



**Joseph P. Ganim**  
Mayor

*City of Bridgeport*  
**Department of Health & Social Services**  
**Environmental Health**

999 Broad Street, Bridgeport, CT 06604  
203-576-7474  
203-576-7793  
[bridgeportct.gov/environmentalhealth](http://bridgeportct.gov/environmentalhealth)

**Ebony Jackson-Shaheed, MPH**  
Acting Director of Health  
**Tammy Papa, MBA**  
Acting Deputy Director of Operations  
**Audrey M. Gaines, BS**  
Deputy Enforcement Officer

### ***Food Establishments Checklist***

Bridgeport Health Department - Environmental Health Division requires the following documents for new establishments & change of ownership:

- Floor Plan of the establishment (showing the location of all equipment). Plan review fee - \$100.00 to \$300.00 (Depending on Sq. Footage) - Money Order Only
- Copy of the lease or Bill of Sale
- Copy of Menu/list of Food Products
- Copy of Qualified Food Operator Certificate (ServSafe Food Safety Manager)
- Copy of Trade name Certificate - City Clerk's Office - 45 Lyon Terrace
- Copy of Zoning Compliance letter - Zoning Department - 45 Lyon Terrace
- Food Establishments Only - Need a written Emergency Preparedness Plan in case of a natural disaster (How would the food within the establishment be dealt with?)

*Note: At the time of the final inspection the license fee will be due by Money Order Only. The fee of the license will depend on the number of seats and/or square footage in the establishment*