



Central Connecticut Health District

Sanitary Code

**2080 Silas Deane Highway
Rocky Hill, CT 06067**

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PREAMBLE

The Central Connecticut Health District is committed to improving the quality of life in our member towns through prevention of disease and injury, fostering of a healthy environment, and promotion of public health.

The purpose of this sanitary code (the “Code”) is to protect and promote the public’s health within the Central Connecticut Health District through the provision of rules and regulations in the areas of food establishments, sewage disposal, water supplies, motels and rooming houses, hair and nail salons, public swimming pools, bathing places and public bathing establishments, and action where imminent health hazards are present in accordance with the Connecticut Public Health Code (Conn. Regs. 19-13-A1 et seq.). This Code provides requirements in addition to those in the Connecticut Public Health Code.

This Code was adopted by the Central Connecticut Health District Board of Health pursuant to the General Statutes of the State of Connecticut, Section 19a-243, Subsection (a) on June 15, 2023. This Code replaces the previous code first adopted by the Board on May 17, 2007 and last approved with revisions on April 15, 2021. It supersedes previous codes and ordinances adopted by member towns in the Health District, has an effective date of June 15, 2023, and is in force throughout the Central Connecticut Health District.

CHAPTER 1 GENERAL PROVISIONS

SECTION 1.1 DEFINITIONS

For the purpose of this Code,

“Authorized Agent” means the person, pursuant to the Connecticut General Statutes (CGS) Chapter 368f, Section 19a-242(d), designated by the Director of Health to act on behalf of the Director of Health in the performance of assigned duties. The Authorized Agent shall be state licensed and program certified where appropriate.

“Board of Health” means the governing authority of the Central Connecticut Health District established pursuant to CGS Chapter 368f, Section 19a-241.

“Certified Food Inspector” means a person with the proper training and experience, and certified by the Connecticut Department of Public Health, Food Protection Program, to inspect food establishments in the State of Connecticut.

“Commissioner of Health” means the Commissioner of the State of Connecticut Department of Public Health.

“Connecticut Public Health Code” means the Public Health Code of the State of Connecticut, as may be amended from time to time, established in accordance with CGS Chapter 368a, Section 19a-36, as amended.

“Director of Health” means the Director of Health of the Central Connecticut Health District appointed by the Board of Health pursuant to CGS Chapter 368f, Section 19a-243(a) and charged with the responsibility and authority for preserving and improving the public health and preventing the spread of disease in the towns within the Health District.

“Environmental Health” means the study, art and technique of applying scientific knowledge for the improvement of the environment of man for his health and welfare.

“Environmental Health Inspector” means an individual who performs the duties of an Environmental Health Specialist, and may be certified in various practice areas, but who is not a Registered Sanitarian.

“Environmental Health Specialist” means an individual authorized by the Director of Health to conduct inspections of the Operations licensed by the Health District or applying for license from the Health District, and other supportive inspections for state and municipal agencies. This may include, but is not limited to, a Supervising Sanitarian, Registered Sanitarian I or II, an Environmental Health Inspector, a Certified Food Inspector, a Lead Inspector Risk Assessor and a certified Septic Inspector.

“Food and Drug Administration (FDA)” means the The United States Food and Drug Administration, which is a federal agency of the Department of Health and Human Services.

“Health District” means the Central Connecticut Health District established under CGS Chapter 368f, Sections 19a-240 through Section 19a-246, as amended.

“Imminent Health Hazard” means a condition which is likely to cause an immediate threat to life or serious risk of damage to the health, safety, and welfare of the public if no immediate action is taken.

“Lead Inspector Risk Assessor” means a person, pursuant to the Connecticut Public Health Code, Section 19a-111-1(11), who has completed an approved training course and obtained a certificate from the Connecticut Department of Public Health, Lead Poisoning Prevention and Control Program.

“License” shall mean the whole or any part of a certificate of approval, authorization, or similar form of permission which may be required of any Owner or Operator by the provisions of this Code. Said license shall be in writing and shall be issued only by the Director of Health.

“License Holder” means the Owner or Operator of record for the license.

“Licensed Operation” means the business or entity which has received a written license from the Health District and is conducting the operations or services for which it is licensed.

“Non-Profit Organization” means 1) an organization holding a tax exempt status as defined by the United States Internal Revenue Code, Section 501(c)(3) and which is exempt from local real estate and personal property tax (if owned) under Connecticut General Statute, Section 12-81 or 2) religious groups or 3) schools or 4) youth organizations or 5) agencies funded in whole or in part by tax dollars from member towns in the Health District ~~member towns~~ or 6) Federal, State or local government facilities.

“Owner” means any individual, firm, partnership, association, corporation, company, governmental agency, institution, club or organization of any kind, and includes the plural, who has ownership of the property or business entity that is licensed by the Health District.

“Operation” means a business or entity which is seeking or holds a written license from the Health District, including but not limited to a Food Establishment as defined in Section 2

“Operator” means any individual, firm, partnership, association, corporation, company, governmental agency, institution, club or organization of any kind, and includes the plural, who has oversight or control of the day to day operations of the business entity that is licensed by the Health District.

“Public Place” means any permanent or temporary place, premises, building or group of buildings which is freely accessible to persons other than employees; or any of the above which is open to the public for the purpose of conducting business or for public gatherings of any character.

“Registered Sanitarian” means a person who is licensed pursuant to the CGS Chapter 395, Section 20-361.

“Septic Inspector” means a person who, pursuant to the Public Health Code Section 19-13-B103e(b), is approved by the commissioner of Public Health to investigate, inspect and approve plans relating to subsurface sewage disposal systems.

“Standard Operating Procedure (SOP)” means compiled for consistency in carrying out routine operations.

“Temporary License” means a License granted for a limited period of time up to 14 days as conditioned by the Director of Health.

SECTION 1.2 EMERGENCY POWERS

In the event of an imminent health hazard, pursuant to CGS Section 19a-206 the Director of Health may take whatever action is deemed necessary to protect public health in accordance with applicable statutes, regulations, codes and rules.

SECTION 1.3 SEVERABILITY

If any provision of application of this Code is held invalid for any reason, that invalidity shall not affect other provisions or applications of the Code.

SECTION 1.4 UNCONSTITUTIONALITY CLAUSE

If any provision of this Code is held void by a court of competent jurisdiction, such holding shall not affect any other provision of this Code.

SECTION 1.5 SUPPLEMENTARY PROVISIONS

In the case of any items not specifically included in this Code, the Connecticut Public Health Code or applicable Public Health Statutes shall apply.

SECTION 1.6 CONFLICT OF REGULATIONS

In the event of any inconsistency between this Code and any other applicable state statute, regulation, municipal ordinance or other law, the provision which provides the greatest protection for the health, safety and welfare of the people shall prevail.

SECTION 1.7 FEES

Pursuant to CGS Section 19-a-243 the Board of Health may establish reasonable fees to defray the cost of the administration and issuance of Licenses, application reviews and approvals, inspections and other associated activities. A copy of the Fee Schedule is available from the Central Connecticut Health District, online at www.ccthd.org .

SECTION 1.8 REQUIREMENT FOR LICENSE TO OPERATE

A License is required for all Operations specified in Chapters 2 through 5 of this Code. This license shall be posted near the entrance of the establishment so as to be visible to the public.

SECTION 1.9 APPLICATION AND ISSUANCE OF LICENSE

- A. Any Owner or Operator desiring to operate a Licensed Operation shall make a written application for a License on forms provided by the Health District at least ten (10) working days prior to:
- 1) the opening of a new Licensed Operation;

- 2) the expiration of an existing License; or
- 3) a change of ownership.

The application shall be accompanied by the appropriate fee prescribed on the Health District Fee Schedule (see Section 1.7).

- B. Prior to the issuance of a License, the Director of Health or Authorized Agent may inspect the Operation to determine compliance with the provisions of this Code and particularly the requirements applicable to the type of Operation (see Chapters 2 through 5), the Connecticut Public Health Code and any other applicable codes, regulations or statutes.
- C. The Director of Health shall issue a new License to the applicant if the inspection reveals that the Operation complies with the applicable requirements. The initial license is issued on the date of approval and expires on the following program renewal date.
- D. A License shall expire on the annual renewal date indicated in Table 1 for the particular Licensed Operation, attached herein. A grace period of no more than 60 days may be granted, at the discretion of the Director of Health, for a total initial licensing period of not to exceed 14 months. Fees are not prorated for the licensing year. Licenses may be renewed for another year upon application and payment of an annual fee, provided that the Operation is in compliance with this Code, the Connecticut Public Health Code and any other applicable codes, regulations or statutes.
- E. Failure to renew a License by the expiration date, and pay the license renewal fee, shall result in a late fee penalty in accordance with the Fee Schedule. If the License is not renewed, and the assessed fees paid within 60 days of the expiration date, the License shall be revoked and the facility will be closed per Order of the Director of Health.
- F. Temporary Licenses must be applied for a minimum of 10 business days prior to the event as defined by the relevant Chapter below and be accompanied by the applicable fee. The Temporary License will not be processed until the fee has been paid. Upon passing inspection, the Temporary License will be issued on site and must be displayed by the Owner or Operator in a location visible to the public.
- G. In the case of a transfer of ownership of an existing Operation, the new owner shall submit an application for a License on forms provided by the Health District a minimum of 10 business days prior to the transfer. A new owner inspection will be conducted and the Operation shall be brought into compliance with the applicable Chapter below, the Connecticut Public Health Code and any other applicable codes, regulations, or statutes by correcting all violations before a License to operate can be issued.

SECTION 1.10 INSPECTIONS / RIGHT OF ENTRY

The Director of Health or Environmental Health Specialist shall be permitted, after proper identification, to enter at any reasonable time any Operation seeking a License or Licensed Operation for the purpose of making inspections, as deemed necessary by the

Director of Health, to determine compliance with the applicable Chapter below, the Connecticut Public Health Code and any other applicable codes, regulations or statutes. The Director of Health or Environmental Health Specialist shall not be harassed, intimidated, or otherwise interfered with during such inspection.

The Director of Health or Environmental Health Specialist shall be permitted to examine the records of the Operation to obtain reasonable information pertaining to aspects of the business subject to the License including, but not limited to, training records and reasonable employee shift records, but not including financial records. By application for License, the Owner or Operator gives permission for records examination as set forth in this section.

SECTION 1.11 NON TRANSFERABLE LICENSE

A License is valid only for the Owner or Operator, and Operation location, of record. Licenses are not transferable.

SECTION 1.12 SUSPENSION OF LICENSE

The Director of Health may suspend any License issued per any Chapter of this Code if the Licensed Operation does not comply with the requirements of the relevant Chapter, the Connecticut Public Health Code or any other applicable code, regulation or statute.

In the event that the Director of Health or Environmental Health Specialist finds unsanitary or other conditions in any Licensed Operation which in his or her judgment constitutes a violation of any relevant Chapter of this Code, the Connecticut Public Health Code or any other applicable code, regulation or statute, the Director of Health or Environmental Health Specialist may issue a written Notice of Violation, Notice of Intent to Suspend License and/or Notice of Fine (“Notice”) in conjunction with an inspection report to the Owner and/or Operator citing such conditions, specifying the corrective action to be taken and specifying the time period within which such action shall be taken and, if deemed necessary, order immediate correction.

If correction is not made in the stated time, the License shall be suspended and a written Order shall be issued by the Director of Health, to the Owner or Operator, to cease the Licensed Operation. Operations shall cease immediately upon receipt of the Order.

One (1) copy of the Order to cease operations shall be posted by the Owner or Operator in a location clearly visible to the general public from the exterior of such facility. Said Order to cease operations shall not be defaced or removed by any person except the Director of Health or Environmental Health Specialist.

SECTION 1.13 REVOCATION OF LICENSE

The Director of Health may, after providing opportunity for hearing and appeal, revoke a License for:

- 1) serious or repeated violations of any of the requirements of any relevant Chapter of this Code, the Connecticut Public Health Code, other applicable codes, regulations, or ordinances,
- 2) or for interference with the Director of Health or Environmental Health Specialist in the performance of their duties.

