



CHESPROCOTT HEALTH DISTRICT

1187 Highland Ave-Suite 210, CHESHIRE, CONNECTICUT 06410

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Kathryn Glendon, MPH, Director of Health

May 2026

NOTICE OF FOOD SERVICE LICENSE RENEWAL APPLICATION CURRENT LICENSE EXPIRES JUNE 30, 2026

Dear Food Service Owner/ Operator:

Please complete the attached application and return it with payment no later than June 30, 2026.

- Submit a copy of your current menu.
- If you are on a well, please submit a recent water test from the past 6 months with results for: total coliform bacteria, pH, turbidity, chloride, sulfate, nitrate, nitrite, hardness, iron, sodium, manganese, color, and odor.
- Submit your current Certified Manager certificate.
- Before making any structural renovations or equipment changes, you must present plans for review and obtain approval from Chesprocott Health District.
- Complete the application form.

Failure to complete the application and return it to us with the appropriate fee and water test by July 1st will result in the process of closing your establishment. **Any applications received after July 10th may result in the closure of your establishment and/or a doubling of your license fee due to late submission.**

Incomplete applications will result in relicensing delays. Please complete all applications in full, include all necessary information, and include a check made payable to Chesprocott Health District. Attached is your invoice for your renewal. As part of our new process, all establishments receive a letter, an application, and an invoice via e-mail.

Please make sure your email address listed on the application is accurate, as notifications are sent frequently. For billing questions, email accounting@chesprocott.org

If you have any questions or concerns, please contact our office at 203-272-2761. Have a safe and healthy year.

Sincerely,

Kathryn Glendon, MPH
Director of Health
Chesprocott Health District
www.chesprocott.org