

## **BUILDING PERMIT PROCESS FOR FOOD ESTABLISHMENTS**

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

1. Fill out Building Permit *New Use/Change In Use Application* and submit with the following:

**Site Plan** (to include parking);

**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.
- E. Proposed seating layout with number and location of tables, chairs, benches, booths, stools, and size of standup/sit-down counter.
- 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.

You may want to schedule a meeting with the Health Department (603) 610-7273 and the Plumbing/Mechanical Inspector (Brian Kiely) (603) 610-7264 at this time for an **informal** review of your plans. If your mechanical equipment needs HDC approval, this would be a good time to file that application.

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2. Your application and plans will be submitted to the Planning Department (Lucy Tillman) 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).

3. A meeting may be needed, to go over any modifications that may be required to your plans. (We will call you to schedule it).

The following items must occur in order:

4. Upon successful plan review a **Building Permit** will be issued. You will be notified.
5. **Separate trade permits can then be issued.** Licensed contractors come into Inspections and apply for permits to perform their specific work **PRIOR** to beginning any work (Plumbing, mechanical, hood duct/hood suppression, sprinkler, electrical, fire alarm)

6. **Schedule Onsite** rough and final **inspections** of building and trade work. A “**puff** “ test is required on all range hood/suppression systems. For Plumbing/Mechanical/Duct/Hood Suppression call John Lanoie (603) 610-7264 and Deputy Fire Chief Steve Griswold (603) 610-7345. For Electrical call Scott Young (603) 610-7265.
7. **Schedule final Occupancy inspection. Certificate of Occupancy issued** by Building Inspector. Chief Building Inspector Rick Hopley, (603) 610-7261 or Assistant Building Inspector Roger Clum (603) 610-7263.
8. Inspection by Fire Department, **Place of Assembly Permit issued. 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.** Deputy Fire Chief Steven Griswold (603) 610-7345
9. **Call the Health Department to schedule a final inspection,** (603) 610-7269. After a successful final inspection and completion of all other department’s requirements, you may receive your Food Establishment permit. This is the final application in the process and a renewal application must be filed prior to June 30 of each year for you to maintain your permit.

If liquor will be served in your establishment, you must:

- A. Contact Lucy Tillman, City Planner, Portsmouth Planning Department (603) 610-7219
- B. Contact the New Hampshire Liquor Commission  
Storrs Street  
Concord, NH 03301  
(603) 271-3134  
Website: <http://www.state.nh.us/liquor>

If you are planning on providing entertainment in your establishment, you must:

- A. Contact Lucy Tillman, City Planner, Portsmouth Planning Department (603) 610-7219

In any case, you must:

- A. Contact the NH Department of Revenue Administration  
Rooms and Meals Tax  
45 Chenell Dr.  
Concord, NH 03301  
(603) 271-3134  
Website: <http://webster.state.nh.us/revenue>



Received

**Permit Application**

**TENANT FIT-UP; NEW USE; CHANGE IN USE; HOME OCCUPATION**

**Office Use:** Cost of All Construction: \$ \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Chk #: \_\_\_\_\_ Cash: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ HD-A: \_\_\_\_\_ Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Index #: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

**Print in Ink or Type. Complete all blanks or indicate "N/A" if not applicable.**

PROPERTY OWNER			
Name: _____			
Address: _____			
_____	St. Number	Street Name	_____
City:	_____	State:	Zip: _____
Phone: ( ) _____	_____	Fax: ( ) _____	_____
Cell Phone / Pager: ( ) _____			

PERMIT APPLICANT			
Name: _____			
Address: _____			
_____	St. Number	Street Name	_____
City:	_____	State:	Zip: _____
Phone: ( ) _____	_____	Fax: ( ) _____	_____
Cell Phone / Pager: ( ) _____			

**Address of New/Change In Use:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_  
 Street Number Street Name

Contact/Contractor Name: \_\_\_\_\_ Contact Phone: ( ) \_\_\_\_\_

Area of Lot: \_\_\_\_\_ S.F. **Description of Proposed Work:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Existing Use(s) in Building**