Prior to revocation, the Director of Health shall notify the Owner or Operator, in writing of the reasons for which the License is subject to revocation and that the License shall be revoked at the end of ten (10) days following service of such Notice unless an appeal is filed with the Director of Health by the owner of operator within forty-eight (48) hours of receipt of the Notice. If no appeal is filed, the revocation of the License becomes final.

SECTION 1.14 HEARING PROCESS

- A. Preliminary Hearings** shall be held by the Director of Health or Authorized Agent, at the Director of Health's discretion, prior to the issuance of a fine or suspension of a License. The Owner or Operator shall be given adequate notification of time and location of the Preliminary Hearing. The intent of the Preliminary Hearing is to allow the parties to identify a corrective action plan and timelines to cure a violation identified during inspection. Based on the outcome of the Preliminary Hearing, the Director of Health can proceed with issuance of a Notice, Order, fine or defer such actions pending resolution of the corrective action plan.
- B. Appeal Hearings** shall be conducted by the Director of Health or Authorized Agent provided a written appeal for such action is filed with the Director of Health by the Owner or Operator within 48 hours after issuance of a Notice, Order or fine. Appeals must include a written itemization of corrective measures taken to address those items noted as deficiencies in the Notice or Order. The Licensed Operation shall remain in compliance with the Notice or Order until a decision is made following the Appeal Hearing. The Director of Health or designee shall:
- 1) Commence an Appeal Hearing within five (5) business days of the receipt of the written appeal from the Owner or Operator.
 - 2) Issue a decision as to whether the Order will remain within 24 hours of the conclusion of the Appeal Hearing.
 - 3) Provide the Owner or Operator a written report with conclusions and an itemization of any conditions agreed upon at the Appeal Hearing within five (5) business days of the conclusion of the hearing.
- C. License Revocation Hearings** shall be held if an appeal is filed with the Director of Health within 48 hours after the receipt of a Notice of License Revocation pursuant to Section 1.13. Hearings shall be held within five (5) days of the receipt of the appeal which must contain detailed itemization of the corrective measures taken to address deficiencies cited in the License Revocation Order. The Licensed Operation shall remain closed in accordance with the License Revocation Order until a decision is made following the hearing. Hearing timeframes shall be the same as for the Appeal Hearings.

SECTION 1.15 APPEALS TO THE COMMISSIONER OF HEALTH

The Owner or Operator of a Licensed Operation who is aggrieved by an action of the Director of Health may, not later than three business days after the date of receipt of the Appeals or License Revocation Hearing decision from the Director of Health, appeal to the Commissioner of Health, per the Connecticut General Statutes Section 19a-229. The Commissioner shall thereupon immediately notify the authority from whose order the appeal was taken and examine the merits of such case and may vacate, modify, or affirm

such action in accordance with the Connecticut General Statutes. The Order or Notice of License Revocation shall stand pending the outcome of the appeal.

SECTION 1.16 FINES AND PENALTIES

Any Owner or Operator who violates any provision of this Code may be punished by a fine of not more than five hundred dollars (\$500.00) per violation. A copy of the ~~Fine~~ Fee Schedule is available from the Central Connecticut Health District online at www.ccthd.org. Any party aggrieved by a fine may appeal to the Director of Health via the appeals process detailed in Section 1.14 of this Code.

SECTION 1.17 INJUNCTION

In addition to all other remedies, the Director of Health may seek to enjoin violators of this Code and of the Connecticut Public Health Code as authorized under Connecticut General Statute, Section 19a-206.

SECTION 1.18 SERVICE OF NOTICE

Written Notices and Orders provided for in this Code shall be deemed to have been properly served when a copy of the notice or order has been delivered personally or sent by certified mail, return receipt requested, to the owner or operator of the licensed operation. Such written Notices and Orders shall also be deemed to have been properly served provided it has been posted on the front entrance door of the Licensed Operation or upon the nearest window thereto in such a manner as to be clearly visible to the general public from the exterior of the Licensed Operation. Said notice shall not be defaced or removed by any person except the Director of Health or his Authorized Agent. A copy of any such Notice or Order shall be filed in the records of the Director of Health.

SECTION 1.19 REINSTATEMENT OF LICENSE

- A. Suspension. Whenever a License has been suspended, the holder of the suspended License may make a written request for license reinstatement. Within ten (10) days following receipt of a written request, including a statement signed by the applicant that, in his opinion, the conditions causing the suspension have been corrected, the Director of Health or his authorized agent shall make a re-inspection. If the applicant is found to be in compliance with the requirements of this Code, the Connecticut Public Health Code, other applicable codes, regulations or statutes, and the conditions responsible for the suspension have been corrected, the License shall be reinstated.
- B. Revocation. After a period of thirty (30) days from the date of revocation, a written application may be made for the issuance of a new License. Procedures delineated in this Code for obtaining a new license shall be followed.

SECTION 1.20 REFERRAL TO OTHER REGULATORY AGENCIES

The Director of Health shall make referrals to other regulatory agencies such as the local Building Department, Fire Department, Department of Consumer Protection and/or the local Water Pollution Control Authority, as appropriate, for their input when considering License applications.

CHAPTER 2 FOOD ESTABLISHMENTS

SECTION 2.1 DEFINITIONS

If not defined in Section 1 or below, terms are defined in the Connecticut Public Health Code Section 19a-36h-1 through 19a-36h-7. For the purpose of this chapter:

“Base of Operations” means an approved and inspected commercial kitchen used to store, prepare, cook, and hold food and/or drink items for sale at another location such as on an itinerant food vending truck or trailer or at a temporary food event.

“Catering Food Service” or **“Caterer”** means a food establishment which involves the sale or distribution of food and/or drink prepared in bulk at one geographic location for service in individual portions at another location, or which involves preparation and service of food on public or private premises not under ownership or control of the operator of such service.

“Certified Food Protection Manager”, formerly known as a **“Qualified Food Operator”**, means a food operator employed in a full time, supervisory position with the authority to direct and control food preparation and service, who has demonstrated knowledge of safe food handling techniques and holds a valid certificate from one of the recognized training organizations as listed in the Connecticut Public Health Code. A Certified Food Protection Manager is required in those food establishments designated as either a Class II, III or IV as defined in the FDA Model Food Code.

“Certified Food Inspector” means a Director of Health or Environmental Health Specialist that has been certified as a food inspector by the Connecticut Commissioner of Public Health.

“Class I, II, III, IV” designation of Food Service Establishments defined in the FDA Model Food Code.

“Farmer’s Market” means an organized seasonal market at a fixed location, used by multiple farmers and other non-farm vendors for the sale of whole, cut, or processed produce and farm products as well as other prepared food items.

“FDA Model Food Code” means the food code administered under section 19a-36h of the Connecticut General Statutes.

“Food” means any raw, cooked or processed edible substance, ice, beverage or ingredient used, or intended for use or for sale, in whole or in part, for human consumption.

“Food Establishment” means an Operation where food is prepared and intended for individual portion service and includes the site at which individual portions are provided. The term includes any such place regardless of whether consumption is on or off the premises and regardless of whether there is a charge for the food. The term includes but is not limited to grocery stores, restaurants, hotels, taverns, bars, healthcare facilities, schools, camps, industrial feeding establishments, breweries, commissaries, catering establishments or any eating place, whether fixed or mobile. The term does not include

a kitchen in a private home where food is prepared or served and not offered for sale. The term does not include a bed-and-breakfast operation that prepares and offers food to the guests if such operation is owner occupied and has a total building occupant load of not more than 16 persons including the owner and occupants, has no provisions for cooking or warming food in the guest rooms, and breakfast is the only meal offered. A placard must be posted at the registration area which reads “the kitchen in this establishment is exempt from inspection and licensing under the Connecticut Public Health Code”.

“Food Facility” means any Food Establishment, Temporary Food Vendor, Catering Food Service, Food Store, or Itinerant Food Vendor.

“Food Preparation” means the conversion of any food product into a state ready for human consumption.

“Food Store or Grocery Store” means any place which sells or dispenses for sale at wholesale or retail any groceries, prepackaged foods, whole or bulk bakery products, whole vegetables and fruits, raw meat or fish or packaged dairy products.

“Good Retail Practices (GRP’s)” means the preventive measures that include practices and procedures to effectively control the introduction of pathogens, chemicals, and physical objects into food, that are prerequisites to instituting a HACCP or Risk Control Plan and are not addressed by the FDA Food Code interventions or risk factors.

“Hazard Analysis Critical Control Points (HACCP)” is a management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement and handling, to manufacturing, distribution and consumption of the finished product.

“Itinerant Food Vendor” means any Food Establishment which serves food or drink from a self-contained, approved conveyance, generally a truck or trailer, without a fixed location and without connection to a water supply or a sewage disposal system. An itinerant food vendor is required to have an approved and inspected Base of Operations for conducting any food storage or preparation which is not done on the approved conveyance. An Itinerant Food Vendor license requires approval from the police and zoning department of each town in the district in which vending is conducted.

“Mobile Food Vendor” means any Food Establishment which serves food or drink from a non-fixed location including, but not limited to, a food truck or trailer or a temporary facility set up. This includes Itinerant Food Vendors, Seasonal Mobile Vendors, Temporary Food Vendors and other similar establishments.

“Person in Charge” means the Owner, Operator, designated employee or employee who is the apparent supervisor of the Food Establishment at the time of inspection. The Person in Charge shall also be a Certified Food Protection Manager and possess the qualifications thereof. If no individual employee is the apparent supervisor, then any employee present at the time of inspection may be considered the person in charge.

“Prepackaged” means that the individual food portion is completely wrapped to preclude contamination. All prepackaged food shall be prepared and packaged in an approved Food Facility.

“Public Event” means an event open to the general public where food and/or drinks are available for a person to purchase. This does not include events where only invited guests attend, such as a company picnic or a birthday party, even if held in a public space.

“Risk Factor” means the improper employee behaviors or improper practices or procedures in retail food and food service establishments stated below which are most frequently identified by epidemiological investigation as contributing to foodborne illness or injury:

1. improper holding temperature;
2. Inadequate cooking;
3. Contaminated equipment;
4. Food from unsafe source; and
5. Poor personal hygiene

“Schedule of Repair” means a written plan submitted by a food facility to the Director of Health or Environmental Health Specialist for approval to address the repair or replacement of deficient equipment in the establishment identified during routine inspections in a timely manner. Such a plan shall be approved or denied by the Director of Health of Environmental Health Specialist with or without conditions within 5 business days of submission.

“Seasonal Establishment” means a Food Establishment, such as a concession stand, which is seasonal in nature and operates at a fixed location for a period of time not to exceed seven consecutive months in any one year.

“Seasonal Mobile Vendor” means a Mobile Food Vendor who may attend multiple events within the member district towns but does not have a fixed vending location or route within the district. A Seasonal Mobile Vendor may attend multiple temporary events during a season, that season is not to exceed 180 consecutive days within one calendar year. A Seasonal Mobile Vendor preparing class II or III food items must operate out of a self-contained mobile unit and have a Base of Operations to qualify for this License. A Seasonal Mobile Vendor preparing or serving class I food items only may operate from a defined portable unit with the same set up every time, but that may not be self-contained. The need for a Base of Operations will be reviewed on a case-by-case basis for Class 1 vendors.

“Temporary Event” means an event that operates at a specific location for a temporary period of time, not to exceed 14 consecutive days, in conjunction with a single event such as a carnival, circus, public exhibition, fair, festival, celebration, concert, show, or similar transitory gathering, or any kind of event that is advertised and open to the general public, with or without admission fee. The term does not include events which are not advertised nor open to the general public.

“Temporary Food Vendor” means a food vendor that operates at a specific location for a temporary period of time, not to exceed 14 consecutive days, in conjunction with a single event such as a carnival, circus, public exhibition, fair, festival, celebration, concert, show, or similar transitory gathering, or any kind of event that is advertised and open to the general public, with or without admission fee. The term does not include events which are not advertised nor open to the general public.

“Temporary License” means a license granted to a food vendor for a specific event and length of time, up to a maximum of 14 days.

