

# Town of Walpole

## Massachusetts



Opening a Food Establishment



# OPENING A FOOD ESTABLISHMENT

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## Select Board

The **Select Board** sincerely appreciates your interest in opening a food establishment in the Town of Walpole.

We hope that you find this informational guide helpful as you begin the permit application process.

The food establishment permitting process generally begins with the Board of Health, with further review and potentially additional permits required from other Departments, including but not limited to the Building Department, Fire Department, and the Town Clerk

The Select Board issues the following licenses:

- **Common Victualler** (food establishments with a seating capacity);
- Liquor Licenses (**Beer & Wine** and **All Alcohol**);
- **Entertainment** (may require a Special Permit);
- **Amusement** (pool tables, TVs, jukeboxes, etc.);
- **Outdoor Seating** (in conjunction with the Building Department)

The Walpole Select Board typically forwards license applications to the Police Department for review. If approval is granted by the Select Board, licenses are generally only released after inspections have been completed by the Health, Building, and Fire Departments.

Aoife Kelly, Executive Assistant

Phone: (508) 660-7277

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## Town Clerk

Applicants will need to obtain a **Business Certificate** (also commonly referred to as “d/b/a Certificate”) from the Town Clerk.

The Business Certificate is issued for public information and consumer protection purposes. Follow this link for more information: [d/b/a FAQs](#)

Elizabeth Gaffey, Town Clerk

Phone: (508) 660-7296

Email: [townclerk@walpole-ma.gov](mailto:townclerk@walpole-ma.gov)

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135 School Street  
Walpole, MA 02081  
(508)660-7300

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## Board of Health

The **Board of Health** issues all food establishment permits.

Applicants must complete a **Food Establishment Permit Application** and a **Food Establishment Plan Review Guide** and submit to the Health Department at least 30 days prior to the planned opening date.

The **Food Establishment Permit Application** will be used to obtain basic information including the type of location (i.e. permanent or mobile), the type of establishment (i.e. retail, food services, caterer), and the length of the permit (i.e. annual, seasonal), among other items.

The **Food Establishment Plan Review Guide** will be used to obtain in-depth background information (i.e. planned food preparation and storage, disposal of waste, dishwashing facilities, employee training) and clearly specifies the requirements for the submission of plans. A copy of the proposed floor plan must be attached to the completed Food Establishment Plan Review Guide in order to ensure that the layout requirements are met. Once the plan review has been approved by the Board of Health, a pre-operation inspection will be conducted. Applicants will be required to provide the Board of Health with notification of the planned date of opening at least one week prior to allow time for inspection(s).

There is typically a fee for both the food establishment permit and for the comprehensive plan review.

Once your permit has been issued, the Board of Health will conduct routine inspections to ensure compliance with the Food Code (**State Sanitary Code 105 CMR 590.000**) and the Town's **regulations**.

Melissa Ranieri, Health Director

Phone: (508) 660-7321

Email: [mmarinelli@walpole-ma.gov](mailto:mmarinelli@walpole-ma.gov)

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## Community and Economic Development

The Office of **Community and Economic Development** serves as a liaison between business owners and the Town, coordinates any necessary pre-development meetings, and provides assistance throughout the permitting process.

There are a variety of tax incentives and business assistance programs available to new businesses, as well as existing businesses interested in expanding. Please contact our office for more information.

Patrick Deschenes, Director

Phone: (508) 660-7352

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## Building Department

The Town's **Building Commissioner** will make a determination as to whether the area in which the food establishment is proposed is zoned for that type of business, as well as evaluate proposed parking and signage.

If a food establishment is not allowed in the zoning district in which it is being proposed, the Applicant will need to seek relief from the **Zoning Board of Appeals (ZBA)**.

Obtaining relief from the ZBA can take between 3 to 5 months and there is no guarantee of approval. It is therefore recommended that applicants communicate with the Building Department early in the process and prior to leasing or purchasing the property to ensure that any issues regarding zoning are properly addressed.

Applicants will also work with the Building Department should any construction be proposed in order to obtain a building permit. **Additional approvals and/or permits** may be required from the Building Department, including but not limited to wiring and plumbing permits and permits for signage.

James Crowley, Building Commissioner

Phone: (508) 660-76347

Email [jcrowley@walpole-ma.gov](mailto:jcrowley@walpole-ma.gov)

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## Fire Department

Fire prevention laws can be found in **MGL Chapter 148** and all fire regulations can be found in **527 CMR 1.00** in the Massachusetts Comprehensive Fire Code.

Commercial cooking exhaust hoods require inspection and cleaning. Frequency is determined by the volume of cooking as outlined in the following chart:

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## Schedule of Inspection for Grease Buildup

Types or Volume of Cooking	Inspection Frequency
Systems serving solid fuel cooking operations	Monthly
Systems serving high-volume cooking operations such as 24-hour cooking, charbroiling, or wok cooking	Quarterly
Systems serving moderate-volume cooking operations	Semiannually
Systems serving low-volume cooking operations, such as churches, day camps, seasonal businesses or senior centers	Annually

- Cooking that produces grease-laden vapors are required to have a fixed extinguishing system. Fixed extinguishing systems are required to be inspected every six months by a licensed company.
- Portable fire extinguishers are required in every establishment. See 527 CMR 1.00 Section 13.6 to see where, how many, and what kinds are required.
- Exits and means of egress must be free of obstructions to the parking lot or sidewalk. Exit signs and emergency lighting must be operational at all times.
- A crowd control manager is required in facilities that feature entertainment by a live band or recorded music generating above-normal sound levels and have specific areas designated for dancing. The online training program and crowd manger requirements can be found at [www.mass.gov/dfs](http://www.mass.gov/dfs)
- Decorations, curtains, draperies, window treatments, and upholstered furniture require certification that these products meet flammability standards.

Please do not hesitate to reach out to the Fire Prevention Officer with questions or to schedule a meeting. We wish you best of luck in your business endeavor.

Allen Hover, Fire Prevention Officer

Phone: (508) 668-0260

Email: [ahover@walpolefire.com](mailto:ahover@walpolefire.com)

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