



TOWN OF ROCKPORT

NEW FOOD ESTABLISHMENT/CHANGE OF OWNERSHIP CHECKLIST

New food establishments or inns (or those being sold) that have a kitchen for preparing and serving food will need to obtain applications for the required permits and licenses. Types of licenses/permits include Food Establishment Permit, Common Victualler's License, Innholders's License, signage permits, perhaps an alcohol license, and potentially a FOG (Fats, Oil, & Grease) Permit. Applications for Permits and Licenses can be found on our website at www.rockportma.gov under the respective department listed below or by visiting the departments at Town Hall and the Annex.

This checklist is meant to be a general guide; you may need to confer with others in the permitting process. It is best to start the process in the order listed herein.

As the approval process takes time for each inspector/department to perform reviews, inspections, and vote on at meetings, it is highly recommended that you start the process as early as possible so as to afford ample time for the process and to properly gauge your expectations with respect to timeline and completion.

1. Board of Selectmen: You will need to contact the Board of Selectmen's Office to obtain an application for a Common Victualler's License or Innholder's License. The Board of Selectmen will review and act upon your request at one of their regularly scheduled Board of Selectmen Meetings. Depending upon the type of license, a CORI check will need to be done (state and local regulation). The Office Manager will consult with you as to your specific requirements. Common Victualler's and Innholder's License Fees are \$75.00.

Debbie Powers, Office Manager, Board of Selectmen's Office – located at 34 Broadway, Town Hall
Office: 978-546-5000, ext. 40113 dpowers@rockportma.gov

2. Building Inspector: If you plan to do any construction work to the premises of your business, you need to apply for a building permit which can be obtained through the Inspectional Services Department. The Building Inspector will review your construction plan to ensure that the work stated is in compliance with local regulations and state building codes. Upon approval, a building permit will be issued and the work will be subsequently inspected for compliance. Building permit fees differ upon specifications.

Paul Orlando, Building Inspector – located at 26 Broadway, Town Hall Annex
Office: 978-546-5000, ext. 40231 porlando@rockportma.gov

3. Plumbing Inspector: The Plumbing Inspector will determine if a grease trap/interceptor is needed according to the mandates that fall under Section 248 of the C.M.R. State Plumbing Code; this code governs all aspects for interior grease traps. If a trap/interceptor is needed, the FOG Coordinator will need to be consulted and involved in the process.

Joe Guzzo, Plumbing Inspector - located at 26 Broadway, Town Hall Annex
Office: 978-546-5000, ext. 40234 nkearns@rockportma.gov

4. Food Inspector: You will need to speak with the Food Inspector about your Plan Review Application and the process. The Food Inspector will assist in various aspects with the opening of your establishment and provide guidance about the permitting process as well as Food Safety and other essential protocol. Site visits and inspections will also be done by the Food Inspector. The Plan Review Application Fee is \$150.00. Food Establishment Permit fees vary based on type of establishment, food served, Laura Osmond, Food Inspector – located at 26 Broadway at Town Hall Annex.
Cell: 508-284-2281 Office: 978-546-5000, ex.t 40224 losmond@rockportma.gov

5. FOG (Fats, Oil, Grease) Coordinator/DPW: If the Plumbing Inspector deems that a grease trap is necessary for your establishment, contact the FOG Coordinator to obtain a FOG permit. The FOG Coordinator is responsible for ensuring that your establishment regularly maintains the grease traps; your establishment is required to record all maintenance. Copies of the pump reports must be submitted to the FOG Coordinator either by fax, email, or mail. Failure to comply with maintenance will result in violation fees and possible permit suspension for your establishment. MassDEP and Rockport regulations require that establishments on towns' sewer systems have grease traps or interceptors so as to not clog the sewer system infrastructure. The fee for a FOG permit is \$75.00.
Gary LeBlanc, FOG Coordinator/DPW – located at 34 Broadway, Town Hall, Lower Level
Office: 978-546-5000, ext. 40163 gleblanc@rockportma.gov