SECTION 2.2 SPECIFIC REQUIREMENTS FOR FOOD ESTABLISHMENTS AND FOOD VENDORS

- A. Any Owner or Operator of a Food Establishment within the Health District shall possess a valid License.
- B. Inspections of Food Establishments shall be conducted by a Connecticut Certified Food Inspector.
- C. An annual inspection and review shall be conducted to determine the appropriate class for licensing purposes.
- D. If the Director of Health or Environmental Health Specialist finds unsanitary conditions in the operation of a Food Establishment which in his/her judgment constitute a substantial hazard to public health, he/she shall immediately notify the permit holder or operator in writing, citing such conditions and specifying the corrective action to be taken and the time period within which such action shall be taken. If deemed necessary, he/she will order immediate correction. Subsequent reinspections to determine compliance will be performed according to the Food Service SOP and reinspection fees may be charged.
- E. Seasonal licenses, including Farmer’s Market licenses, shall be granted prior to the start of the season and expire after 180 days with the exception of fixed location Seasonal Establishments which may operate for seven consecutive months within any one calendar year.
- F. Temporary Food Vendors may be inspected after set up at an event and prior to any food service. Upon passing inspection the Temporary License will be issued on site. A vendor may be vetted with a telephone consultation prior to the event and the license mailed to the vendor without an on site inspection. The Temporary License must be displayed by the vendor in a location visible to the public.

SECTION 2.3 SUBMISSION OF PLANS FOR FOOD ESTABLISHMENTS

Whenever a Food Establishment is sold, constructed, or remodeled; when any equipment added or changed, the floor plan is changed, and whenever an existing structure is converted to use as a food establishment, a plan review must be conducted. Properly prepared plans, a plan review application, and specifications for the public health related aspects of such construction, remodeling, change or conversion shall be submitted to the Director of Health or Certified Food Inspector for review and approval before construction, remodeling, change, or conversion is begun. The plans and specifications shall include, but not be limited to, the menu, the proposed layout drawn to scale at an easily readable size such as ¼ inch per foot or larger, arrangement of work and storage areas, construction materials and the type and model of proposed equipment and facilities, which must be National Sanitation Foundation (NSF) approved or its equal. The Director of Health or Certified Food Inspector shall approve the plans and specifications, in writing, if they meet the requirements of this Chapter, the Connecticut Public Health Code and other applicable codes, regulations or statutes. No Food

Establishment shall be constructed, remodeled or converted except in accordance with plans and specifications approved by the Director of Health or Certified Food Inspector.

SECTION 2.4 FOOD EXAMINATIONS/HOLD ORDERS/CONDEMNATION

Food may be examined or sampled by the Director of Health or Certified Food Inspector as often as necessary for enforcement of this Chapter.

- A. **Hold Order.** The Director of Health or Certified Food Inspector may, upon written notice to the Owner, Operator or Person in Charge specifying with particularity the reason therefore, place a hold order on any food or beverage which he believes is unfit for human consumption. The Certified Food Inspector shall tag, label or otherwise identify any food subject to the hold order. No food subject to a hold order shall be used, served or removed from the establishment.

The Director of Health shall permit storage of the food under conditions specified in the hold order unless storage is not possible without risk to the public health, in which case immediate destruction shall be ordered and accomplished. The hold order shall state that an appeal may be filed with the Director of Health in accordance with Section 1.14.

- B. **Condemnation.** Food shall be subject to immediate condemnation by the Director of Health when it is found to be unfit for human consumption by reason of: appearance; odor; decomposition; adulteration; contamination by exposure to fire, water, smoke or heat; lack of proper temperature maintenance; animal or insect contact; or exposure to non-food chemicals. Said action of condemnation shall only be used when, in the opinion of the Director of Health, there is substantial risk that the suspected food would otherwise be used for human consumption, or if the license holder agrees to the grounds for the condemnation. Condemned food shall be denatured or destroyed immediately in the presence of the Director of Health or Certified Food Inspector.

SECTION 2.5 FOOD FROM ESTABLISHMENTS OUTSIDE THE DISTRICT

Food from establishments outside the jurisdiction of the Health District may be sold within the Health District if such food establishments conform to the provisions of this Chapter. To determine the extent of compliance with such provisions, the Director of Health or Certified Food Inspector may accept reports from responsible authorities in other jurisdictions where such Food Establishments are located.

SECTION 2.6 CATERERS

All Caterers shall operate in accordance with the Connecticut Public Health code Section 19a-36h-1 through 19a-36h-7 and this Code. All Catering Food Services shall have a licensed Base of Operations in which they prepare food for service. The preparation kitchen must meet the requirements of the Connecticut Public Health Code.

- A. All food shall meet the temperature and food protection standards as required in the Public Health Code during transport. The vehicle in which such food is being transported shall be clean and constructed and maintained to prevent access by insects or rodents and shall have the establishment's name and address on the vehicle. The vehicle shall either have facilities to keep proper temperatures or be provided with

containers that will hold proper temperatures. Upon arriving at the final destination, the caterer shall take the temperatures of all time and temperature controlled for safety (TCS) foods, log the temperatures, and keep such log for a period of three months after the catered event. The caterer shall make such log available to the Health District upon request.

- B. All food containers, equipment, tableware, dishes, crystal, utensils, single service items, and linen shall be protected and kept clean during transportation. Prior to service, caterer is responsible for cleaning and sanitizing all food contact surfaces, including rented items.
- C. Any caterer wishing to cater or serve food at a Public Event within the towns of the Health District shall either (1) be licensed by the Health District; or, if not based within the Health District, (2) hold a valid caterer's license from another local or district health department in the State of Connecticut. A copy of such shall have been filed with the Health District prior to said caterer operating within the Health District jurisdiction, or (3) any caterer whose usual place of business is outside the political boundaries of the State of Connecticut wishing to cater within the Health District shall submit written documentation demonstrating a valid caterer's license from an equivalent regulatory agency and a recent inspection report prior to operating within the Health District.
- D. Any caterer who has not sent a copy of a valid caterer's license to the Health District prior to a Public Event, and obtained a valid Temporary Event license, shall be in violation of this Code and shall be subject to fines of not more than five hundred dollars (\$500.00) for such violation. A Temporary Event license is not required for a private event, only open to invited guests, such as a wedding or birthday party.

SECTION 2.7 MOBILE FOOD VENDORS

All Mobile Food Vendors shall operate in accordance with the Connecticut Public Health code Section 19a-36h-1 through 19a-36h-7 and this code. All Mobile Food Vendors shall work out of a licensed kitchen (Base of Operations) to store and prepare food and provide cleaning facilities for the mobile unit, except as noted below. The Base of Operations shall be licensed with the mobile vending unit and both shall be subject to inspection. If the Base of Operations is not located within the Health District, documentation of the licensed kitchen and a copy of a recent inspection report shall be provided to the Health District prior to vending within the Health District. Vending without a Base of Operations is permitted only for temporary events. If a vendor does not have a Base of Operations, perishable food must be purchased the day of vending and all storage, preparation and vending must occur on the licensed unit. Receipts must be provided to the Health District upon request. The Health District reserves the right to modify or limit the menu for vendors not operating out of a licensed kitchen.

- A. Vending units with on-board water storage tanks must identify the source of potable water, and wastewater dumping location, used to support the vending operation. If the potable water is supplied by a private water supply well a water test, collected within the last twelve months, must be submitted to the Health District for approval before vending within the Health District.

- B. A food grade water supply hose is required for all tank filling operations and to supply all water taps on-board the mobile unit.
- C. All food shall meet the temperature and food protection standards as required in the Connecticut Public Health Code during transport and storage. The vehicle in which such food is being transported shall be clean and constructed and maintained to prevent access by insects or rodents and shall have the establishment's name and address on the vehicle. The vehicle shall be equipped with mechanical refrigeration and freezer units, as needed, to keep proper temperatures. Non-mechanical refrigeration or freezers, such as using ice packs, may only be used to maintain temperatures for non-time and temperature controlled for safety foods (non-TCS). Upon arriving at the final destination, the Mobile Food Vendor shall take the temperatures of all TCS foods, log the temperatures, and keep such log for a period of three months. The Mobile Food Vendor shall make such log available to the Health District upon request.
- D. All food containers, equipment, dishes, utensils and single service items shall be protected and kept clean during transportation and storage.
- E. Any Mobile Food Vendor wishing to operate at a Public Event within the towns of the Health District shall obtain a license from the Health District prior to vending.
- F. Any Mobile Food Vendor operating within the Health District without a valid license shall be in violation of this Code and shall be fined not more than five hundred dollars (\$500.00) for such violation.
- G. Any Mobile Food Vendor who violates this Code by not submitting the required documentation to the Health District will be prevented from vending.
- H. Any Mobile Food Vendor who wishes to vend at a Temporary Event must submit a license application on the approved form, accompanied by the required fee, a minimum of ten (10) working days prior to the event. Applications submitted less than 10 working days prior may be approved, at the discretion of the Health District, and will be subject to a late fee.

SECTION 2.8 FAILED INSPECTIONS AND REINSPECTIONS

All food service operations shall pass preoperational inspections and routine inspections in accordance with the Connecticut Public Health Code Section 19a-36h-1 through 19a-36h-7 and this code. Risk factor and good retail practice violations shall be evaluated during re-inspections according to the Foodservice SOP.

CHAPTER 3 PUBLIC SWIMMING POOLS

SECTION 3.1 DEFINITIONS

For the purpose of this chapter,

“Pool Operator” means an individual at least eighteen (18) years of age and who meets the requirements of Pool Supervisory Personnel as defined in Section 19a-13-B33b(b)2 of the Connecticut Public Health Code. This Supervisory Personnel shall be designated by the Owner to be responsible for the day to day operation and maintenance of the pool, the keeping of records and the activities and regulations pertaining to bathers.

“Public Pool” means an artificial basin constructed of concrete, steel, fiberglass or other relatively impervious material intended for recreational bathing, swimming, diving or therapeutic purposes, which is located either indoors or outdoors and is provided with a controlled water supply and which is not used or intended to be used as a pool at a single-family residence. The term also includes a pool located at a single-family residence which is used or intended to be used for commercial or business purposes. The term "Public Pool" includes any related equipment, structures, areas and enclosures that are intended for the use of the pool patrons or pool staff such as toilet, dressing, locker, shower and pool equipment rooms.

“Pool Supervisory Person” is defined as a person knowledgeable in the operation of the pool and in pool water chemistry and testing, and shall possess a Certified Pool Operator license.

SECTION 3.2 APPLICATION AND ISSUANCE OF LICENSE

Any Owner or Pool Operator within the Health District, owning, operating or maintaining any Public Pool shall possess a valid License.

SECTION 3.3 POOL SUPERVISORY PERSON

A Pool Supervisory Person, knowledgeable in the operation of a Public Pool and in pool water chemistry and testing, shall be on duty whenever the pool is open for use. This person shall oversee the duties of any other workers and shall have primary responsibility for operation of the facility. The Pool Supervisory Person may train other workers to perform routine pool water testing and other routine functions when the Pool Supervisory Person is not on site. This training must be documented in writing. Names of Pool Supervisory Personnel shall be submitted to the Director of Health annually and whenever a change in such personnel occurs. A copy of the Pool Supervisory Person's CPO license shall be provided to the Health District for the file.

SECTION 3.4 DISINFECTION AND TESTING OF PUBLIC POOL WATER

Public Pool water shall be disinfected by an automatic disinfectant feeder which imparts a measurable residual at all times when the pool is in use. This chemical feeder shall comply with the standards of the National Sanitation Foundation (NSF) or other standards approved by the Commissioner of Health.

When chlorine is used as a disinfectant, a free available chlorine residual of at least 0.8 mg/l shall be maintained throughout the pool. If cyanuric acid is used to stabilize the free available residual chlorine, or if chlorinated isocyanurate compounds are used, the concentration of cyanuric acid in the water shall not exceed 100 mg/l and a free available chlorine residual of at least 1.5 mg/l shall be maintained throughout the pool whenever it is open for use.

When chlorine is used in public spas, a free available chlorine residual of at least 1.0 mg/l shall be maintained throughout the public spa whenever it is open for use.

If other disinfecting chemicals are used, residuals of equal disinfecting strength shall be maintained.

A test kit for measuring the concentration of disinfectant, accurate to within 0.1 mg/l shall be provided at each pool. The test kit shall be a D.P.D. (diethyl-p-phenylene-diamine) kit capable of testing for free available chlorine, total chlorine, pH and alkalinity. Chemicals in the test kits shall be replaced yearly.

