

Food and Beverage License Renewal Instructions

Start Here

Have you checked with zoning to make sure the business type is approved for the location?

YES

Bring a copy of the "Zoning Compliance Certificate".

NO

Go to The Zoning Department for approval.

Will the property be renovated inside or are you installing a kitchen?

YES

Submit a floor plan to the Zoning, Building, Fire Marshal, and Health Departments and await approval.

NO

Do you have a Trade Name Certificate?

NO

Follow the link below on how to obtain a Trade Name Certificate.

YES

Bring a copy of the Trade Name Certificate.

Have you checked with the Tax Assessor to ensure the previous owner does not owe business taxes?

NO

Check with the Tax Assessor, as previous owner's taxes are not your responsibility.

YES

Do you have a copy of the lease or sale of the business?

NO

Make a copy before applying.

YES

Bring a copy of the lease or bill of sale.

Do you have a floor plan showing the location of all equipment?

NO

Have a floor plan made.

YES

Bring a copy of the floor plan.

Do you have a copy of your menu? (Restaurants only)

NO

Make a copy of your menu.

YES

Bring a copy of the menu.

Do you have a copy of your Qualified Food Operator Certificate? (ServSafe)

NO

Set a training date at The Health Department.

YES

Bring a copy of your certificate.

Do you have an emergency preparedness plan in case of a natural disaster? (How would the food be handled?)

NO

Write an emergency preparedness plan.

YES

You are ready to apply!

City Hall is located at 45 Lyon Terrace: Zoning, Building, Fire Marshal, Tax Assessors, and City Clerk
Trade Name Certificate Information: <http://www.bridgeportct.gov/content/89019/89914/89930.aspx>