



# CITY OF DANBURY

HEALTH & HUMAN SERVICES DEPARTMENT  
155 DEER HILL AVENUE, DANBURY, CONNECTICUT 06810

Central Health Office  
203 - 797-4625  
Fax 796-1596

Social Services Office  
203 - 797-4569  
Fax 797-4566

MAY 1, 2016

TO: ALL NEW FOOD SERVICE OPERATORS

Licenses are issued for the time period of July 1 through June 30. The fee is based on food service classification and is determined based on the type of food preparation (e.g. heating/cooling). Your classification will be determined by an inspector after reviewing your menu and food preparation process.

**All information requested must be provided or the application will not be approved.** Please use the checklist below to ensure that your license application is processed without delays.

### ITEMS TO BE SUBMITTED

- Completed 2016- 2017 Application
- Signed Designated Alternate Person in Charge Form (Page 4 of the application package) **CLASS III & IV ONLY**
- Copy of Qualified Food Operator Certificate (QFO Certificate) – **CLASS III & IV ONLY**
- Current Menu
- Proof of Nonprofit status if applicable
- Copy of most recent well report, if facility is not on city water
- Signed and dated check or money order made out to:  
**City of Danbury**

Existing food service establishments that have outstanding re-inspection fees, late fees or unpaid license fees from previous years, will not be granted a Food Service License for 2016-2017. These delinquent fees, as well as any delinquent personal property taxes must be paid before a license can be issued. Tax questions are to be directed to the Tax Collector at (203) 797-4541 or in person (City Hall- 2<sup>nd</sup> floor). Questions regarding grease traps or regulations on fats, oils, grease (FOG) discharge, should be directed to Public Utilities (203) 797-4637.

**NOTICE:** Renewal license applications will be mailed to the address on file, two months before your newly issued license expires. **It is your responsibility to file a renewal application by June 30, 2016. A LATE FEE OF \$400 will be charged on any renewal application that is received after July 30, 2016.**

Sincerely yours,

Lisa Michelle Morrissey, MPH  
Epidemiologist

All City Services 311  
Eviction Prevention 797-4565  
Information-Referral 797-4569

Dial 2-1-1 for all  
Connecticut Services!

Emergency Shelter 796-1661  
Em. Shelter Fax 796-1660  
WIC Program 797-4638

(203) 797-4625

CITY OF DANBURY  
HEALTH & HUMAN SERVICES DEPARTMENT  
155 DEER HILL AVENUE, DANBURY, CT. 06810

FAX (203) 796-1596

APPLICATION FOR LICENSE TO OPERATE A FOOD SERVICE ESTABLISHMENT  
Fiscal Year July 1, 2016 to June 30, 2017

**2016 - 2017**

*All information must be provided before issuance of license*

Select one option:      Mail Application & License to: LOCATION  OWNER

1. NAME OF ESTABLISHMENT: \_\_\_\_\_

2. ADDRESS OF ESTABLISHMENT: \_\_\_\_\_

3. BUSINESS PHONE: \_\_\_\_\_ EMERGENCY PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

4. TYPE:(CIRCLE) [Restaurant] [Bar/cafe] [Cafeteria] [Caterer] [Catering Facility] [Church]  
[Club] [Day Care] [Health Care] [Market] [Market/w Deli] [Market/Convenience] [Store]  
[School] [Vending/Truck] [Other] \_\_\_\_\_

5. NAME OF OWNER AND/OR NAME & TITLE OF CHIEF CORPORATE OFFICER:

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(TITLE)

6. ADDRESS OF OWNER AND/OR CHIEF CORPORATE OFFICER:  
\_\_\_\_\_

7. NAME OF QUALIFIED FOOD OPERATOR: \_\_\_\_\_

\*Submit copy of certificate

8. NAME OF ALTERNATE :  
\_\_\_\_\_

Submit Signed Demonstrated Knowledge Statement

9. HOURS OPEN: \_\_\_\_\_

10. Classification: \_\_\_\_\_

10. WATER SUPPLY IS FROM: Private Well/Non-Community Water Supply  City Water

I declare that I will maintain my food service establishment in compliance with the regulations set forth in Section 19-13-B42 of the Connecticut Health Code, and with the Food Service Ordinance of the City of Danbury. I understand that failure to do so may result in suspension of my license to operate.