The pool water shall be maintained at a pH value of not less than 7.2 and not greater than 7.8. Total alkalinity shall be maintained between 80 and 120 ppm. Testing equipment for measuring pH and alkalinity shall be provided in the pool area.

In the event of a fecal, vomit or blood incident the facility must follow the Connecticut Department of Public Health "Recommended procedure for clean-up of fecal, vomit and blood incidents in and around public swimming pools and whirlpool spas".

SECTION 3.5 PUBLIC POOL RECORDKEEPING

A Public Pool record including all test results shall be maintained on a daily basis by the Pool Operator. Immediately prior to the daily opening of the Public Pool for use, tests shall be made to determine the amount of residual disinfectant and the pH value. These tests shall be repeated at a minimum of three times a day including before opening, midday and at closing time, and more frequently during periods of heavy bather use to assure that an adequate disinfectant level and pH value are maintained. Whenever tests indicate that an inadequate disinfectant level or inappropriate pH value is present, immediate action shall be taken to reestablish an appropriate disinfectant level and/or pH value. The pool shall be closed until the water chemistry balance can be restored.

Public Pool records including daily test results, maintenance procedures, flow rates, fecal, vomit or blood incident logs and any other records shall be kept on file by the Pool Operator for a minimum of six (6) months and provided to the Director of Health or Environmental Health Specialist if requested.

SECTION 3.6 PUBLIC POOL EQUIPMENT

All pool pumps, filters and automatic disinfectant feeders shall comply with the standards of the National Sanitation Foundation (NSF) and shall be capable of keeping the pool water clean and of satisfactory bacterial quality and chemical balance.

All indoor pools shall be provided with an air handling system in continuous operation, including providing the required amount of outdoor air, operated in compliance with the original system design and manufacturer's specifications.

Equipment rooms and equipment shall be kept in good repair and in a clean and sanitary condition.

Drain grates/suction fittings shall be vandal-proof, designed to prevent limb/body/hair entrapment, and shall be secured in place in a manner that will prevent removal by bathers.

A. Deck Equipment

Handrails shall be provided at all steps and ladders and shall be properly secured to the pool deck or pool.

B. Accessibility

All outdoor Public Pools shall be surrounded by a barrier (fence) which shall be at least four (4) feet high and designed to discourage access by unauthorized persons. Entry gates shall be self-closing and self-latching. When the pool is not open for use, access to the pool shall be prevented.

C. Life Saving Equipment

Each Public Pool shall be provided with one unit of life saving equipment for each 100 feet of perimeter of the pool or portion thereof. Life poles or shepard's crooks shall be mounted in permanent sockets at the deep end of the Public Pool. Lifesaving equipment shall be mounted around the Public Pool on fences or barriers of outside Public Pools and room walls of indoor pools. One unit of life saving equipment shall consist of a ring buoy, fifteen (15) inches inside diameter, attached to fifty (50) feet of one quarter inch line, and a life pole or shepard's crook twelve (12) feet in length.

D. Depth Markers

Depth markers shall be provided on the Public Pool rim at points of minimum and maximum depths and where the pool floor changes slope. Depth markers shall be visible from within the pool and while standing on the pool deck. The numerals shall be at least four (4) inches high and be of a contrasting color with the pool background.

E. Required Signs

Warning Signs.

- When no lifeguard is on duty, a warning sign shall be placed in plain view. It shall be in letters at least four (4) inches high and shall state "Warning – No Lifeguard on Duty".
- No Diving in Shallow Area of pool.

F. Other Required Signs

A sign stating the following shall be posted at the pool and dressing room in printing at least one-half inch high:

- All persons shall bathe with warm water and soap before entering the pool.

- Any persons known or suspected of having a communicable disease shall not use the pool.
- Urinating, defecating, spitting or blowing the nose in the pool is prohibited.
- Running and rough play is prohibited in the pool and within the pool enclosure.

All Public Pools shall have posted at their entrance the following:

- Directions to the nearest telephone, the nearest first aid kit and resuscitation equipment.
- The telephone number in print at least one-half inch high of the nearest police, fire and emergency service provider (911 is an acceptable alternative). These telephone numbers shall also be posted at the pool telephone along with the pool address.

Whirlpool Signs

- Elderly persons, pregnant women, persons taking certain medications and those with low blood pressure should consult a physician before using the whirlpool.
- Do not use when consuming alcohol.
- Do not use alone.
- No unsupervised children under 14 years old allowed in or around the whirlpool.
- A recommended time limit must be posted (generally 15 minutes).

G. First Aid

Every Public Pool shall be equipped with an American National Red Cross standard twenty-four-unit first aid kit or equivalent. The first aid kit shall be kept filled and ready for use. The kit shall be available for use, and signage posted at the entrance to the pool area indicating its location.

H. Telephones

There shall be a telephone or other suitable device for emergency communication readily available in the immediate vicinity of each Public Pool. This telephone or device shall be permanently located on the premises where the pool is located. Signage shall be posted at the entrance to the pool area indicating the location of the telephone and providing directions on use of the phone, if needed, such as “dial 9 for an outside line”.

SECTION 3.7 FOOD, DRINK AND ANIMALS PROHIBITED

Food, drink or animals shall not be allowed within the required enclosure barrier surrounding the Public Pool. Drinking water shall be made available in the pool area either from a source of potable running water or bottled water, with single use drinking cups if appropriate. No glass containers shall be allowed within the pool enclosure.

CHAPTER 4 ROOMING UNITS

SECTION 4.1 DEFINITIONS

For the purpose of this chapter,

“Accessory Structure” means a subordinate building customarily incident to a principal building on the same lot, such as a garage or storage shed.

“Building” means a type of structure with exterior walls, erected and framed of component structural parts, designated for the housing, shelter, enclosure and support of individuals, which contains one or more Rooming Units as defined herein.

“Cooking/Kitchen Equipment” means equipment used for the preparation and heating of food items. This includes, but is not limited to, stoves, hot plates, ovens, toaster ovens, toasters, and electric skillets. Exceptions include a small refrigerator, a coffee maker and a microwave oven.

“Connecticut Building Code” means the Building Code of the State of Connecticut.

“Garbage” means the animal and vegetable waste resulting from the handling, preparation, cooking and consumption of food.

“Infestation” means the presence or evidence of presence within or contiguous to a structure or premises of insects, rodents, vermin or other pests.

“Long term stay” means 30 days or more in the same Rooming Unit as defined herein. Long term stays may be subject to local zoning restrictions. Zoning and building department approvals are required prior to issuance of a Health District license.

“Premises” for the purposes of this Chapter means a lot, plot or parcel of land, excluding the buildings or structures thereon.

“Rooming Unit” means any room or group of rooms forming a single habitable unit used, or intended to be used, for living and sleeping purposes which is leased or rented to the public by its Owner and/or its Operator on a commercial or for-profit basis, including motels, hotels, inns and motor lodges, but excluding single-family, duplex and apartment units.

“Rubbish” means combustible and noncombustible waste materials, except garbage, including paper, plastic, glass, metal, wood, rubber, textiles, household items and other similar materials, including the residue from burning wood, coal and other combustible material.

“Temporary Stay” means less than 30 days in the same Rooming Unit.

“Tenant” means the occupant of a Rooming Unit.

SECTION 4.2 APPLICABILITY AND LICENSE REQUIRED

Every Premises and the exterior and interior portion of a building which contains a Rooming Unit shall comply with the provisions of this Code. Any Owner or Operator of a Rooming Unit within the Health District shall possess a valid License.

SECTION 4.3 STANDARDS FOR ROOMING UNITS

- A. Every Rooming Unit shall be equipped with a complete bathroom fixture group consisting of a flush water closet, lavatory basin and bathtub or shower in good working condition and installed and maintained in a manner prescribed by the Health District, the Connecticut Public Health Code, the Connecticut Building Code and any other applicable code, regulation or Statute of the State of Connecticut. Said fixture group shall be properly connected to an approved disposal system and to an approved potable water system. Hot water at a minimum of 110°F as measured at the tap, and cold water, both under pressure, shall be provided to all sinks and bathing fixtures. The water temperature shall not exceed 125°F at the tap.
- B. All bathroom fixtures shall be maintained in a properly functioning and sanitary condition.
- C. Linen, blankets, bed coverings and mattresses shall be clean and well maintained. Clean sheets and pillowcases shall be provided for each new occupant and/or provided on a weekly basis. All clean linen, blankets and other laundry shall be stored in a separate area in a sanitary and organized manner.
- D. Clean towels shall be provided at a minimum once a week, or more often if requested by the Tenant.
- E. Drinking cups provided by the management shall be either single-service throwaway-type or glass which is sanitized and wrapped at each change of occupancy.
- F. Extermination necessary to prevent infestation shall be provided by a professional exterminator registered in the State of Connecticut. Each Rooming Unit shall maintain a Comprehensive Pest Management Plan on site and the plan shall be implemented to control pests and prevent an infestation. If the Tenant notes the presence of pests this shall be brought to management's attention immediately. Management shall respond within five (5) working days and have the situation treated to control the infestation as recommended by a professional pest management company. The License Holder or his designated agent may self-treat for the pests once. If control is not achieved, or the infestation reoccurs, a professional extermination company shall be contracted to treat the unit and any adjoining units, as needed.
- G. Bedbug covers shall be provided for mattresses and box springs
- H. All floor coverings shall be maintained in a clean and sanitary manner and in good repair. Carpeting shall be vacuumed at a minimum of once per week, or more frequently as needed. If housekeeping is not provided to each Rooming Unit, management shall make a vacuum cleaner available for use by the Tenants to clean their own rooms.

- I. Every habitable room shall include at least one window or door in good repair located on an outside wall that is capable of being opened to admit fresh air. Screens shall be provided for all operable windows and for doors that are providing ventilation when a window is not available. All screens shall be maintained in good repair and be free from tears, holes, or other imperfections of either screen or frame that would admit insects such as flies or mosquitoes.
- J. All hallways and stairways in common spaces shall be adequately ventilated.
- K. Every bath, toilet or shower room shall be ventilated by direct access with the external air either by window, airshaft or ventilation fan. If a ventilation fan is used, it shall be vented directly to the exterior of the building and be of sufficient size to prevent the buildup of moisture. If mechanical ventilation is not available, an operable window with adequate window screening shall be provided.
- L. All storage areas shall be maintained in a clean, sanitary and organized manner, free from combustible, flammable materials. Such materials shall be stored as approved by the municipal Fire Marshal.
- M. Every Rooming Unit shall be equipped with heating facilities which are properly installed and maintained in safe and acceptable working condition and are capable of safely and adequately heating all habitable rooms and bathrooms located therein to a minimum temperature of 65° F. The use of portable electric or fuel-burning , such as propane space heaters, is prohibited unless specifically approved for use by the Fire Marshal and Building Official, and then only for temporary heat while the primary heat source is repaired.
- N. Every room occupied for sleeping purposes shall contain at least 500 cubic feet of air for each occupant over 12 years of age and at least 300 cubic feet of air for each occupant less than 12 years of age.
- O. No Rooming Unit may contain temporary Cooking/Kitchen Equipment. The use of resistance heating coil type cooking devices, including but not limited to stoves, hot plates, electric frying pans, toasters and toaster ovens, is prohibited in Rooming Units. Microwave ovens, coffee makers and small refrigerators listed by Underwriters Laboratories, Inc. (UL) and rated not to exceed 110 volts are permitted only if the owners of the property hire a licensed electrician to certify to the municipal Building Official that the existing electrical system is capable of supporting the use of these additional appliances in each room. Any extension cords shall be properly sized for the appliance(s) served and configured so as not to create a fire or tripping hazard. This is subject to inspection by the local Fire Marshal. The use of candles is not permitted.

SECTION 4.4 STANDARDS FOR ALL ROOMING UNIT PREMISES

- A. All Premises shall be graded and maintained so as to prevent the accumulation of stagnant water thereon and prevent runoff water from entering the Rooming Units and site buildings.

