

**Department of Inspectional Services
Worcester, Massachusetts**

BUSINESS LICENSING GUIDE SHEET AND CHECKLIST

In an effort to explain and to simplify the permitting process for the operation of a Food Service of Retail Food establishment within the City of Worcester, please use the following checklist as a tool to guide you through the permitting process. All food related businesses require licenses or permits and inspections prior to operation.

A checklist of the requirements necessary to operate a food establishment is as follows:

A Common Victualer license will be required if the business serves alcohol and/or cooks, prepares, or serves food. Contact the City of Worcester License Commission, located in Room 404 at City Hall, at 508-799-1400 ext 234 to obtain an application and to schedule a hearing. Prior to issuance of the license, sign-offs will be required from the following departments:

- Police
- Fire
- Department of Inspectional Services, Building/Zoning Division
- Department of Inspectional Services, Food Protection Program

Plan including proposed equipment types, locations, and specifications must be submitted to the Department of Inspectional Services, Housing/Health Inspections Division, Food Protection Unit located at 25 Meade Street, Room 203.

A completed application for a Permit to Operate a Food Establishment along with the appropriate fee must be submitted to the Department of Inspectional Services, Food Protection Unit located at 25 Meade Street, Room 203.

Documentation that a manager, supervisor, or person in charge has passed an accredited food safety class recognized by this department must be submitted to the Department of Inspectional Services, Food Protection Unit located at 25 Meade Street, Room 203.

Compliance with the City of Worcester's FOG Ordinance. This will require contact with the Department of Public Works and Parks, Sewer Operations Division. Please call 508-929-1300 extension 4146.

A Business Certificate filing with the City of Worcester's Clerk Office, located in Room 206 at City Hall. Please call 508-799-1211.

We recommend that the prospective business person make thorough inquiries to the appropriate authorities. If you have questions, please call the Food Protection Unit at 508-799-8539.