

**Marion Board of Health-New Food Service Establishment**  
**APPLICATION CHECKLIST**

Application Procedures for Opening a Food Service Establishment in the Town of Marion:

The Board of Health is aware that you are thinking about opening a food service establishment in the Town of Marion. Since you are new to the area, and probably not familiar with how the Town Hall operates, we would like to provide some guidance on the steps you should take to obtain the necessary permits for your new establishment.

Maureen Murphy, Administrative Assistant to the Board of Health, can help you with any questions that you have about the role of the Board of Health or any other departments that we recommend you speak to about your new business. Please contact Maureen at (508) 748-3530.

Karen Walega, Health Director, can help you with all of the technical aspects of your project, such as the type of establishment you want to open, the menu you will be serving, or the timeframe and requirements you will need for completing the construction phase of your project. Please contact Karen at (508) 748-3533.

***What steps should I take to obtain my permits for a food service establishment?***

1. Planning Board  - A permit from the Planning Board may be necessary to operate your new establishment. To find out what the Planning Board requires, please contact Terri Santos, Administrative Assistant to the Planning office at (508) 748-3517.
2. Building Department  - Your new establishment may need Building Permits, Electrical Permits, and Plumbing Permits. Scott Shippey, Building Commissioner, can help you with the Building Department requirements. The Building Department's phone number is (508) 748-3555.
3. Attached Permit Applications  - Please fill out the application and return it along with the appropriate fee.
4. Floor Plans  - Shall be submitted for review. These plans shall include a detailed layout of the establishment, including all equipment specifications, floor, wall and ceiling construction, storage and bathroom facilities. A handout entitled, *Highlight of 105 CMR 590.000, Minimum Standards for Food Establishments*, can help you with requirements for construction of commercial kitchens.
5. Plans shall be reviewed within a reasonable time frame. If additional information is necessary, the applicant will be notified.
6. Upon approval of the floor plan, the Board of Health shall conduct frequent inspections during the construction phase of the project. When renovations have been completed and the establishment is compliant with all of the construction requirements, then permits shall be granted for the establishment to open.
7. If you are interested in more detailed information about *105 CMR 590.000 Minimum Standards for Food Establishments, Retail Food Requirements*, please reference this material on the Town's website, [www.townofmarion.gov](http://www.townofmarion.gov). (Please click on Town Departments, then Board of Health. On the Board of Health web page, click on Food Related Links to Mass Health Topic Index, Click on Food Protection, then go to Regulations).
8. Should you have any questions, or need help with any of the procedures, please contact the Board of Health office @ (508) 748-3530 or via e-mail. Thank you.