- B. All Premises shall be kept free from species of weeds or plant growth which are noxious or detrimental to the public health, such as poison ivy, and/or in excess of a height of six inches.
- C. All Premises shall be maintained in a clean and sanitary condition, free from any accumulation of rubbish or garbage.
- D. All Premises shall have sufficient containers for the disposal of Garbage and Rubbish. The containers shall be emptied by a licensed waste contractor with sufficient frequency to avoid overflow. Dumpsters shall be located on an impervious surface and kept closed except when material is being added. The containers and surrounding area shall be maintained in a clean and sanitary condition to preclude odors and avoid attracting insects, rodents or other animals.
- E. All pavement, curbing and walkways shall be maintained in sound condition and free from slip and trip hazards. Snow and ice shall be removed or treated, as needed, to provide safe passage.

SECTION 4.5 ROOMING UNIT STRUCTURAL STANDARDS

- A. All principal Buildings and Accessory Structures of the Rooming Unit shall be maintained structurally sound and in good repair.
- B. Every foundation, exterior wall, roof, and all other exterior surfaces shall be maintained in a functional state as to exclude water infiltration and rodents. The foundation elements shall adequately support the building at all points.
- C. Every exterior and interior wall shall be free of holes, breaks, loose or rotting boards, timbers, concrete, bricks and any other condition which might admit rain or dampness to the interior portions of the walls or to the occupied spaces of the building. All exterior and interior surface material must be adequately protected with paint, stain or siding in accordance with acceptable standards, and all siding material must be kept in good repair. Paint shall be maintained in an intact condition and shall not be peeling, chipping or flaking.
- D. Stairs and other exit facilities shall be adequate for safety, as provided in the Connecticut Building Code and shall comply with the following subsections:
 - 1) Every stair, every porch and every appurtenance attached thereto shall be constructed so as to be safe to use and capable of supporting the loads to which it is subjected, as required by the Connecticut Building Code, and shall be kept in sound condition and good repair.
 - 2) Where deemed necessary for safety, every flight of stairs which is more than two risers high shall have handrails located as required by the Connecticut Building Code, and every porch which is more than two risers high shall have handrails so located and of such design as required by the Connecticut Building Code. Every handrail and balustrade shall be firmly fastened and shall be maintained in good condition.
 - 3) Stairs, doorways, hallways and other exit facilities shall be kept open and free from obstructions to allow safe access.

- E. Every window, building exterior and basement hatchway shall be substantially tight and shall be kept in sound condition and repair.
- F. Every window shall be fully supplied with glass windowpanes or an approved substitute without open cracks and holes or uncovered sharp edges.

SECTION 4.6 ROOMING UNIT ELECTRICAL STANDARDS

- A. Each Rooming Unit shall have electric service and outlets and/or fixtures capable of providing at least one floor or wall type outlet for each 60 square feet or fraction thereof of floor area. In no case shall there be fewer than two outlets. Every bathroom shall have at least one working electrical outlet and shall be in compliance with the current Connecticut Building Code.
- B. Convenient switches for turning on one light in each room or passageway shall be located so as to permit the area ahead to be lighted.
- C. Every public hall and stairway in buildings containing three or more Rooming Units shall be adequately lighted at all times so as to provide at least six foot-candles of light at the tread or floor level.
- D. Every public hall and stairway in buildings containing not more than two Rooming Units may be supplied with conveniently located light switches controlling an adequate lighting system which may be turned on when needed in place of full-time lighting.

SECTION 4.7 TENANT RESPONSIBILITIES

All Tenants shall be responsible for maintaining the Rooming Unit in which he or she resides in a sanitary condition and shall exhibit a degree of personal hygiene within the Rooming Unit so as to maintain safe and sanitary conditions in compliance with this Chapter. The Tenant shall be responsible for notifying management of any condition within the room requiring maintenance. Tenants shall be responsible for maintaining the Rooming Unit in an uncluttered state so that all outlets and heating/ventilation units remain accessible, and the walls, floors and any other necessary areas are accessible for extermination, if needed. At no time shall a Tenant infringe upon any neighboring Rooming Units due to odor, insects, vermin or any other result emanating from poor sanitary practices. No Tenant shall install Cooking/Kitchen Equipment, space heaters, or any other prohibited equipment in the room without permission from management. No room shall be converted from a Temporary stay to a Long term stay unit without prior approval from management, any other applicable local departments, and the Health District.

CHAPTER 5 SALONS

SECTION 5.1 DEFINITIONS

For the purpose of this Chapter,

“Barbering” means the following practices when done upon the head, face or neck for cosmetic purposes and done for the public, with or without compensation: Shaving or trimming the beard; cutting hair; styling or cutting hairpieces and wigs; giving facial and scalp massage or application of oils, creams, lotions or other preparations, either by hand or mechanical appliances; singeing, shampooing or dyeing the hair or applying hair tonic, and applying cosmetic preparations, antiseptics, powders, oils, clays or lotions to scalp, face or neck. These practices are permitted by state law when performed by an individual licensed pursuant to CGS chapter 386, Section 20-236.

“Barbershop” means any Operation engaged in the practice of barbering for the public.

“Connecticut Building Code” means the Building Code of the State of Connecticut.

“Esthetician” means a person who is licensed, pursuant to Connecticut General Statutes Chapter 387, Sec. 20-250 through 20-266, for compensation, performs esthetics.

“Esthetics” means services related to skin care treatments, (A) including, but not limited to, cleansing, toning, stimulating, exfoliating or performing any similar procedure on the human body while using cosmetic preparations, hands, devices, apparatus or appliances to enhance or improve the appearance of the skin; makeup application; beautifying lashes and brows; or removing unwanted hair using manual and mechanical means, excluding threading and (B) excluding the use of a prescriptive laser device; the performance of a cosmetic medical procedure, as defined in section 19a-903c of the general statutes; any practice, activity or treatment that constitutes the practice of medicine; makeup application at a rented kiosk located in a shopping center or the practice of hairdressing and cosmetology by a hairdresser and cosmetician licensed pursuant to the CGS Chapter 387 that is within such licensee’s scope of practice.

“Eyelash technician” means a person who is licensed, pursuant to Connecticut General Statutes Chapter 387, Sec. 20-250 through 20-266, for compensation, performs individual eyelash extensions, eyelash lifts or perms and eyelash color tints.

“Hairdressing and Cosmetology” means the art of dressing, arranging, curling, waving, weaving, cutting, singeing, bleaching and coloring the hair and treating the scalp of any person, and massaging, cleansing, stimulating, manipulating, exercising or beautifying with the use of the hands, appliances, cosmetic preparations, antiseptics, tonics, lotions, creams, powders, oils or clays and doing similar work on the head, scalp, face, neck, body, arms, legs and feet for cosmetic purposes only. These practices are permitted by state law when performed by an individual licensed pursuant to CGS chapter 387, Section 20-252.

“Hairdressing, Cosmetology Salon” means any Operation engaged in the practice of Hairdressing, Cosmetology, or Barbering for the public.

“Mobile Work Station” means a modular space which can be used for multiple purposes through the use of mobile equipment.

“Nail Salon” means an indoor establishment, kiosk, or site regardless of duration, that offers, provides, permits or allocates space for the manicuring of fingernails and pedicuring of toe nails or enlists the use of chemicals which include but is not limited to resins, plasticizers, solvents, pigments, creams, emollients, adhesives, paints or compressed air brush equipment for the purpose of treating, painting, repairing, or enhancing human finger nails and toe nails.

“Nail Technician” means a person who is licensed, pursuant to Connecticut General Statutes Chapter 387, Sec. 20-250 through 20-266, for compensation, cuts, shapes, colors, cleanses, trims, polishes or enhances the appearance of the nails of the hands or feet, excluding cutting nail beds, corns and calluses or any practice, activity or treatment that constitutes the practice of medicine.

“Salon” means any shop, store, day spa or other commercial Operation at which the practice of Barbering, Hairdressing and Cosmetology, or the services of a Nail Technician, Esthetician, Eyelash Technician or any combination thereof, is offered and provided.

“Shampoo Station” means a shampoo station consisting of a shampoo sink, used for no other purpose, with hot and cold running water and a shampoo chair.

“Salon Working Area” means a working area defined as a separate room with more than one Work Station, or a private room set aside to serve one customer at a time.

“Salon Work Station” means a work station defined as a chair, countertop and floor space set aside for the purpose of serving a customer, including floor space for the Operator to stand or sit while serving the customer.

SECTION 5.2 LICENSE REQUIRED AND APPLICATION FOR PLAN APPROVAL

Any Owner or Operator of a Barbershop, Hairdressing, Cosmetology Salon, and/or Nail Salon within the Health District shall possess a valid License. No Barbershop, Hairdressing Cosmetology Salon, and/or Nail Salon having a permanent location shall be relocated, constructed, remodeled or extensively altered, nor shall a structure be converted to use as a salon except in accordance with plans and specifications approved by the Health District. A plan review application and fee for new or renovated salons shall be submitted per this Code.

- A. A plan review application and layout design plan must be submitted to the Health District for review and approval at least ten (10) working days prior to the start of construction, remodeling or conversion of any space for a Salon Operation. The plans and specifications shall include, but not be limited to, the proposed layout, arrangement of work and storage areas, construction materials and the type and model of proposed equipment and facilities. Such application shall include, but not be limited to, the name and address of the Owner and Operator of the Salon (License Holder), the type and location of the Salon and the signature of each Owner or Operator.

- a. The floor plan for a change of use or new building requires an architectural floor plan with the scale of 1/4" per 1'. The floor plan for a change of owner at an existing and previously approved establishment may be hand-drawn to scale.
- B. The Owner or Operator must obtain permits and approval from the local Building and Zoning Departments, if applicable, prior to any construction or building modifications. Documentation of Zoning approval and a Certificate of Occupancy from the Building Department, if applicable, are required prior to the Health District issuing a license to operate.
- C. Prior to the salon opening, the Director of Health, or Authorized Agent, shall conduct a pre-operational inspection to determine compliance with the approved plans and with the requirements of this Code, the Connecticut Public Health Code and any other applicable codes, regulations or statutes. (CGS, Section 19a-231)

SECTION 5.3 APPLICATION AND ISSUANCE OF LICENSE

- A. No License shall be granted to any individual as the License Holder of a Barbershop or Hairdressing/Cosmetology Salon and/or Nail Salon unless such person has been licensed as a barber or hairdresser/cosmetician for not less than two (2) full years.
- B. All Operators in a Barbershop and Hairdressing, Cosmetology Salon shall have and display an appropriate current license from the State of Connecticut. (CGS Section 20-252 to 265). The salon shall keep a copy of the license for each employee performing services that require a Connecticut license on site.
- C. All Nail Technicians, Estheticians, and Eyelash Technicians shall have and display an appropriate current license from the State of Connecticut pursuant to Connecticut General Statutes Chapter 387, Sec. 20-250 through 20-266. The salon shall keep a copy of the license for each employee performing services that require a Connecticut license on site.
- D. The Health District license shall be posted at the entrance of the salon so as to be visible to the public.
- E. A Temporary License to operate a Salon may be granted for a period not to exceed fourteen (14) calendar days. A temporary license is required for conducting a public demonstration, a fund-raising event or a public convention.

SECTION 5.4 SUBMISSION OF PLANS

Whenever a Salon is constructed or remodeled and whenever an existing structure is converted to use as a Salon, properly prepared plans and specifications for the public health related aspects of such construction, remodeling or conversion shall be submitted to the Director of Health or Environmental Health Specialist for review and approval before construction, remodeling or conversion is begun. The plans and specifications shall include, but not be limited to, the proposed layout drawn to an easily readable scale, such as "1/4-inch per foot or larger," arrangement of work and storage areas, construction materials and the type and model of proposed equipment and facilities. The Director of Health or Environmental Health Specialist shall approve the plans and specifications, in

writing, if they meet the requirements of this Chapter, the Connecticut Public Health Code and other applicable codes, regulations or statutes. No Salon shall be constructed, remodeled or converted except in accordance with plans and specifications approved by the Director of Health or Environmental Health Specialist.

SECTION 5.5 SALON EQUIPMENT AND FACILITIES

A. Water Supply

- 1) An adequate supply of hot and cold running water, at proper temperatures and under adequate pressure, from a municipal or approved private source shall be provided for service for customers, cleanliness of employees and for washing floors, walls, ceiling and equipment. If the Salon is served by a private water supply, an annual water test must be submitted for review and approval prior to License renewal.
- 2) Hot water at any faucet shall be a minimum of 110°F. Water in any public restroom shall not exceed 115°F at the tap.

