaternary test kits are required.
7. Rest rooms for employees close to work area with self-closing doors and walls of easily cleanable construction, mechanically vented to the exterior of the building.
8. Rest rooms for public (For requirements, contact the Plumbing Inspector, Brian Kiely, 610-7264).

9. All equipment must be commercial grade and NSF or UL EPH approved including refrigerators and freezers. Commercial soda refrigeration units are not acceptable for food storage.
10. Floors must be of easily cleanable construction. No carpets permitted in food prep, storage or dishwashing areas. Seamless floor with a cove base molding around edges is required. Vinyl or other composition tile is **not acceptable**.
11. Walls must be of easily cleanable construction and light in color. There must be some type of plastic laminate or stainless steel in all food preparation areas.
12. Outer openings such as doors, windows and fans, must fit tight to the building when closed and be protected with screening when opened. No visible light should be seen around the perimeter of the opening.
13. Heating and ventilation is required. Kitchen facilities must be able to maintain a working environment that complies with OSHA Heat Standards.
14. Work areas, counters, etc., must be constructed of easily cleanable material such as stainless steel or Formica.
15. Cutting boards must be constructed of either NSF approved wood or neoprene.
16. Adequate facilities for thorough cooking (above 165°F) and hot-holding above 140°F must be present within the restaurant. They must be commercial units only and NSF approved.
17. An area that allows for storage of personal items such as pocketbooks, coats, street shoes, hats, etc., must be provided and located away from food storage, food prep or service areas.
18. All areas must have adequate lighting. Food preparation and storage areas must have protective covers on lighting and emergency lighting is required in restrooms. (Electrical Code)
19. Thermometers in all refrigerators and heating units are a necessity. Digital NSF approved thermometers are required for temping foods during preparation and service.
20. Adequate hot water is necessary. Water heating equipment must be sized using approved methods and submitted for approval.
21. Adequate rubbish and grease containment and disposal is necessary. A 1,000-gallon exterior grease trap is required. All exterior garbage cans, grease bins and dumpsters shall be set on a cleanable surface, with tightly fitting lids.

22. Fryalators, grills and other related equipment must have stainless steel installed behind them and must be located under a range hood with a UL 300 suppression system that is monitored by an alarm.
23. Ceilings must be smooth and easily cleanable. There must be no exposed beams, duct work or pipes on ceilings, or walls.
24. Adequate food storage facilities are necessary. All foods and single service items must be stored a minimum of 6 inches above the floor. Wet/damp, unfinished basements, unfinished areas anywhere, and overhead sewage pipes are not acceptable for food storage areas. Shelving must be smooth, cleanable, light colored and non-absorbent.
25. A grease interceptor is required to receive the waste from pot sinks, pre-rinse sinks; soup kettles or similar devices; wok stations; floor drains or sinks into which kettles are drained; automatic hood wash units; dishwashers without pre-rinse sinks or other fixtures and equipment with grease-laden waste. (See Plumbing Code Amendments. [Click here.](#))
26. Walk-in coolers and freezers must be NSF approved. Wooden surfaces, shelving or components are not allowed in walk-ins. Walk-ins must be located within the licensed facility and accessible from the interior of the restaurant.
27. If there is evidence or a history of insect or rodent presence in the facility a contract for ongoing Integrated Pest Management (IPM) is required.

NOTE:

A change of owner may require various City Construction Permits, (Building, Plumbing, Mechanical, Electrical and Range Hood Suppression) for:

1. New cooking equipment in kitchen.
2. Renovation of bathrooms.
3. New HVAC equipment.
4. New seating layout.
5. Remodel of bar area.
6. Relocation of ANY kitchen equipment.

PLUMBING CODE AND AMENDMENTS
FOR FOOD ESTABLISHMENTS

(Based on IPC 2006)

Adopted October 09

SECTION 202 DEFINITIONS

Add new definition to subsection:

Food service establishment: Any fixed or mobile restaurant, temporary food service establishment, coffee shop, cafeteria, short order café, luncheonette, grill, tearoom, sandwich shop, soda fountain, tavern, bar, cocktail lounge, night club, industrial food service establishment, catering kitchen, commissary and any other eating or drinking establishment where grease laden food is prepared or served, whether private, public, profit or non-profit.

SECTION 416 LAVATORIES

416.5 Tempered water for public hand-washing facilities Tempered water shall be delivered from public hand-washing facilities through an approved water temperature limiting device that conforms to ASSE 1070.

SECTION 607 HOT WATER SUPPLY SYSTEMS

Change subsections to read as follows:

607.1 Where required. In residential occupancies, hot water not to exceed 130 degrees F shall be supplied to all plumbing fixtures and equipment utilized for bathing, washing, culinary purposes, cleansing, laundry or building maintenance. *In nonresidential occupancies, hot water not to exceed 130 degrees F shall be supplied for culinary purposes, cleansing, laundry or building maintenance purposes.* In nonresidential occupancies, hot water or tempered water shall be supplied for bathing and washing purposes. Tempered water shall be supplied through a water temperature limiting device that conforms to ASSE 1070 and shall limit the tempered water to a maximum of 110 degrees F (43 degrees C). This provision shall not supersede the requirement for protective shower valves in accordance with Section 424.3. *See State Food Service Code for further regulations.*

Change subsections to read as follows:

607.2 Hot water supply temperature maintenance. Where the developed length of hot water piping from the source of hot water supply to the farthest fixture exceeds 50 feet (15.24 m), the hot water supply system shall be provided with a method of maintaining the temperature in accordance with the International Energy Code.