<u>Unit Number</u>	<u>Business Name/Residential Use</u>	<u>Business/Occupation</u>	<u>S.F. Area of Space</u>
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
<b>TOTAL EXISTING AREA</b>			_____ <b>S.F.</b>

**Proposed New Use(s) in Building**

<u>Unit Number</u>	<u>Business Name/Residential Use</u>	<u>Business/Occupation</u>	<u>S.F. Area of Space</u>
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
<b>TOTAL NEW AREA</b>			_____ <b>S.F.</b>

Is new use in same building? Y / N If no, explain situation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## On Site Parking Information

Number of Existing On Site Parking Spaces: \_\_\_\_\_ Number of Proposed **New** On Site Parking Spaces: \_\_\_\_\_

*(Provide Site Plan/Sketch)*

## Central Business District Information

*Complete Only if New Use is in the Central Business District*

### Uses in Building as of 1 June 1997

<u>Unit Number</u>	<u>Business Name-Residential Use</u>	<u>Business Occupation</u>	<u>S.F. Area of Space</u>
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
_____	_____	_____	_____ S.F.
<b>TOTAL 1997 AREA</b>			_____ <b>S.F.</b>

## Interior Construction/Tenant Fitup Information

Each job is different. Provide a scaled floor plan of the areas to be created/modified showing details of Means of Egress, Accessibility, building materials and other information which would assist in a complete code review. Label all rooms and spaces as to their uses. It is helpful, and often needed, to show surrounding areas, as the area being created or modified may be impacted by, or may impact surrounding interior spaces. When structural work is proposed, engineered drawings are required.

**COST OF CONSTRUCTION FOR FIT-UP: \$ \_\_\_\_\_**

## Home Occupation I and II Uses

*Complete Only if Proposing a Home Occupation*

Type of Occupation:		Hours of Operation:	
Total Living Area of Building:	S.F.	Area of Building Devoted to the Occupation:	S.F.
Number of Nonresidential Employees:		Proposed Outdoor Product Storage?	Y / N
On Site Deliveries?	Y / N	Type of Delivery Vehicle:	
Number of On Site Parking Spaces:		<i>(Provide site sketch/plan)</i>	

4Plans/Sketches Submitted: Site \_\_\_ Floor \_\_\_ Rolled \_\_\_ Other \_\_\_\_\_

I certify that the information given is true and correct to the best of my knowledge. **No change from the above information will be made without approval of the Building Inspector.** Construction activities shall not commence until the Building Permit is issued.

I realize that when all necessary approvals have been acquired, a Building Permit may be granted by the Building Inspector to allow construction in conformance with this application and the plans/specifications submitted in support of said construction only.

I further acknowledge that the proposed structure shall not be occupied or otherwise utilized without the issuance of a Building Certificate of Occupancy and only after all necessary inspections have been requested and completed. I am also aware that the disposal of waste generated from this project is my responsibility and not part of the City's curbside collection program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
If Not Owner, State Relationship



### ***BASIC RESTAURANT REQUIREMENTS***

1. A molded pot sink (three compartments) with unwelded seams and attached drainboards on each side. National Science Foundation (NSF) or UL/EPH approved. (See symbols above)
2. Vegetable sink with an indirect waste drain.
3. Hand wash sink (close to work area) in each preparation area. Additional handsinks may be required based on size and work area layout. Handsinks must have dispensed soap and paper towels 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, cups, bowls, etc. Dishwasher of commercial type only, NSF approved. Final rinse has to be 180<sup>0</sup>F (to allow the surface temperature of glassware to reach 160<sup>0</sup>F) or chemical sanitizer, at appropriate temperatures and concentration according to chemical manufacturer's specific instructions.
6. Other means of washing and sanitizing in the three bay sink must be on hand at all time. For chlorine-based sanitizers, have chlorine test strips on hand. For quaternary-based sanitizers, use quat test kits.
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, Mr. Lanoie, 610-7264).
9. All equipment must be commercial grade, 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. 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 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. Drains in floors are required in food preparation & pot sink areas.
14. Heating and ventilation is required. Kitchen facilities must be able to maintain a working environment that complies with OSHA Heat Standards.
15. Work areas, counters, etc., must be of easily cleanable material such as stainless steel or formica.
16. Cutting boards must be of either NSF approved wood or neoprene.
17. Adequate facilities for thorough cooking (above 165°F) and hot-holding above 140°F must be within the restaurant. They must be commercial units only and NSF approved.
18. Dressing rooms and lockers are required, if needed.
19. 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)
20. Thermometers in all refrigerators and heating units are a necessity. Digital NSF thermometers are required for temping foods during preparation and service.
21. Adequate hot water, plumbing and sewerage are necessary, in compliance with Portsmouth Plumbing Code.
22. 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.
23. Fryalators, grills and other related equipment must have stainless steel installed behind them with range hood with a UL 300 suppression system and monitored by an alarm.
24. Ceilings must be smooth and easily cleanable. There must be no exposed beams, duct work or pipes on ceilings, or walls.
25. 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.
26. A grease trap is required on all dishwashers, mop sinks, pot sinks, and floor drains in the food preparation area. (See Plumbing Code Amendments in this packet.)
27. Walk-in coolers and freezers must be NSF approved. Wooden surfaces, shelving or components are not allowed in walk-ins.
28. If there is evidence or a history of insect or rodent presence in the facility a contract for ongoing IPM is required.