B. Waste Disposal

- 1) Wastewater from all plumbing fixtures shall be discharged into municipal sewers or approved subsurface sewage disposal systems. Oils, greases, industrial/commercial wastes, toxic chemicals and wastewater that is not sewage, as defined in the Connecticut Public Health Code Section 19-13-B103b (a), shall not be discharged to a subsurface sewage disposal system.
- 2) Mineral oil and chemical laden swabs or cloth shall be placed in a metal container with a foot-actuated cover. The use of mineral oils shall be closely supervised. All waste receptacles shall be emptied at least once per work shift or sooner as needed. All waste materials from nail salon workstations shall be removed from the premises to exterior commercial refuse storage containers before closing of establishment for the business day.

C. Salon Plumbing Fixtures

- 1) Plumbing fixtures shall be of impervious material and of a type which is easily cleanable. They shall be free from cracks and from parts which are not readily accessible for cleaning. They shall be of a type which does not constitute a hazard to a public water supply through back siphonage, or cross-connection.
- 2) All plumbing installation and fixtures shall conform to applicable building and plumbing codes. All plumbing fixtures shall be equipped with backflow prevention devices including, but not limited to, air gaps or air breaks as allowed. Mechanical backflow preventors shall meet ASSE standards.
- 3) Shampoo bowls shall be used for barbering, hairdressing and cosmetology work only.
- 4) A separate and designated utility sink shall be provided for utensil and equipment cleaning if the equipment required to support the services offered dictate the need. Establishments in operation prior to the enactment of this ordinance may submit

written requests for an exemption from this requirement based on physical constraints of the establishment.

- 5) At least one (1) hand washing sink, provided with dispensed soap and paper towels, shall be conveniently located in or adjacent to each private treatment room and in each common work area in order to provide for proper hand washing before each customer. Handwashing sinks shall be conveniently located to be easily accessible from all Salon Working Areas.
- 6) A mop sink is required for the discharge of cleaning water if a traditional mop and bucket are used to disinfect the floors. Other means of floor disinfection may be used upon the approval of Director of Health or Environmental Health Specialist. Establishments in operation prior to the enactment of this ordinance may submit written requests for an exemption from this requirement based on physical constraints of the establishment.

D. Floors

Floors in hair cutting, manicure and pedicure areas shall be nonporous and of such construction as to be easily cleaned. Floors where tinting or shampooing is performed, or where chemicals for bleaching hair are used, shall have hard and washable surfaces. Floors shall be kept clean with a disinfectant product/solution and in good repair. If carpeting or similar material is used for floor covering in waiting areas, it shall be of a light color with a single loop pile of not more than one-fourth (1/4) inch in height. Such floor covering shall be kept clean by vacuuming and shampooing as necessary to keep the floor clean.

E. Walls

Walls shall be constructed with non-absorbent materials behind sinks, urinals, toilets, and shampoo bowls so as to be easily cleanable and shall be kept in good repair.

F. Lighting

Lighting fixtures shall be in sufficient number, properly placed so as to provide adequate illumination, and be shatterproof.

G. Process Ventilation

- 1) The shop shall be properly and adequately ventilated so as to remove chemical vapor emissions, excess heat and odors. Ventilation shall comply with the Connecticut Building Codes and local ordinances.
- 2) Nail salons using nail polishes, enamels, basecoats, hardeners, and chemical solvents are deemed to create indoor vapor emissions and shall not pollute nor negatively affect the indoor air quality of adjacent premises.
- 3) Salons providing Nail Technician services shall be equipped with ventilation systems in compliance with the requirements of the Connecticut Building Code. Discharge shall be to the outside and shall not be re-circulated into any space within the building. This can be accomplished by vented manicure tables designed for that purpose or vapor extraction systems providing one-way air flow through the building with exhaust from the nail area.

- 4) Salons providing Nail Technician services that go into operation on or after August 19, 2010 at a location not previously a salon with Nail Technician services and are not considered a change in use group per the Connecticut Building Code, are required to be equipped with ventilation systems in compliance with the new construction standards of the Connecticut Building Code.
- 5) Salons providing Nail Technician services, in operation prior to August 19, 2010, may transfer ownership without compliance with the new construction nail Salon ventilation standards of the Connecticut Building Code.
- 6) The Director of Health may order the correction of nuisance conditions should they occur.

H. Linen Storage

- 1) Clean linen, towels, blankets and gowns shall be stored so as to protect the linen, towels, blankets and gowns from dust and dirt.
- 2) Receptacle for Used Towels and Gowns. A covered receptacle, which can be readily emptied and cleansed, shall be provided and maintained in a sanitary manner. Chemically soiled towels and linens shall be stored in fire-retardant containers.

I. Sharps

Used razor blades and any other disposable sharp items shall be placed in a covered, puncture-proof container prior to disposal in a refuse container.

J. Refuse

Covered containers for hair droppings, paper and other waste material shall be provided and maintained in a sanitary manner. Exterior commercial refuse storage containers shall be kept closed and the container area maintained in a clean manner, free of litter.

K. Toilet Facilities

- 1) Adequate toilet facilities and hand washing sinks must be provided for customers and employees. Such facilities and washbasins shall be kept clean and in working order.
- 2) Adequate and conveniently located hand washing facilities shall be provided with hot and cold running water, a sanitary soap dispenser and single-use towels for customers and employees. The water temperature shall not exceed 115°F at the tap.
- 3) The use of common soap for more than one (1) person is prohibited.
- 4) A covered refuse receptacle shall be provided in the ladies' room.

L. Salon Work Stations

- 1) Chairs in hair cutting Salon Work Stations shall be at least fifty-four (54) inches apart, center to center.

- 2) A two (2)-foot wide workspace shall be maintained behind each chair for the operator.
- 3) Three (3)-foot wide aisles that are separate and discrete from Salon Working Areas shall be maintained throughout the shop.
- 4) No hair dryers shall be placed in any waiting room or encroach on the required three (3)-foot wide aisle space.
- 5) Attachment A provides a schematic example for the proper design of the floor plan.
- 6) Mobile Work Stations must be designed to provide the same workspace and separating distances as fixed stations. For a Mobile Work Station, it is assumed that the dryer can be accommodated in the workspace designated for the Operator.
- 7) Those premises in operation prior to April 17, 2008 are exempt from these Salon Work Station requirements. Exempted conditions are not transferrable from owner to owner.

M. Barbershop, Hairdressing, Cosmetology or Nail Salon in Residence

- 1) A salon located in a residence must be confined to a separate room, separated with ceiling-high partitions and provided with a door to be closed at all times.
- 2) The area within a home operated as a Salon must be equipped with the facilities and instruments required in all such establishments.
- 3) This use must be in conformance with local Zoning regulations.

SECTION 5.6 SALON MAINTENANCE AND OPERATION

A. General Cleanliness

- 1) The Owner or Operator of every Salon shall keep it in a clean and sanitary condition at all times.
- 2) Hair droppings, nail clippings etc. shall be removed frequently in such a manner as not to cause objectionable conditions.
- 3) Nail filings and dust shall be removed with wet cleaning methods so as not to create air-borne dust.

B. Walls, Ceiling and Fixtures

- 1) Walls and ceilings shall be kept in good repair. Any cracks or gaps, especially around baseboards, shall be filled in so as to prevent the harboring and breeding of insects or collection of moisture.
- 2) Cabinets, shelves, furniture, shampoo bowls and fixtures shall be kept clean and free of dust, dirt and hair droppings. Arms, seats and rests of chairs shall be wiped of hair droppings after serving each customer.

C. Sanitary Services

- 1) No person affected with any infectious disease in a communicable form shall be attended.

- 2) A towel shall not be used for more than one (1) person without being properly laundered before each use.
- 3) A sanitary paper strip or clean towel shall be placed completely around the neck of each customer before an apron or any other protective device is fastened around the neck.
- 4) Clean towels shall be delivered in closed containers and kept in a clean, closed cabinet or closet. A commercial linen service is recommended if laundering is not done on the premises. The use of a commercial laundromat can be substituted provided a sanitizer is used in the wash cycle and all items are dried with high heat. Receipts for laundromat use must be provided upon request. Washing and/or drying of towels or linens in one's private home is prohibited.
- 5) An approved sanitizing agent such as bleach shall be used when washing towels and linens on the premises. Only towels that can be chemically sanitized shall be used for manicures and pedicures. Colored items must be washed in hot water with a color-safe sanitizing agent and dried with high heat. On-site laundering facilities shall be located in an area not generally accessible to the public.

D. Sanitation of Equipment and Implements

- 1) Hairbrushes, combs, manicure and pedicure equipment and all other implements used on a customer shall be kept clean and sanitary at all times and shall undergo thorough cleaning and sanitizing after serving each customer, or single-service disposable implements shall be used.
- 2) Cleaned and sanitized implements shall be stored in sanitary-covered containers or in a clean drawer.
- 3) After handling a customer affected with an eruption or whose skin is broken out or is inflamed or contains pus, the instruments shall be effectively cleaned, washed with soap or a detergent and water, then rinsed with water having a temperature of at least one hundred seventy degrees Fahrenheit (170°F) or allowed to remain for five (5) minutes in alcohol (see Section 5.10 for required alcohol strength) or some other approved disinfectant or sanitizing process.
- 4) Shaker-top containers must be provided for dispensing lotions and powders.
- 5) Single-service towels, papers and other material shall be disposed of in the proper receptacle immediately after use and shall not be used again.
- 6) All disposable materials that come into contact with blood and/or body fluids shall be placed in a sealable plastic bag prior to placing in the waste receptacle.
- 7) All articles that come into direct contact with the customer's skin, nails, or hair that cannot be effectively cleaned and sanitized shall be disposed of in a covered waste receptacle immediately after use. Exception: orangesticks, emery boards, buffing squares, cosmetic sponges and disposable nail bits may be kept for the original customer if kept in a covered container labeled with the customer's name.

E. Shaving Brushes, Mugs and Neck Dusters

The use of shaving brushes, shaving mugs and neck dusters is prohibited.

F. Credo Blades and coarse Callus Files/Shavers

The use of credo blades and coarse callus files/shavers is prohibited.

G. Electric Nail Drills

Only electric nail drills designed and sold specifically for use on human fingernails shall be used in a salon. All other electric drill equipment is prohibited.

H. Finger Bowls

The use of finger bowls for manicuring purposes is allowed, but the finger bowl must be properly cleaned and sanitized after each customer. Disposable, single-use finger bowls may be used.

I. Footbaths

The use of water jetted footbaths is allowed, but the footbath, screens and all attached piping must be properly cleaned and sanitized after each customer. After cleaning and removing visible debris, the footbath shall be filled with an approved sanitizing solution and allowed to operate for ten (10) minutes, or per manufacturer's instructions, to sanitize the piping. Disposable, single-use footbath liners may be used.

J. Alum and Other Astringents

Alum or other material used to stop the flow of blood shall be applied in powdered or liquid form only.

K. Nail Dusters, Powder Puffs, Makeup Brushes and Sponges

The use of nail dusters, powder puffs, makeup brushes and sponges are prohibited unless they are single-use disposable implements.

L. Foods and Beverages

Foods and beverages shall not be prepared, stored or sold in the licensed premises, except with a valid Food Establishment License from the Health District. Coffee and tea may be prepared and kept for the convenience of employees and patrons, but no charge is to be made to patrons who are served. If alcoholic beverages are served in a similar fashion, local Planning and Zoning regulations must be satisfied in the town of operation. Food and beverages may, however, be brought into the licensed premises for immediate consumption. Single-use, disposable cups, glasses, plates and utensils shall be used. If the License Holder wishes to use reusable items to serve customers, the salon must have facilities to wash, rinse and sanitize the reusable items and must obtain permission from the Director of Health to do so.

M. Animals, Pets or Live Birds

No animals, pets or live birds shall be kept in any Salon. This prohibition does not apply to trained service dogs, or dogs in training, for the individuals who are disabled, sightless or hearing impaired.

SECTION 5.7 HYGIENE OF SALON PERSONNEL

A. Cleanliness of Personnel

The hands of the Operator and its employees shall be thoroughly washed with soap and warm water and dried with disposable paper towel before serving each customer and immediately after using the toilet, or after eating or smoking.