SECTION 1003 INTERCEPTORS AND SEPARATORS

Change subsection to read as follows:

1003.2 Approval. All interceptors and separators shall be of the type and capacity approved by the City Engineer. Each interceptor and each separator shall be designed and installed in accordance with the manufacturer's instructions and the requirements of this section based on the anticipated conditions of use. When exceptions are granted under the conditions of Section 1003.3, the applicant shall obtain in writing, approval from the City Engineer for said exceptions. Waste exempted from treatment by the City Engineer, shall not be discharged into separators or interceptors.

Add new subsection to read as follows:

1003.3 Food service grease interceptors required. New and remodeled food service establishments shall install a 1000 gallon in-ground grease interceptor located outside the building envelope in addition to all required grease interceptors at fixtures inside the building. The grease interceptors shall receive drainage from fixtures and equipment with grease laden waste as stated in Section 1003.3.1.

Exception 1: When adequate in-ground space is not available outside on the lot, an automatic grease removal unit (AGRU) sized for the load shall be installed inside.

Exception 2: When the Health officer and City Engineer do not feel the type of food service establishment warrants such protection.

Exception 3: If the drain line connecting a grease laden fixture(s) to the in-ground interceptor exceeds 50 liner feet, then said fixture or fixtures, shall also be protected with a grease removal device or an AGRU as listed in Section 1003.3.4 or 1003.3.5.



Portsmouth Fire Department
Bureau of Fire Prevention and Control

170 Court St., Portsmouth NH 03801 603-427-1515 Fax 603-427-1555

Place of Assembly Seating Diagram

Seating Guide for tables abutting an aisle with a maximum occupant load of 49.

For locations with an occupant load of 50 or greater, add 8" to the measurements shown.

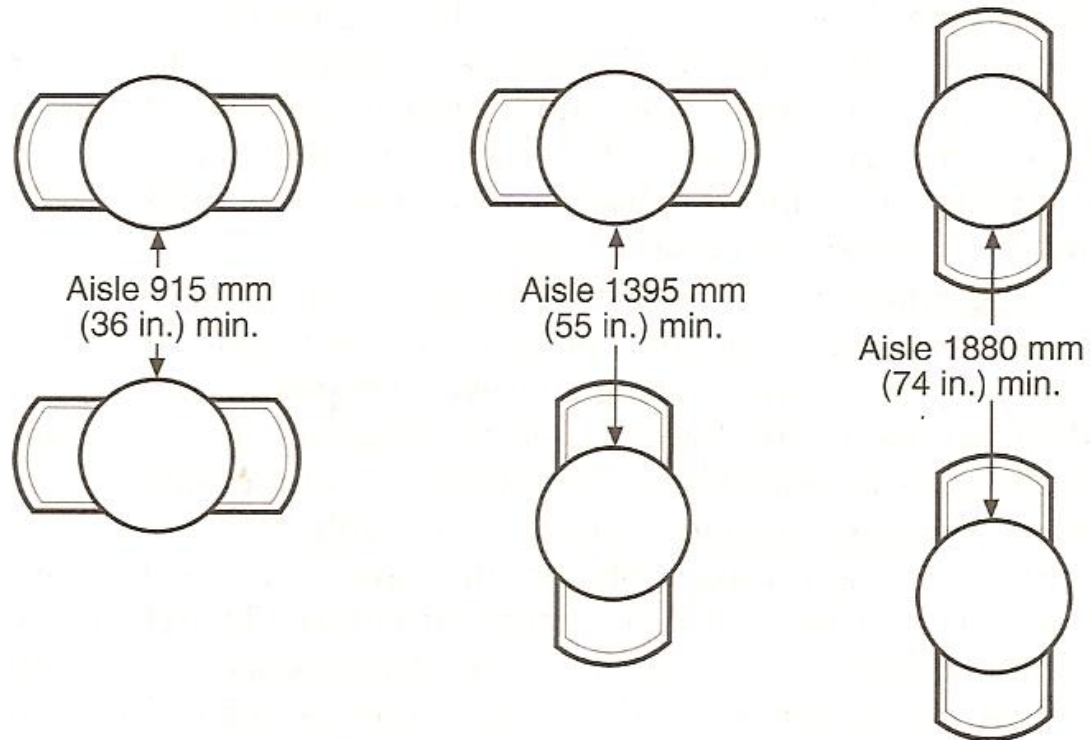


FIGURE A.13.2.5.8.3 Seating at Tables Abutting an Aisle.

Seating diagrams shall be submitted to the Fire Department for review prior to the issuance of a Place of Assembly Permit.

CITY OF PORTSMOUTH CONTACTS

City Hall

One Junkins Ave
Portsmouth NH 03801
www.cityofportsmouth.com

Department of Inspection

Inspector's Office Hours: 8AM-10AM & 1PM-2PM

Cheryl Newton

Inspections Front Desk
610-7243, 427-1593 FAX

Richard A. Hopley

Chief Building Inspector
610-7261

Roger W. Clum

Assistant Building Inspector
610-7263

Scott Young

Electrical Inspector
610-7265

Brian Kiely

Plumbing/Mechanical Inspector
610-7264

Planning Department

Lee Jay Feldman

Principal Planner
610-7328

Liz Good

HDC, Administrative Clerk
610-7216

Health Department

Kim McNamara

Health Officer
610-7273

Public Works Department

680 Peverly Hill Rd
Portsmouth NH03801
427-1530 (P), 427-1539 (F)

David S. Allen, P.E.

Deputy Public Works
Director, 766-1421

Peter Rice

Water/Sewer Engineer
766-1416

Mike Jenkins

Water Foreman
766-1439

John Adams

Sewer Foreman
766-1440

Fire Department

170 Court St
Portsmouth NH
427-1515 (P), 427-1555 (F)

Steven C. Griswold

Deputy Fire Chief
610-7345

Carl F. Roediger

Fire Inspector
610-7352

Kristin Shaw

Health Inspector
610-7238