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.

**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.

h:inspect\health\basic restaurant requirements

## PORTSMOUTH PLUMBING CODE AMENDMENTS FOR FOOD ESTABLISHMENTS

(Based on IPC 2000)

Adopted July 03

### SECTION 1002.0 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 1003 INTERCEPTORS AND SEPARATORS

Add new subsection to read as follows:

**1003.1.1 Food service grease interceptors required.** New and remodeled food service establishments shall install a 1000 gallon in-ground grease interceptor. The grease interceptor shall receive drainage from fixtures and equipment with grease laden waste. In food service establishment kitchens the required mop sink, floor drains in food preparation areas, pre-wash and wash compartments of pot sinks shall be connected to the grease interceptor. Food waste grinders shall not discharge into the building drainage system through a grease interceptor.

#### Exceptions:

1. When adequate in-ground space is not available outside, a **100 pound grease interceptor** shall be installed inside.
2. When the Health Officer and City Engineer do not feel the type of food service establishment warrants such protection.

Change subsection to read as follows:

**1003.2 Approval.** The size, type and location of each interceptor and of each separator shall be designed and installed in accordance with the manufacturer's instructions and of this section based on the anticipated conditions of use. When exceptions are granted under the conditions of Section 1003.1.1, **the applicant shall obtain in writing**, approval from the **City Engineer** for said exceptions. Waste that the City Engineer has exempted from treatment, shall not be discharged into separators or interceptors.

