



**BOSTON INSPECTIONAL SERVICES DEPARTMENT  
DIVISION OF HEALTH INSPECTIONS**

**FOOD ESTABLISHMENT RESIDENTIAL COTTAGE FOOD PLAN REVIEW (105 CMR 590.008)**

NAME OF BUSINESS \_\_\_\_\_ BUSINESS OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

NEW \_\_\_\_\_ REMODELED \_\_\_\_\_

TEL. NO. \_\_\_\_\_ EMAIL \_\_\_\_\_

DAYS & HOURS OF OPERATION \_\_\_\_\_

CONSTRUCTION START DATE \_\_\_\_\_ BUSINESS OPENING DATE \_\_\_\_\_

STATE SANITARY CODE (105 CMR 590.000) PROVIDED YES \_\_\_\_\_ NO \_\_\_\_\_ PENDING \_\_\_\_\_

CERTIFIED FOOD MANAGER & ALLERGEN CERTIFICATIONS (FC 2-102.11) YES \_\_\_\_\_ NO \_\_\_\_\_ NAME \_\_\_\_\_

LIST OF PRODUCTS TO BE PREPARED- PROVIDED FC 8-201.12 YES \_\_\_\_\_ NO \_\_\_\_\_ PENDING \_\_\_\_\_

VERIFICATION FOR NON-TCS FOODS - PROVIDED FC (FOODS MUST MEET CRITERIA AS NOT REQUIRED FOR TIME TEMPERATURE CONTROL) YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

STANDARDIZED RECIPE(S) AND FLOW CHART PROVIDED YES \_\_\_\_\_ NO \_\_\_\_\_ PENDING \_\_\_\_\_

**PHYSICAL FACILITIES**

NOT EXPOSED TO OPEN AIR & OUTER OPENINGS PROTECTED FC 6-202.15 YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

ENCLOSED KITCHEN, NO ACCESS UNNECESSARY PERSONS FC 2-103.11 YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

WINDOWS & DOORS SCREENED FC 6-202.15 YES \_\_\_\_\_ NO \_\_\_\_\_ AIR CONDITIONER \_\_\_\_\_

FOOD PREP. AND WAREWASH AREAS LOCATED 1<sup>ST</sup> FLOOR \_\_\_\_\_ 2<sup>ND</sup> FLOOR \_\_\_\_\_ OTHER \_\_\_\_\_

IN A BASEMENT (590.003) FC 3-305.12 YES \_\_\_\_\_ NO \_\_\_\_\_

ENVIRONMENTAL ENGINEER REPORT SUBMITTED YES \_\_\_\_\_ NO \_\_\_\_\_ PENDING \_\_\_\_\_ N/A \_\_\_\_\_

TYPE OF FINISH FLOOR MATERIAL FOOD PREP. AREA FC 6-201.11 QUARRY TILE \_\_\_\_\_ CERAMIC TILE \_\_\_\_\_ VCT TILE \_\_\_\_\_ CONCRETE \_\_\_\_\_

TYPE OF FINISH WALL MATERIAL FOOD PREP. AREA FC 6-201.11 STAINLESS STEEL \_\_\_\_\_ CERAMIC TILE \_\_\_\_\_ FRP \_\_\_\_\_ SHEETROCK \_\_\_\_\_

TYPE OF FINISH CEILING MATERIAL FOOD AREA FC 6-201.11 SHEETROCK \_\_\_\_\_ VINYL FACED \_\_\_\_\_ FRP \_\_\_\_\_ METAL \_\_\_\_\_ ENCLOSED \_\_\_\_\_

LIGHT FIXTURES SHIELDED FOOD PREP. AREA FC 6-202.11 YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

TOILET FACILITIES PROVIDED WITH HAND SINK FC 5-203.12 YES \_\_\_\_\_ NO \_\_\_\_\_ HOW MANY \_\_\_\_\_

ROOMS PROPERLY VENTILATED FC 6-304.11& (BUILDING DEPT.) YES \_\_\_\_\_ NO \_\_\_\_\_

STORAGE FOR PERSONAL ITEMS PROVIDED FC 6-403.11 & 6-305.11 YES \_\_\_\_\_ NO \_\_\_\_\_ LOCATION \_\_\_\_\_

LOCATION FOOD STORAGE ROOMS FC 3-305-07 BASEMENT \_\_\_\_\_ 1<sup>ST</sup> FLOOR \_\_\_\_\_ 2<sup>ND</sup> FLOOR \_\_\_\_\_ OTHER \_\_\_\_\_