B. Health of Operators/Salon Employees

No person known to be affected with any communicable disease in an infectious stage shall engage in Barbering, Hairdressing or Cosmetology including nail services.

C. Operators/Salon employees shall not eat, drink or smoke while providing services to a customer.

D. Ultra Violet (UV) equipment does not sanitize, sterilize, or disinfect and shall never be used as a primary method for these processes.

SECTION 5.8 SMOKING PROHIBITED

Smoking is strictly prohibited in nail Salon customer service spaces and in rooms where flammable liquids are stored. No Operator shall smoke while providing services to a customer. Smoking shall not be permitted in patron waiting areas.

SECTION 5.9 PROPER ATTIRE

Operators shall wear, while attending any customer in a salon, clean, washable garments.

SECTION 5.10 RECOMMENDED SANITIZERS

A. The following chemical methods constitute satisfactory sanitization of implements. No method is considered effective without prior thorough cleaning with detergent (soap, trisodium phosphate, etc.) and rinsing.

<u>Disinfectant</u>	<u>Type of Use</u>	<u>Comments</u>
Quaternary ammonium compounds	1:1000 dilution for 30 seconds	Odorless, non-toxic, highly stable and noncorrosive.
Boiling Water	5 minutes	The addition of 1% sodium carbonate will prevent rusting.

<u>Disinfectant</u>	<u>Type of Use</u>	<u>Comments</u>
Lysol (or compound cresol solution or phenolic compound)	5% solution for 3 min. 2% solution for 10 min.	For use on colored gowns or towels
Alcohol (70% ethyl alcohol or 99% isopropyl alcohol)	3 min.	
Lubricant sanitizer	Combination	Recommended for electric clippers
Other EPA-registered disinfectants	Use according to the manufacturer's instructions	

- B. Chemicals suitable for low temperature washing (less than 158°F.) of towels and linens shall be used. Lysol laundry sanitizer or household bleach (sodium hypochlorite) shall be used according to manufacturers' specifications. Color safe bleach may not be used.
- C. Non-chemical methods of sanitizing must be approved in writing by the Director of Health. Equipment specifications shall accompany requests for approval.

The following are recommended sanitizing techniques for electric clippers:

A. Detachable Head-Type:

- 1) Detach blades.
- 2) Clean thoroughly.
- 3) Immerse in effective sanitizer for required time.

B. Non-detachable Head-Type:

- 1) Place covered shallow glass jar at work shelf opposite every barber chair.
- 2) After use, brush out excess hair and grease; wipe cutting blades clean.
- 3) Immerse blade in combination lubricant-sanitizer, run clipper while immersed for ten (10) seconds.
- 4) Remove clipper and allow blades to drain for ten (10) minutes on a clean towel or tissue, preferably in a cabinet reserved for tools already sanitized and ready for use. Wipe blades clean with a fresh disposable tissue.

CHAPTER 6 WATER SUPPLY WELLS

SECTION 6.1 DEFINITIONS

For the purpose of this Chapter,

“Abandon” means to permanently discontinue the use of a well and render it unusable in the future. This involves removing any pump, piping or other appurtenances in the borehole and sealing the opening with soil, grout, cement or other approved material to prevent the borehole from acting as a conduit to the underlying aquifer.

“Domestic Purposes” means drinking, bathing, washing of clothes and dishes, cooking, and other common household uses.

“Licensed Well Driller” means a contractor possessing a W-1 license from the Department of Consumer Protection or a W-2 license only while the registrant is in the direct and regular employment of a contractor registered for such work.

“Repair” means any work involved in the reaming, sealing, installing, changing or extending of casing, depth, perforating, screening, cleaning, acidizing, surging, hydro fracturing or other redevelopment of a well.

“Water Supply Well” means an artificial excavation or boring, constructed by any method, for the purpose of obtaining water for drinking or Domestic Purposes.

SECTION 6.2 WATER SUPPLY WELL REQUIREMENTS FOR PERMITS

- A. No person, firm or corporation, hereafter referred to as the applicant, shall construct or develop a Water Supply Well nor shall they Abandon or Repair an existing Water Supply Well within the Health District without first submitting all pertinent information on a form supplied by the State of Connecticut Well Drilling Board, and having it reviewed, approved and signed by the Director of Health or an Environmental Health Specialist.
- B. The applicant shall be a properly Licensed Well Driller.
- C. The applicant shall demonstrate that the location of the proposed well meets the requirements specified in Section 19-13-B51d of the Connecticut Public Health Code. The Director of Health or Environmental Health Specialist may make a site visit to ensure that the proposed well location meets said requirements.

SECTION 6.3 WELL COMPLETION REPORT

The Licensed Well Driller shall file a well completion report with the Connecticut Well Drilling Board and the Health District upon completion of the well installation, abandonment or repair work. This report shall include details on the work completed as prescribed on the report form.

SECTION 6.4 DRINKING WATER WELL TESTING AND CONDITIONS FOR APPROVAL FOR USE

No person, firm or corporation shall use or permit to be used any water from any newly constructed water supply unless there has been compliance with the following requirements:

- A. The results of a water analysis, as conducted by a laboratory licensed or otherwise approved by the Connecticut Department of Public Health, is submitted to, reviewed, and approved by the Health District. Such water analysis shall be done in accordance with, and consist of tests required in, Section 19-13-B101 of the Connecticut Public Health Code. The Health District may require additional testing parameters including, but not limited to, volatile organic compounds (VOCs), semi-volatile organic compounds (SVOCs), extractable total petroleum hydrocarbons (ETPH), pesticides, herbicides, metals including arsenic, and radionucleotides including uranium, radium and radon prior to approval. The Health District reserves the right to collect, or have collected, samples for analysis at the Health District's expense to confirm analytical data presented by another party.
- B. The results of the water analysis meet water quality standards established by the Connecticut Department of Public Health.
- C. A well completion report, as issued by the Connecticut Well Drilling Board, has been submitted to, reviewed by, and approved by the Health District.
- D. Written approval, in the form of a Certificate of Approval, has been issued by the Health District. The water test must be accompanied by the appropriate water test review fee as set by the Board of Health.

SECTION 6.5 CONDITIONS OF APPROVAL FOR DRINKING WATER NOT MEETING THE ESTABLISHED WATER QUALITY STANDARDS

- A. If the results of a water analysis, as conducted by a Connecticut licensed laboratory, do not meet the secondary established water quality standards, but do not indicate the existence of a substantial public health risk, approval shall be given. Notice and advice shall be given to the well owner concerning those concentrations not meeting the established water quality standards.
- B. If the results indicate a substantial public health risk such as the presence of coliform bacteria, the District may require well treatment or the installation of a water treatment system. If treatment fails to bring the water into compliance, as stated in the Connecticut Public Health Code, the Director of Health will not grant approval to use the water supply.

CHAPTER 7 ON SITE SUBSURFACE SEWAGE DISPOSAL SYSTEMS

SECTION 7.1 DEFINITIONS

For the purpose of this Chapter,

“Accessory Structure” means a permanent non-habitable structure that is not served by a water supply or sewage system and is used incidental to Residential or Non-residential Buildings. Accessory Structures include, but are not limited to, attached and detached garages, open decks, sheds, gazebos, barns etc. Small structures of less than 200 square feet and portable structures such as sheds without permanent foundations, such as concrete slab, piers or footings, are not considered permanent structures.

“Area of Special Concern” means an area with soil conditions which would require special design considerations. This may include soils with a very slow or very fast percolation rate, areas with shallow groundwater or ledge, areas with excessive slope, wetlands, or areas located near a public water supply.

“Conversion” means the act of converting a summer use building or other previous non-habitable space into a space suitable for year-round use by providing a positive heating supply to the converted area; by providing a potable water supply which is protected from freezing per the Connecticut Building Code or by providing adequate energy conservation measures such as insulation for protection from heat loss per the Connecticut Building Code.

“Change in Use” means any structural, mechanical or physical change to a building which allows the occupancy to increase, or the activities within the building to expand or alter, such that a net water use increase will likely occur.

“Certified Professional Soil Scientist” means an individual duly qualified to classify and interpret soils in accordance with standards set by the Soil Science Society of America.

“Groundwater Monitoring Pipe” means a solid or perforated pipe, four inches in diameter, which is installed vertically in an excavation and backfilled to allow measurement of the groundwater surface in the pipe.

“Individual lots” are defined as two or less lots with one Residential or commercial building per lot having a Subsurface Sewage Disposal System receiving 2,000 gallons per day or less and/or served by an individual private Water Supply Well.

“Leaching System” means a structure, excavation or product designed to allow effluent to disperse into the receiving soil. Leaching Systems include leaching trenches, leaching galleries, leaching pits, and proprietary dispersal systems.

“Licensed Subsurface Sewage Disposal System Installer or Licensed Septic Installer” means a person licensed by the Connecticut Department of Public Health, pursuant to the Connecticut General Statutes section 20-341e, providing services of construction, installation, repairing, cleaning or servicing subsurface sewage disposal systems.

“Licensed Surveyor” means a person who is qualified by knowledge of mathematics, physical and applied sciences and the principles of land surveying, and who is licensed to practice the profession of land surveying by the Connecticut Department of Consumer Protection pursuant to the Connecticut General Statutes Sections 20-299 through 20-310.

“Non-residential Building” means any commercial, industrial, institutional, public or other building, not occupied as a dwelling.

“Professional Engineer” means a person who is licensed to engage in engineering practice, by the Connecticut Department of Consumer Protection pursuant to the Connecticut General Statutes Sections 20-299 through 20-310.

“Residential Building” means any house, apartment, trailer or mobile home or other structure occupied by individuals permanently or temporarily as a dwelling place, but not including Residential Institutions.

“Residential Institution” means any institutional or commercial building occupied by individuals permanently or temporarily as a dwelling, including dormitories, boarding houses, hospitals, nursing homes, jails and residential hotels or motels.

“Select Fill” means clean bank run sand and gravel, or approved manufactured fill, each having a gradation which conforms to the specifications stipulated in the Technical Standards Section VIII A or ASTM C 33.

“Soil Test” shall consist of at least four deep test pits on each lot; two in the primary area and two in the reserve area, and at least two percolation tests, one in each area.

“Subdivisions” are defined as developments with three or more lots served by on site Subsurface Sewage Disposal Systems and/or individual water supply wells and shall include Individual Lots previously part of a subdivision.

“Subsurface Sewage Disposal System” or **“Septic system”** means a system consisting of a house sewer pipe, a septic tank followed by a Leaching System, any necessary pumps and siphons, and any ground water control system on which the operation of the Leaching System is dependent.

“Technical Standards” means the latest revised “Technical Standards for The Design and Construction of Subsurface Sewage Disposal Systems” published by the Commissioner of Public Health of the State of Connecticut prepared pursuant to Section 19a-13-B103d(d) of the Regulations of Connecticut State Agencies.

“Wet Season” means February 1 through May 31, when the seasonal water table is generally the highest.

SECTION 7.2 MINIMUM REQUIREMENTS FOR SITE TESTING AND PLAN DESIGN FOR NEW LOTS

A. Site Testing Application

A completed application for Soil Testing must be submitted to the Health District, with the appropriate fee, prior to scheduling of testing.

B. Scheduling

Soil Testing shall be scheduled by the applicant, installer or engineer with the Health District at a mutually agreed upon time. In case of inclement weather, testing may be cancelled by either party with notification to the other. The applicant, installer or engineer must call the Health District and consult with an Environmental Health Specialist to reschedule. Scheduling of Soil Testing for new lots or Subdivisions during the dry season, or when there is frost in the ground, will be at the discretion of the Health District. The Health District may require a Certified Professional Soil Scientist be present during Soil Testing, at the applicant's expense, when testing is conducted during the dry season or when the soils are in an Area of Special Concern.

