



City of Rochester, New Hampshire

Building and Licensing Services

Food License Application

Applicant Information:

Name: _____ Phone: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ E-mail: _____

Business Information: _____ Assoc _____ Corp _____ Inc _____ LLC _____ Other

DBA: _____ Location: _____

Is your business Non-Profit? _____ No _____ Yes – Tax ID Number _____

Owner Name: _____ Phone: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ E-mail: _____

Daily Operator (Manager): _____ Phone: _____

Type of Application: _____ New Establishment _____ Change in License Class _____ Change of Ownership _____ Renewal

of Seats: _____

of Employees: _____

Location Type: _____ Permanent _____ Mobile (If mobile - Registration # / License # _____)

Wastewater Disposal Plan Attached _____ Yes _____ No (If Mobile attached plan is Required)

Sewage disposal: _____ Public _____ Private **Water Source:** _____ Public _____ Private (If private – well test required, dated within the last calendar year)

Do you have a backup power source: _____

Do you serve TCS Food (temperature-controlled safety)? _____ Yes _____ No

Food Safety Certification: _____ ServSafe _____ Other: _____

Attendee's Name: _____ Date of Exam: _____ Date of Expiration: _____

**** Beginning 2020, a certified food protection manager must be on site at all times and in charge ****

Days and Hours of Operation: (Ex: 8:00 AM – 5:00 PM)

Monday:	Tuesday:	Wednesday:	Thursday:
Friday:	Saturday:	Sunday:	



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Required Plan Review Items... (Please check bullets)

- ☐ Proposed menu with food and beverages to be offered.
- ☐ Plans and specifications (floor plan)
 - Location of all commercial food equipment.
 - Location of food preparation areas.
 - Location of all commercial refrigeration. There must be adequate refrigeration to maintain proper food temperatures.
 - Location of all sinks.
 - Location of toilet facilities/restrooms. Identify the locations of the restrooms. At least one toilet/lavatory.
 - A legend listing each item to clearly identify items on the drawing.

Please take note of the following:

- All renewal applications submitted after June 1st of each year are subject to a \$10.00 late fee.
- Every application must be submitted with a floor plan and menu.
- Incomplete applications will be returned.
- REQUIRED SINKS:
 - **Handwashing Sink(s).** Sinks must be an adequate number, convenient and accessible to all food prep areas, warewashing areas, and restrooms.
 - **3 Compartment Sink.** Compartments shall be large enough to submerge the largest piece of equipment. Sink shall be of seamless design (rounded corners) and shall conform to NSF/ANSI standards and have drain board on each side.
 - **Food preparation sink.** The food prep sink shall be of seamless design (rounded corners) and conform to NSF/ANSI standards.
 - **Service sink or curbed cleaning facility.** There shall be a mop sink with facilities for hanging wet mops or similar wet cleaning tools and for the disposal of mop water and similar liquid waste.
- Grease traps
- Backflow protection

I agree to comply with all rules and regulations pertaining to Chapter 80 the City Ordinances and the sanitary food code for the State of NH, Department of Health and Welfare, Division of Public Services as adopted by the City of Rochester.

Guest Approval on License for: ____ Business Owner ____ Corporate ____ Other Email(s) _____

****Guest will receive same access as Applicant****

Signature

Date



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FEES:

Class of License: Check all descriptions that apply to your establishment – Then check highest class that applies.

***TCS Food – Time and temperature control for safety.**

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| <p><input type="checkbox"/> <u>CLASS A</u> <u>\$300.00</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Food Establishments with seating capacity of 200 persons or more.<input type="checkbox"/> Retail Food Store with 4 or more food preparation areas. <p><input type="checkbox"/> <u>CLASS B</u> <u>\$200.00</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Food Establishments with seating capacity of 100 through 199 persons.<input type="checkbox"/> Retail Food Store with 2 or 3 food preparation areas. <p><input type="checkbox"/> <u>CLASS C</u> <u>\$150.00</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Food Establishments with seating capacity of more than 25 but less than 100 persons.<input type="checkbox"/> Retail food stores with 1 food preparation area.<input type="checkbox"/> Caterers<input type="checkbox"/> Bar or Lounge that serves food<input type="checkbox"/> Service/Fraternal Clubs with liquor lounges<input type="checkbox"/> Nursing Homes <p><input type="checkbox"/> <u>CLASS D</u> <u>\$100.00</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Food Establishments with seating capacity of 25 or less. (Including, but not limited to, bakeries)<input type="checkbox"/> Food Establishments with take-out service and no seating<input type="checkbox"/> Drive-In movie theaters<input type="checkbox"/> Service Fraternities and sororities.<input type="checkbox"/> Group Day Care Facilities.<input type="checkbox"/> Shared Home; rest home; sheltered home; board home<input type="checkbox"/> Home food manufacturers<input type="checkbox"/> Mobile Food Operators <p><input type="checkbox"/> <u>CLASS E</u> <u>\$85.00</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Bed and breakfast.<input type="checkbox"/> Ice cream vendors – scooping.<input type="checkbox"/> Lodging facilities serving continental breakfast. | <p><input type="checkbox"/> <u>CLASS F</u> <u>\$75.00</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Retail Food Store – no preparation areas.<input type="checkbox"/> Wholesaler/distributors of TCS* Food.<input type="checkbox"/> Vending Machines Serving TCS* Food.<input type="checkbox"/> Bakeries which don't service TCS* foods or have seating.<input type="checkbox"/> Non-Profit charitable organizations not holding a liquor license.<input type="checkbox"/> Food Establishments selling pre-packaged products only. <p><input type="checkbox"/> <u>CLASS G</u> <u>\$50.00</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Bar /Lounge with no food preparation area that serves alcohol.<input type="checkbox"/> Arena/Theater concessions serving non-TCS* Food.<input type="checkbox"/> Retail Food stores serving pre-packaged ice-cream only<input type="checkbox"/> Institutions, Senior Meal Sites<input type="checkbox"/> Sellers of Pre-packaged frozen USDA meat or poultry<input type="checkbox"/> Social Clubs<input type="checkbox"/> Residential Day Care Facilities <p><input type="checkbox"/> <u>CLASS H</u> <u>NO FEE</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Non-Profit charitable organizations not holding a liquor license and not serving meals on a daily basis.<input type="checkbox"/> Public and private schools.<input type="checkbox"/> Government Facilities. <p><input type="checkbox"/> <u>CLASS I</u> <u>Seasonal Food Service Establishments</u></p> <p style="padding-left: 40px;">(Open longer than 14 days but less than 6 months)</p> <p style="padding-left: 40px;">** Fee is one-half (1/2) the annual fee for corresponding Non-seasonal Class A through Class H establishments Set forth above.</p> |
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