FINISHED FOOD STORAGE ROOM/ APPROVED STORAGE AREAS ELEVATED SHELVING PROVIDED FC 3-305.11, 305.12, 307.11 YES \_\_\_\_\_ NO \_\_\_\_\_

TYPE OF OUTSIDE RUBBISH AND GREASE CONTAINER(S) FC5-501.13-.17 COMPACTER \_\_\_\_\_ DUMPSTER \_\_\_\_\_ VERMIN PROOF BARRELS \_\_\_\_\_

TYPE OF SURFACE LOCATED ON FC 5-501.115 CONCRETE \_\_\_\_\_ ASPHALT \_\_\_\_\_ OTHER \_\_\_\_\_

**PLUMBING, HAND AND WARE WASH FACILITIES**

SEPARATE HAND WASH SINK PROVIDED IN FOOD PREP. / WARE WASH /TOILET AREAS FC 5-203.11 YES \_\_\_\_\_ NO \_\_\_\_\_ HOW MANY \_\_\_\_\_ N/A \_\_\_\_\_

FOOD PREP SINK PROVIDED FC 3-302.15 YES \_\_\_\_\_ NO \_\_\_\_\_ HOW MANY \_\_\_\_\_ N/A \_\_\_\_\_

THREE POT WASH SINKS PROVIDED WITH DRAIN BOARDS FC 4-301.12 YES \_\_\_\_\_ NO \_\_\_\_\_ HOW MANY \_\_\_\_\_ N/A \_\_\_\_\_ (MIN. TWO (2) COMPARTMENTS REQUIRED DETERGENT NO RINSE SANITIZER IF LIMITED BATCH)

ADEQUATE STORAGE FOR CLEAN / SOILED EQUIPMENT YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_ (Sink compart. size)

TYPE OF DISHWASHER PROVIDED FC 4-501.114 COMMERCIAL \_\_\_\_\_ RESIDENTIAL \_\_\_\_\_ N/A \_\_\_\_\_

WASH TEMP \_\_\_\_\_ FINAL RINSE TEMP \_\_\_\_\_ MANUFACTURER \_\_\_\_\_

APPROVED BACKFLOW PREVENTER INSTALLED FC 5-203.14 YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_



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**MOP WATER DISPOSAL PROVIDED /SEPARATED FC 5-203.13**  
**ADEQUATE, APPROVED SEWAGE DISPOSAL FC 5-403.11**  
**CHEMICAL STORAGE FC 7-201.11**

YES \_\_\_ NO \_\_\_  
YES \_\_\_ NO \_\_\_  
LOCATION \_\_\_\_\_

**FOOD ESTABLISHMENT RESIDENTIAL COTTAGE FOOD PLAN REVIEW (105 CMR 590.008) (CONT.)**

**ADEQUATE CLEAN / SOILED STORAGE EQUIPMENT, UTENSILS, LINENS PROVIDED FC 4-903.11** YES \_\_\_ NO \_\_\_

**ALL PAPER, SINGLE SERVICE ITEMS WITH STORAGE FC 4-903.11 & .12** YES \_\_\_ NO \_\_\_ N/A \_\_\_

**KITCHEN FACILITIES/EQUIPMENT**

**NATIONAL SANITATION FOUNDATION APPROVED OR EQUIVALENT FC 4-205.10 & FC 4-201.11** YES \_\_\_ NO \_\_\_

**INSTALLED SO ADJACENT AREA MAY BE CLEANED UNDER,  
BEHIND AND BETWEEN COOKING EQUIPMENT FC 4-402.11 &.12** YES \_\_\_ NO \_\_\_ N/A \_\_\_\_\_

**SEPARATE, SUFFICIENT REFRIGERATION UNIT(S) PROVIDED FC 4-301.11**  
(To store ingredients from approved sources if used to produce non TCS foods-maintain receipts)

