

Community Center Food Licensing Procedure

All events serving food **not** listed on the “permissible foods list” must obtain a license from the Redding Health Department.

In order to obtain a license the designated supervisor in charge of food preparation must:

1. Pick-up the application / information packet from either the Redding Park and Recreation or Senior Center/Human Services office.
2. Submit or mail the completed application and fee to the Redding Health Department located in the Town Hall Annex (across the street from Town Hall in the Post Office Building). Telephone #(203) 938-2559
3. Reoccurring daily/weekly/monthly events may apply for a one-year permit.
4. Once your application has been received, you will be contacted by the Health Officer in order to review the application. This review may be conducted in person, or over the phone, and should take place at least 2 weeks before the event in order to allow time to process the application and to verify the submitted information.
5. A preliminary inspection of the operation may be required.
6. Once the Health Department has approved and signed the application the applicant has permission to serve food at the specified event.
7. A copy of the approved application must be on site and posted in the kitchen.