### SECTION 607 HOT WATER SUPPLY SYSTEMS

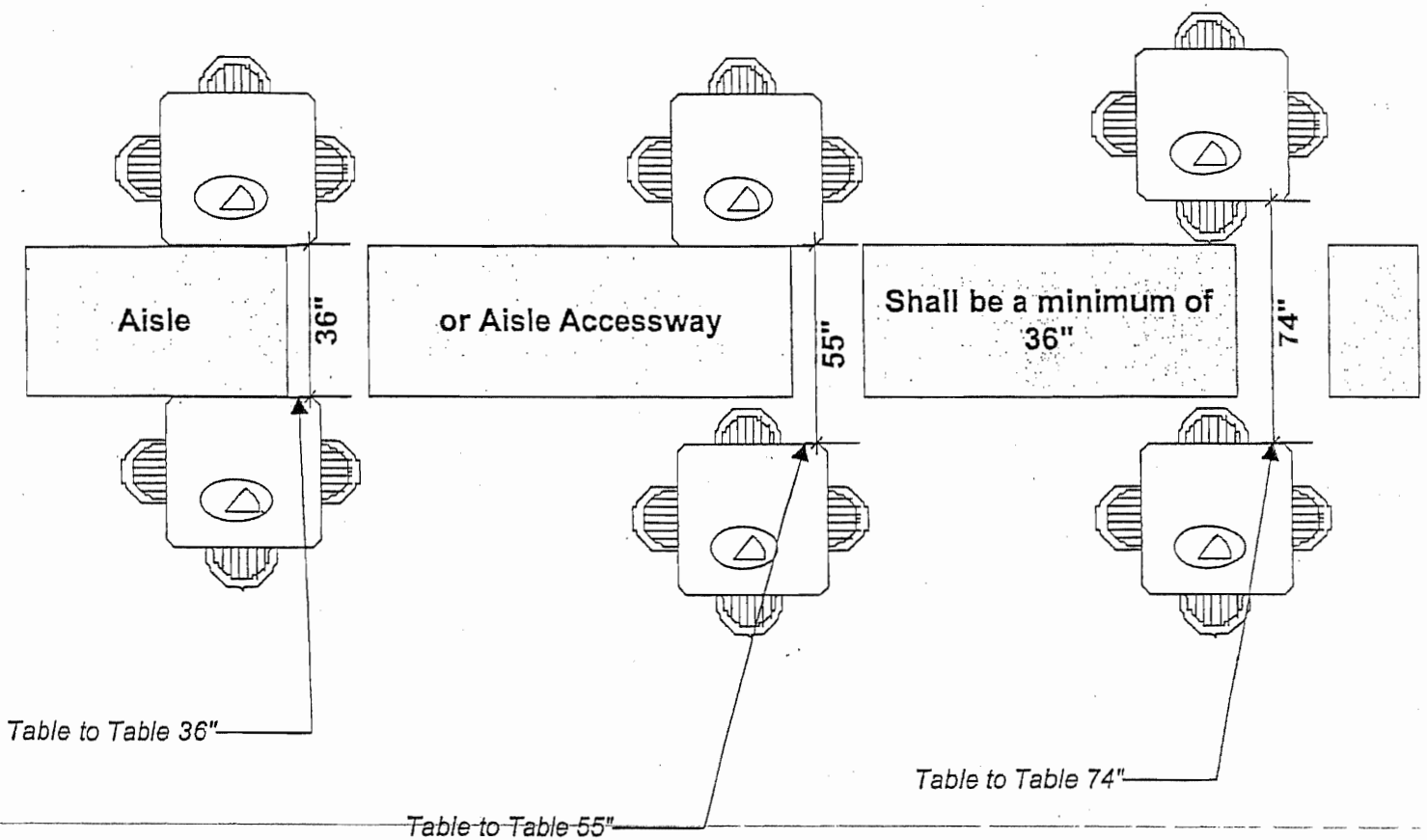
Amend new subsections to read as follows:

**607.1.1 Food service water temperatures:** All three compartment food service pot sinks shall be supplied with a minimum of 140 degree F. (60 C) hot water. All other food service sinks shall have hot water between 110 degrees F. and 140 degrees F. See State Food Service Code for further regulations.

**607.1.3 Commercial hand washing sink water temperatures:** The maximum hot water for commercial hand washing sinks shall not exceed 140 degrees F (60 C). This provision shall not supercede the requirement for tempered water at accessible hand washing sinks in accordance with 607.1.

Portsmouth Fire Department guide for  
Aisle Accessway criteria at Non fixed seating and tables  
Per N.F.P.A. 101 Chapter 8-2 and 9-2

*Various table and Chair configurations*



*Seating arrangement diagrams shall be submitted to the Fire Department for review relative to the above identified and other NFPA occupancy number criteria prior to issuance of a Certificate of Occupancy and/or 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**

Lucy Tillman  
Chief Planner  
610-7219

Liz Good  
HDC, Administrative Clerk  
610-7216

### **Health Department**

Kim McNamara  
Health Officer  
610-7273

Kristin Shaw  
Health Inspector  
610-7238

### **Public Works Department**

680 Peverly Hill Rd  
Portsmouth NH 03801  
427-1530, 427-1539 FAX

David S. Allen, P.E.  
Deputy Public Works  
Director, 766-1421

Peter Rice  
Water/Sewer Engineer  
766-1416

Thomas V. Cravens, CET  
Engineering Technician  
Water Division, 766-1413

Mike Jenkins  
Water Foreman  
766-1439

Arthur Lane  
Sewer Foreman  
766-1440

Peter Osborn  
Dispatcher, Public Way  
Encumbrance Permits  
766-1432

### **Fire Department**

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

Steven C. Griswold  
Deputy Fire Chief  
610-7345