



THE CITY OF NASHUA

*Division of Public Health and Community Services
Environmental Health Department*

"The Gate City"

REQUIREMENTS FOR OPENING, PURCHASING OR OPERATING A FOOD SERVICE ESTABLISHMENT IN THE CITY OF NASHUA

This document is intended to assist prospective owners or operators of food service establishments through Nashua Environmental Health Department's licensing processes. Please call the department at 603-589-4530 with specific questions or to set up an appointment with an Environmental Health Specialist.

LICENSE REQUIREMENTS

Selling, preparing or distributing food to the public requires a food service license. The only exceptions to licensing are bake sales of non-potentially hazardous foods, sales of commercially pre-packaged single-serving sized non-potentially hazardous foods, or similar low-risk activities. The department reserves the right to license any food-related activity that presents a potential risk to the public. Please call the department to determine if what you have planned should be licensed. Licenses are non-transferrable person to person or place to place.

TEMPORARY FOOD SERVICE EVENTS

Sales or distribution of food associated with an event that lasts 14 consecutive days or less require a temporary food service license. The Temporary Food Service application and list of requirements can be obtained at the Environmental Health Department or online at our [Temporary Events webpage](#).

MOBILE VENDORS

Prospective mobile vendors, i.e. operators of hot dog carts, ice cream or canteen trucks, should complete the department's Mobile Vendor Application and, if necessary, a Commissary Agreement located on our [Mobile Food Service Vendor webpage](#).

CHANGE OF OWNERSHIP

The change of ownership licensing process varies depending upon changes the new owner plans to implement, but minimally requires an inspection to verify structural standards, and for deficient items to be brought up to current code. Prospective owners must inform the department and submit all required documentation 30 days before the change of ownership of an existing facility.

- If the facility is to remain the same, with the same equipment and using the same type of menu, the inspection will focus on floors, walls, ceiling, outer openings and equipment. The department will request a copy of the written menu if a current one is not in the existing file.
- A change of menu requires the submission and approval of the menu as the menu may require a change in equipment or layout.

- A change to equipment requires the submission of make and model numbers and, if available, manufacturer's cut sheets of any new equipment.
- If the floor plan will change and equipment will be moved, the prospective owner must submit an updated floor plan to reflect planned changes, and Environmental Health will conduct a plan review outlined below. There is a fee for a plan review to be assessed at the time of the review.

NEW OR REMODELED ESTABLISHMENTS

The addition or renovation of a food service establishment in the City of Nashua requires the department's approval process. The scope of what is planned determines what information is collected and reviewed by the department. Plans and specifications must be submitted to the department at least 45 days before the construction of a new facility or the remodeling of an existing facility. Insufficient or incomplete information will hold up the approval process, which is typically two weeks from when the department receives **all** relevant information. Plans must also be submitted to the [Building Safety Department](#) and the [Fire Marshal's Office](#).

FLOOR PLAN

A floor plan of the proposed facility must be submitted for review. Plans may be submitted electronically but the department reserves the right to ask for a hard copy. The following information is required on your plan:

1. The facility name and address
2. The contact person's name, address, phone number, and email address
3. Owner's name, address, phone number and email address
4. Floor plan and equipment must be drawn to scale, indicating the scale used
5. The location of all equipment and plumbing fixtures
6. All rooms must be appropriately labeled
7. All windows and doors must be labeled
8. A listing of floor and wall materials for each area of food service establishment
9. Location and description of lighting and ventilation fixtures

PLAN REVIEW FEE

A plan review fee is due upon submittal of plans and is assigned according to the size of the facility and complexity of the review process. Pre-licensing inspections will not be conducted until the plan review fee has been paid.

GENERAL REQUIREMENTS

A listing of all equipment must accompany the floor plan. We must be provided with make and model numbers, and manufacturer's cut sheets. **All equipment must be NSF or commercially approved.**

1. All equipment must be installed so that it and adjacent areas can be easily cleaned.
2. The following sinks are required and will be assessed during the plan review:

- (a) A utility sink equipped with hot and cold running water and a backflow preventor.
 - (b) A stainless steel food preparation sink equipped with an air gap and cold running water.
 - (c) Stainless steel handwash sink(s) equipped with hot and cold running water must be accessible from food preparation and dishwashing areas.
 - (d) A stainless steel three compartment sink. Each compartment must be large enough to accommodate the largest piece of equipment. Each sink compartment shall be supplied with hot and cold running water. Each dishwashing station must have stainless steel drainboards.
3. A grease interceptor shall be required to receive the drainage from fixtures and equipment having grease-laden waste. See updated plumbing code regulations for proper interpretation.
 - (a) The dishwashing 3-bay sink shall be connected to a grease interceptor. Only the wash and rinse bays shall be connected to the interceptor, but not the sanitizer bay. The sanitizer bay shall have an indirect drain.
 4. Floors of all food preparation, food storage, utensil equipment washing areas, and restrooms shall be constructed of smooth, durable and nonabsorbent material such as terrazzo, or ceramic tile, durable grades of linoleum or plastic and/or sealed concrete. No carpeting material shall be used in these areas.
 5. Walls shall be constructed of light colored, smooth durable, nonabsorbent and easily cleanable material.
 6. Cove base is required at all floor/wall junctures.
 7. Ceilings shall be light colored, smooth and maintained in good repair.
 8. All light fixtures located over, by or within food storage, preparation, service and display facilities and facilities where utensils and equipment are cleaned and stored shall be shielded.
 9. All shelving shall be constructed of nonabsorbent durable and easily cleanable material. All equipment, food and paper products shall be stored a minimum of twelve inches (12") above the floor throughout your facility. The use of milk crates and pallets is prohibited. Walk-in refrigeration storage shall be a minimum of six inches (6") above the floor and no wood is allowed in refrigerated storage areas.
 10. Each restroom shall be equipped with hot and cold running water, paper towels or hand drying device, handwash soap, mechanical ventilation, a solid self-closing door and a covered waste receptacle.
 11. Dumpsters or grease receptacles shall be located on an asphalt or concrete surface and kept covered at all times.
 12. All outside openings shall be protected against the entrance of insects/rodents by tight fitting, self-closing doors, closed windows and screening. Screening material shall not be less than 16 mesh to the inch.

MENU

A proposed menu of intended foods to be made or served at the facility must be submitted with the plans. A review of the menu will determine if the facility has sufficient and appropriate equipment and storage needs for the intended food service operations.

