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Memorandum

TO: Prospective Owners of New Food Service Establishments

FROM: Jeffrey E. Suggs, RS
Environmental Health Program Specialist

Cathy Burdick, RS
Environmental Health Specialist

DATE: October 4, 2007

RE: Requirements for Plan Review and Permit Application for Food Service Establishments
or upfit of an existing establishment

Listed below is information required by this department prior to the beginning of plan review and issuance of an Operation Permit for a Food Service Establishment.

- A copy of the signed lease or bill of sale must be provided to confirm change of ownership of an existing establishment to be upfitted.
- A copy of the contract providing for cleaning and maintenance of solid waste dumpster and/or waste grease container.
- Plans drawn to scale indicating floor plan with equipment and storage layout.
(minimum scale ¼ inch = 1 foot)
- Site plan of establishment including street address and number
- Specification sheets for any food service equipment that is to be added to the establishment.
- Proposed menu

***Plan review cannot begin until all information listed above is received**

***If the floor plan or the menu of an existing establishment is not to be changed, then plans drawn to scale may be omitted.**

Application Checklist

- _____ Copy of signed lease agreement or bill of sale for change of ownership of an existing establishment

- _____ Copy of the contract providing for cleaning and maintenance of solid waste dumpster and/or waste grease container

- _____ Plans drawn to scale indicating floor plan with equipment and storage layout (minimum 1/4" = 1')

- _____ Site plan including street address

- _____ Proposed menu

- _____ Water

- _____ Wastewater

Food Establishment Plan Review Application

Type of Construction NEW EXISTING

Name of Establishment _____

Address _____

City _____ Zip _____

Establishment Phone _____

Applicant _____

Address _____

City, State & Zip _____

Phone _____ Fax _____

E-mail _____

Title (owner, manager, architect, etc.) _____

Owner _____

(if different from applicant)

Address _____

City, State & Zip _____

Phone _____ Fax _____

E-mail _____

Contractor name & contact number _____

I hereby certify that the information in this application is correct, and I understand that any deviation without prior approval from this Health Regulatory Office may nullify plan approval

PRINT _____

SIGNATURE _____

(Owner or Responsible Representative)

Hours of Operation (open-close)

Sun _____ - _____ Mon _____ - _____ Tue _____ - _____ Wed _____ - _____

Thu _____ - _____ Fri _____ - _____ Sat _____ - _____

Projected number of meals to be served daily

Breakfast # _____ Lunch # _____ Dinner # _____

Total Number of seats _____ # inside _____ # outside _____

Type of Food Service:

Restaurant

Food Stand

Drink Stand

Meat Market

Check all that Apply:

Sit-down meals

Take-out meals

Catering
(a separate application is required)

Single-service (disposable): Plates Glassware Silverware

Multi-use (reusable) Plates Glassware Silverware

Water Supply and Sewage

Water Supply Municipal Name _____ Well

Sewer Municipal Name _____ Septic

Water Heater Type

Gas

Electric

Instantaneous

Recovery Rate (gals per hour) _____

Storage capacity (gals) _____

Information Requirements for Plans

- #1 Layout of the floor plan accurately drawn to a minimum scale of ¼ inches = 1 foot.
- #2 Plans should show the location of all food service equipment. Label each piece of equipment on the plan with its common name or number corresponding to an accurate legend.
- #3 Separate food preparation sinks should be labeled and located to preclude contamination and cross-contamination of raw and ready to eat foods.
- #4 Handwashing facilities used for no other purpose shall be designated for each toilet facility and within the immediate area of food preparation and dishwashing.
- #5 The plan layout should contain room size, aisle space, and space between and behind equipment.
- #6 All areas of the establishment must be shown on the plans including dining areas (with seats), bar (with seats), storage and toilet facilities.
- #7 The plans and specifications should also include:
 - A. Entrances, exits, loading/unloading areas and docks
 - B. Complete finish coverings for each room to include floors, walls, ceilings and coved juncture bases. All coverings in food service and food storage areas must be non-absorbent and easily cleanable
 - C. Plumbing plans to include location of the floor drains, floor sinks and water supply lines, overhead waste water lines, hot water lines, hot water generating equipment with capacity and recovery rate and backflow prevention.
- #8 Lighting Requirements:
 - A. Food contact surfaces = 50 foot candles
 - B. Utensil washing area = 50 foot candles (lighting in utensil washing area and on food contact surfaces is measured at 30 inches above the floor and at all work levels.
 - C. All other areas = 10 foot candles
 - D. Light bulbs in food preparation, storage, and display areas shall be shatter-proof or shielded so as to preclude the possibility of broken bulbs or lamps falling into food. Shatter-proof or shielded bulbs need not be used in food storage areas where unopened packages will not be affected by broken glass.
 - E. Heat lamps shall be protected against breakage by a shield surrounding and extending beyond the bulb, leaving only the face of the bulb exposed.
- #9 Equipment list should include make and model number for all food service equipment and shall be NSF/ANSI, UL Sanitation, ETL, CSA Sanitation approved or equivalent.
- #10 Garbage can washing area/facility.