**I UNDERSTAND THAT THIS LICENSE WILL EXPIRE ON JUNE 30, 2017**

**X**

SIGNATURE OF OWNER / MANAGER

**THE HEALTH DEPARTMENT MUST BE NOTIFIED OF ANY TRANSFER OR CHANGE OF OWNERSHIP OR BUSINESS CLOSING WITHIN 48 HOURS OF SUCH CHANGE**

**(OFFICIAL USE ONLY)**

Permit #	FEE	\$	Classification
Receipt #	LATE FEE CHARGE	\$	
Approval	DATE		

# CITY OF DANBURY

## Food Service License Application Information FOR NEW LICENSES

### Section I : Application Package Submission

All food service license applications must be accompanied with the following documents:

- Completed License Application
- Signed Designated Alternate Person in Charge Form
- Copy of Qualified Food Operator Certificate (QFO Certificate) – CLASS III & IV ONLY
- Current Menu
- Copy of most recent well report, if facility is not on city water
- Floor Plan; to Scale and Legible – submitted to permit center with plan review application or “Blue Book”\*\*
- Check or money order for fee due

### Section II : Fees

**MAKE CHECKS PAYABLE TO: CITY OF DANBURY**

Section 8A-6 of the Danbury Code of Ordinance provides for the establishment of an annual **SCHEDULE OF FEES** to be collected to defray the expense of Food Service Establishment Licensing. The schedule of fees is as follows:

1. All types of Food Service Establishments, Section 19-13-B12(S)(A-D) shall pay an annual fee based on **CLASSIFICATION**

CLASS I.....	\$150.00
CLASS II.....	\$250.00
CLASS III.....	\$300.00
CLASS IV.....	\$400.00
2. **Itinerant Vendors (Truck or Carts)** shall pay an annual fee of \$ 75.00.
3. Any Food Service Establishment or Itinerant Vendor that fails to renew its license in accordance with the provisions of Section 8A-7 of the Danbury Code of Ordinances on or before **August 1** shall be subject to a **LATE PAYMENT FEE** of **FOUR HUNDRED DOLLARS (\$400.00)**
4. The fees established in paragraphs 1 through 3 hereof are intended, in part, to defray the costs associated with routine periodic inspections of Food Service Establishments. All Food Service establishments requiring additional inspections due to the existence of conditions, observed during routine inspection, which require correction and therefore requiring **RE-INSPECTION**, shall pay a fee of **\$250.00 per RE-INSPECTION**.
5. **All Plan Review Applications** require pursuant to Sections 8A-2 and 8A-3 of the Danbury Code of Ordinances in connection with a **CHANGE IN OWNERSHIP, CONSTRUCTION, ALTERATION OR REMODELING** of any type of Food Service Establishment shall be submitted to the **PERMIT CENTER with a payment fee of \$350.00**.
6. All Food Service Establishments requiring more than one preoperational inspection pursuant to Section 8A-3 of the Danbury Code of Ordinances due to the existence of conditions observed during the first preoperational inspection which require correction and therefore re-inspection shall pay a fee of **\$250.00 for each subsequent re-inspection**.
7. A License fee of **\$35.00** shall be required of a **NONPROFIT AGENCY** operating Food Service Establishment. **Proof in the form of a TAX ID VERIFICATION is required upon submission of application**.

\*\* New Facilities must submit engineers' floor plan with attached list of equipment, cut sheets, spec sheets. All food service equipment must be NSF certified or equivalent.