



City of West Haven Health Department
355 Main Street
West Haven, CT 06516

Nancy R. Rossi
Mayor

Maureen B. Lillis, MPH
Director of Health

Date: August 10, 2023

TO: FOOD SERVICE ESTABLISHMENTS

From: City of West Haven Health Department

Subject: 2023 – 2024 Food Service Renewal

Enclosed you will find your 2023 – 2024 Food Service Renewal application for this licensure year. The label on the application contains your payment amount and the Class of your establishment as it appears in our database.

Additionally, as of February 17, 2023, the Connecticut Department of Public Health Adopted the 2022 FDA Food Code. Therefore, the health department is requesting information from all food service establishments to demonstrate some compliance with the new food code. The health department is also attaching important information for you to use to train your staff and notify the consumer.

Please review and fill out the blank application and add your email address to the application on the appropriate line for future alerts and correspondence.

Return the completed application with following information below:

- 1) A copy of your current Certified Food Protection Manager's Certificate (Class 2, 3, and 4)
- 2) A copy of your current yearly Exterminator Contract
- 3) A copy of your most recent updated menu
- 4) The appropriate renewal fees based on your classification

Mail Application To: West Haven Health Department
355 Main Street, 2nd Floor
West Haven, CT 06516

355 Main Street, West Haven, Connecticut, 06516
Phone: (203) 937-3660 Fax: (203) 937-3976
www.whhd.org

Or deliver to the Health Department help desk. Office hours are Monday – Friday, 9am - 12 pm and 1 pm – 5pm. Office is closed for lunch between 12 and 1pm. If paying by cash, we can only accept the exact amount due.

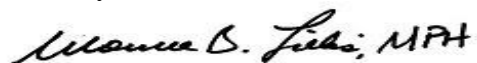
You can also pay your license fee by check, cash, money order, or pay online with a credit or debit card at the Health Department website by visiting: www.cityofwesthaven.com/164/Health-Department. See “Online Payments”.

A \$10 per day late fee will be assessed for all applications not received or postmarked before September 15, 2023. In addition, any establishment that has not submitted their renewal by this date will be Operating Without a Permit and will be subject to an additional fee of \$200.00.

Once your application has been received with all the supporting documents and fees, your new license will be mailed to the **preferred address**. To avoid any delays, be sure to indicate your preferred business mailing address on the appropriate line of the application.

If you have any questions, please call the office at 203-937-3660.

Sincerely,

A handwritten signature in black ink that reads "Maureen B. Lillis, MPH". The signature is written in a cursive style.

Maureen Lillis, MPH
Director of Health

Enclosures: Allergen Warning Sign, Example of Menu Consumer Advisory, Clean-up Procedure for Vomit and Fecal Matter, and Form 1-B Food Employee Reporting Agreement