C. Individual and Subdivision Lot Testing

The applicant shall arrange for site testing, to be witnessed by an Environmental Health Specialist who is certified by the Connecticut Department of Public Health in septic phase 1. The applicant shall be responsible for Soil Test preparation including:

- 1) Lot boundary lines and corners clearly marked.
- 2) Proposed house location staked, if applicable.
- 3) A backhoe or other piece of equipment to excavate the deep test pits usually to a depth of seven feet, but maybe deeper depending on site conditions and plans. These pits are necessary for the soil profile study required by Section 19-13-B103e(d) of the Connecticut Public Health Code.
- 4) The lot must be accessible for the backhoe to get to the test areas, for example brush removed as needed.
- 5) It is the responsibility of the applicant and their engineer/installer to have the percolation test holes dug, usually to the depth of the bottom of the proposed Leaching System and six to 12 inches in diameter, at the time of testing. This is usually done with a post hole digger.
- 6) A sufficient clean water supply must be provided at each percolation hole for the hole to be presoaked for a minimum of two hours, and an additional five gallons in a suitable container to be used to conduct the percolation test. Percolation tests will be conducted by the Health District.
- 7) If for any reason the applicant has been unable to prepare the lot as indicated above, the Health District must be notified at least two hours before the scheduled time. A no-show fee may be assessed if the appointment is not cancelled in advance.
- 8) It is the responsibility of the applicant to have all test pits filled in after the Soil Test data is recorded.

D. Seasonal Groundwater Monitoring Requirements

If Soil Testing is conducted during the dry season, defined as June 1 through October 31, and if there is evidence of groundwater in the test pit(s) or soil mottling is observed in the test pit(s), the applicant/engineer may be required to install Groundwater Monitoring Pipes in the proposed septic system areas. The Groundwater Monitoring Pipes shall be marked with an identification number and stick up a sufficient distance above grade to remain visible when there is snow on the ground, or a minimum of two feet. Groundwater monitoring is conducted during the Wet Season, defined as February 1 through May 31.

The Health District will record water table readings on a weekly basis. A monitoring fee will be charged for the testing and must be paid before monitoring data will be released.

The Health District reserves the right to require a Certified Professional Soil Scientist be present during any Soil Testing conducted for a new lot or subdivision during the dry season. The cost of the soil scientist will be the applicant's responsibility.

E. Groundwater Drains

On proposed lots where groundwater is observed less than 18 inches from the bottom of the proposed Septic System during the Wet Season, and groundwater drains are proposed to lower the groundwater table, these drains must be proved to be effective.

The groundwater drain must lower the water table a minimum of 24 inches below the proposed septic system, as stated in Section IX of the Technical Standards. Groundwater Monitoring Pipes shall be installed upgradient and downgradient of the drain and monitored throughout the Wet Season. Upon proper installation of the Groundwater Monitoring Pipes each pipe shall be monitored by the engineer and the data submitted to the Health District.

Groundwater drains shall have a clean-out installed at the beginning of the drain and at every point which the drain changes direction. The clean-out(s) shall be brought to grade.

F. Reports Of Soil Testing

Upon completion of the Soil Tests, the Environmental Health Specialist shall send a report of the testing results, along with a comment on the soil suitability and recommendations based on those tests, to the applicant.

G. Re-Testing Requirements

If, as a result of plan review or site testing of a lot, or subdivision, it becomes necessary or desirable for the applicant to change or revise the lot layout or placement of the Septic System and either the percolation test or the deep test pits, or both, are not located in the newly proposed location, additional testing shall be required. The applicant must submit a new application and the appropriate fee prior to the re-testing.

H. Septic System Design Plan Requirements

Upon completion of the site testing a Septic System design plan for each lot shall be prepared by a Connecticut licensed Professional Engineer (P.E.) and by a Connecticut Licensed Surveyor. Stamp and original signature of the licensed P.E. and Licensed Surveyor are required on the plan. The Health District may waive the requirement for a Professional Engineer on lots if the site testing is conducted by a Connecticut Licensed Septic Installer and site conditions are deemed suitable for a septic plan to be prepared by the installer. The applicant shall provide three copies of the final approved site plan to the Health District. All plans shall include:

- 1) All pertinent information as to the basis of design, soil conditions, groundwater and bedrock elevations, both original and finished surface contours and elevations, property lines, building locations, water courses, ground and surface water drains, including footing drains and drains in the street, nearby wells and

water service lines, possible sources of pollution such as buried fuel tanks and wetlands. Wetlands shall be field located by a Certified Professional Soil Scientist and then surveyed by a Licensed Surveyor. The certification and original signature of the Certified Professional Soil Scientist are required on the plan when wetland boundaries have been located.

- 2) Basement and first floor elevations and the flow line elevations of the house sewer line and lateral piping.
- 3) A scaled cross section for the Leaching System showing depth of system into original soil, including a note stating the maximum depth of the proposed system into grade.
- 4) Field location and designation of all Soil Testing and monitoring pipes.
- 5) Reserved septic area with limit of fill, if required.
- 6) Benchmark elevation and location on the lot to be established in the field before any site work is begun.
- 7) Plans shall be drawn to a scale of one-inch equals 20 feet, or other appropriate scale so as to be easily legible to the reviewer.
- 8) Where a proposed building is to be serviced with an on site Water Supply Well, the proposed well location and water line shall be shown as well as all nearby sources of pollution including buried fuel tanks, nearby septic tanks and leaching fields, reserve septic areas, private dumping areas etc.
- 9) If the site is to be served by an on site Water Supply Well the plan shall include an area designated for a future water treatment wastewater leaching field.
- 10) Any public water supply lines located within 200 feet of any property line must be shown on the site plan. It is the engineer's or surveyor's responsibility to verify this information on the plan.
- 11) All wells within 150 feet of the septic system shall be indicated.
- 12) Lots containing septic system sites located in an "Area of Special Concern" as defined in Section 19-13-B103d(1) of the Connecticut Public Health Code will require engineered plans of greater detail to insure Connecticut Public Health Code compliance.
- 13) For proposed groundwater drains, construction details shall be provided including cross-section, pipe elevations, slope and method of construction.
- 14) For sites having septic systems up-slope from footing drains, a separating distance of 50 feet is required from any part of the septic system including the septic tank and pump chamber unless the septic tank and pump chamber meet the requirements of Technical Standards, Table No. 1.
- 15) Septic system sites having hydraulic restrictions such as shallow bedrock, impervious soils or a seasonal high-water table may be subject to special design criteria to demonstrate adequate hydraulic capacity for dispersal of sewage utilizing natural soil capacity. Refer to Appendix A of the Technical Standards pursuant to Section 19-13-B103 regarding Minimum Leaching System Spread (MLSS).

- 16) No approval for septic system construction will be authorized unless the proposed lot can demonstrate the ability to comply with the provisions in Section 19-13-B103 and/or B104 (inclusive) of the Connecticut Public Health Code and this chapter.

I. Septic System Design Review

Each Septic System plan shall be submitted with a completed application, house plans and the required fee. Each system design shall be reviewed by an Environmental Health Specialist, certified by the Connecticut Department of Public Health in septic phase 1 and 2, for compliance with the Connecticut Public Health Code, Technical Standards, and this chapter.

The engineer and applicant shall receive a written copy of the plan review, including any recommendations from the Health District.

J. Septic Permits

Permits to construct shall be issued provided that prior to the issuance:

- 1) A Connecticut Licensed Septic Installer submits a completed application accompanied by the proper fee to the Health District. The Health District will make a copy of the installer's driver's license and state issued installer's license card to keep on file. Permits to construct are issued to the Licensed Septic Installer. The Licensed Septic Installer must install or supervise the installation of the septic system.
- 2) A site plan for the proposed septic system is approved by the Health District.
- 3) Prior to the start of construction, a benchmark must be set in the area of the proposed system. This must be set by the design engineer for an engineered plan. If an engineered plan was not required, the Licensed Septic Installer may set the benchmark.
- 4) Permits to construct shall be valid for one year from the date of their issuance and shall terminate and expire upon a failure to start construction within that period.

K. Consultation Required

Consultation between the Licensed Septic Installer and a Health District Registered Environmental Health Specialist is required prior to construction. An inspection schedule shall be set up with the Health District staff prior to the start of construction in accordance with the requirements of the septic permit to construct.

L. Notification Prior To Inspection Required

The Licensed Septic Installer must notify the Health District a minimum of 24 hours prior to each requested inspection.

M. Approval Of Fill Material

Any Select Fill material needed for the Septic System area shall be clean bank run sand and gravel, or approved manufactured fill, each having a gradation which conforms to

the specifications stipulated in the Technical Standards Section VIII A or ASTM C 33. It must be free from stumps, lumps of silt, clay or organic matter. A recent sieve analysis of the fill material is required for any imported fill. Septic Systems installed predominantly in fill shall require additional percolation tests once the fill is in place and prior to construction of the Septic System. System sizing shall be determined per the Technical Standards criteria (Section VIII) for systems installed totally in fill material.

N. As-Built Requirement

The Licensed Septic Installer or design engineer shall submit an “As-Built” drawing and information showing the separating distances of the entire Septic System installation from two permanent points on the house, or other permanent structure, nearest the installation.

O. Permit To Discharge

After final inspection and upon submission and review of the As-Built drawing, well completion report and approved water analysis, as appropriate, the Health District shall issue a Permit to Discharge. For new construction, a copy of this permit must be submitted to the Building Official in order to obtain a Certificate of Occupancy.

SECTION 7.3 ALTERATIONS AND REPAIRS TO SEPTIC SYSTEMS

No Septic System shall be altered, extended or repaired without meeting the minimum requirements of this chapter and without first obtaining a permit to construct from the Health District.

A. Repairs

Investigation of an existing Septic System must be conducted by a Licensed Septic Installer and witnessed by an Environmental Health Specialist certified by the Connecticut Department of Public Health in septic phase 1. No work is to be done prior to submitting an application to the Health District for Soil Testing and paying the applicable fee. The Licensed Septic Installer shall schedule an appointment with a Health District Environmental Health Specialist to evaluate the existing system and conduct Soil Testing. Repairs must meet Section 19-13-B103d of the Connecticut Public Health Code and Appendix A of the Technical Standards. Repairs which do not meet these requirements, or which are in an “Area of Special Concern” shall be designed by a Professional Engineer licensed by the State of Connecticut. The Health District may grant a variance from the requirement for an engineered design based on review of the specific site conditions.

Minor repairs, such as replacing a D-box, and adjustments to a Septic System that is operational can only be made after consultation and approval by the Health District. A permit to construct is required for minor repairs, as is an As Built drawing following the repair.

B. Addition, Conversion Or Change In Use

When an addition, Conversion or Change in Use is proposed for a Residential Building, Residential institution or a Non-residential Building, and public sewers are not available, the proposed addition, Conversion or Change in Use shall meet the requirements of

Section 19-13-B100a and the current requirement of the Connecticut Public Health Code as amended from time to time, except for the one hundred percent reserve area requirement.

A completed application with fee, current pumper's report and a site plan must be submitted to the Health District for review and approval. The application form shall be obtained from the Health District. The site plan shall include an explanation of the proposed addition, Conversion or Change in Use and the following:

1. Existing house location and existing locations of any above grade structures such as garage, pool, shed etc.
2. Existing location of any below grade facilities such as pool, fuel tank, drains, water service lines, curtain drain etc.
3. Existing location of current Septic System including piping, tank(s) and leaching field.
4. Existing location of an approved reserve area if one has been designated.
5. Existing location of all wells within 150 feet of the existing Septic System or any proposed Septic System components.
6. Existing property lines and any easements.
7. Existing wetlands, streams, bodies of water, storm drainage basins, drywells or piping, water treatment wastewater discharge location etc.
8. Any Soil Test data available for the property.

A current pump out report shall be submitted by a Connecticut licensed septic pumper. Current shall be defined as within one year of the date an application is submitted. If soil data is not available for the property deep test pit and percolation test data must be collected prior to approval for the addition, Conversion or Change in Use.

This section shall apply to those structures defined as Accessory Structures under the Technical Standards, including above and in-ground swimming pools.

Sheds under 200 square feet without a permanent foundation do not require a review and Soil Testing pursuant to Section 19-13- B100a.

Table 1: License Renewal Schedule

LISTED IN ORDER OF CODE CHAPTERS

Categories	Renewal Deadline
Food Establishments (Ch. 2)	June 30
Public Swimming Pools (Ch. 3)	April 30
Rooming Units (Ch. 4)	May 30
Salons (Ch. 5)	September 30