\_\_\_\_\_ (SIZE L x W x H) (FT<sup>3</sup>) (HOW MANY)

**41° F/ NSF #7 APPROVED REFRIGERATION FC 3-501.16** YES \_\_\_ NO \_\_\_

**FREEZER UNIT PROVIDED FC 4-301.11** \_\_\_\_\_ (SIZE L x W x H) (FT<sup>3</sup>) (HOW MANY)

**COOLING /HOT HOLDING EQUIPMENT NOT REQUIRED FOR NON- TCS FOODS STATED &VERIFIED**

**\*TYPE OF COOKING EQUIPMENT PROVIDED FC 4-301.11** STOVE \_\_\_\_\_ CONVECTION OVEN \_\_\_\_\_  
GRILL \_\_\_\_\_ MICROWAVE OVEN \_\_\_\_\_  
**\*MUST MEET VENTILATION REQUIREMENTS PER BFD** FRYER \_\_\_\_\_ OVEN \_\_\_\_\_  
**AND FC 4-301.14 & 6-202.12** OTHER \_\_\_\_\_ N/A \_\_\_\_\_

**EQUIPMENT THERMOMETERS PROVIDED FC 4-302.12** YES \_\_\_ NO \_\_\_

**LABELS MEET REQUIREMENTS FOR BUSINESS NAME & ADDRESS/ PRODUCT NAME/ INGREDIENTS IN DESCENDING  
ORDER BY WEIGHT /NET VOLUME OR WEIGHT/ALLERGENS/ NUTRITIONAL INFORMATION IF HEALTH CLAIM**  
YES \_\_\_ NO \_\_\_

**APPROVED FOOD CONTACT PACKAGING AND CONTAINERS** YES \_\_\_ NO \_\_\_

**FOOD PREP, PROCESSING, PACKAGING BY PERMIT HOLDER OR SUPERVISED BY SAME FC 2-103.11** VERIFY \_\_\_

**LIVING OR SLEEPING QUARTERS NOT USED FOR COTTAGE FOOD OPERATIONS FC 6-202.111** VERIFY \_\_\_

**CHILDREN, INFANTS, NOT ALLOWED DURING FOOD PREP, PROCESSING, PACKAGING FC 2-103.11** VERIFY \_\_\_

**PETS EXCLUDED FROM KITCHEN AND STORAGE AREAS 6-501.115** VERIFY \_\_\_

**ALL FOOD PREP /STORAGE AREAS FREE FROM RODENTS, INSECTS, VERMIN FC 6-501.111** VERIFY \_\_\_

**NO OTHER ACTIVITIES ALLOWED DURING FOOD PREP, PROCESSING, PACKAGING FC 2-103.11, FC 4-803.13** VERIFY \_\_\_

**NO ILL PERSON(S) SHALL BE INVOLVED WITH FOOD PREP, PROCESSING, PACKAGING FC2-201.11** VERIFY \_\_\_

**FOOD PRODUCTS PRODUCED SOLD DIRECT TO CONSUMER; NOT BUSINESSES** YES \_\_\_ NO \_\_\_

**\*REVIEWED SALES /DELIVERY OF FOOD PRODUCTS DIRECT TO CONSUMER - ONLINE SALES REQUIRE BUSINESS  
NAME AND PERMIT NUMBER. ADDITIONAL PERMITS REQUIRED FOR WHOLESALE / FARMERS MARKETS ETC.**

**STATEMENT: I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND UNDERSTAND THAT IF ANY CHANGES  
ARE MADE TO THE PLANS OR THE ABOVE INFORMATION WITHOUT PERMISSION FROM THE DIVISION OF HEALTH  
INSPECTIONS MAY NULLIFY THIS APPROVAL.**

**SIGNATURE: \_\_\_\_\_ PRINT NAME / TITLE: \_\_\_\_\_**



**BOSTON INSPECTIONAL SERVICES DEPARTMENT  
DIVISION OF HEALTH INSPECTIONS**

**PRELIMINARY REVIEW BY:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_

**DATE** \_\_\_\_\_

**FINAL APPROVAL BY:** \_\_\_\_\_  
**TITLE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**CONDITIONS: \*Must meet all building and fire code regulations and all other licensing requirements prior to operating.**

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(6/15/21)