- #11 Location of grease storage containers.
- #12 Location of dumpster and dumpster pad.
- #13 Location of cabinets/shelves for storing chemicals.
- #14 Locker area, employee rest area, and/or coat rack as required.
- #15 Location of water heater (s).

Note: For ease of cleaning, water heaters located inside food preparation and dishwashing areas must be enclosed

Specialized Food Processes

Are raw meats or poultry to be marinated or breaded prior to cooking? Yes No

Describe process:

Are meats to be injected prior to cooking? Yes No

Describe process:

Is Sushi rice to be prepared? Yes No

Describe process:

Are any foods to be vacuum packaged in the kitchen? Yes No

Describe process:



Holding

How will hot potentially hazardous food (PHF) be maintained at 140F or above during service? Indicate type and number of hot holding units.

How will cold potentially hazardous food (PHF) be maintained at 45F or below during service? Indicate type and number of cold holding units.

Cold Storage

Provide total cubic-feet of space dedicated to walk-in cold storage:

- a) Walk-in refrigeration storage _____
- b) Walk-in freezer storage _____

Provide total cubic-feet of space dedicated to reach-in cold storage:

- a) Reach-in refrigeration storage _____
- b) Reach-in freezer storage _____

Number of refrigeration units _____

Number of freezer units _____

NOTE: Walk-in and reach-in storage capacity is based on the number of meals served and frequency of stock deliveries

Ice

Will ice be made on premises? Yes No

Will ice be purchased? Yes No

Name of ice distributor: _____

Address: _____

Phone: _____

Cooling

List all foods (by name) that are to be cooled prior to storage and check the method of cooling. Use additional sheets if necessary.

Foods	Shallow Pans	Ice Bath	Rapid Chill

Thawing

Indicate by checking the appropriate box how potentially hazardous foods (in each category) will be thawed.

Thawing Process	Meat	Seafood	Poultry	Sauces	Vegetables	Dairy
Refrigeration						
Running Water less than 70° F						
Cooked Frozen						
Microwave						

Note: Cold water temperatures in this region fluctuate and may necessitate thawing procedure changes.

Food Preparation Procedures

The food preparation procedures should include:

- Types of food prepared or handled
- Time of day food is prepared or handled
- Equipment used for preparation or handling
- Detailed procedures for each food item prepared (HAACP)

Note: Space must be provided at food preparation sinks to accommodate required procedures/volume either by chef table or additional stainless steel table

HAACP information can be found at <http://www.cfsan.fda.gov/~lrd/haccp.html>

Food Name:	Time of Day:	Frequency:

Food Name:	Time of Day:	Frequency:

Sushi

Is sushi or sashimi to be prepared on site?

Yes

No

Is there a location for thawing of fish and sushi preparation?

Yes

No

NOTE: Sushi and Sashimi preparation requires a dedicated area that consists of a minimum of one hand wash sink, one prep sink, one refrigeration unit and a work space that is to be used exclusively for Sushi and Sashimi preparation.

List the sources of fish used for Sushi and Sashimi. Include the name of the supplier, address and phone number for each species of fish to be used.

According to the FDA Food Code 3-402.11 Parasite Destruction, “before service and sale in ready-to-eat form, raw-marinated, partially cooked, or marinated-partially cooked fish other than molluscan shellfish shall be:

Frozen and stored at a temperature of -4°F (-20°C) or below for 168 hours (7 days) or
Frozen at -31°F or below until solid and stored at -31°F for 15 hours”

Will freezing for parasite destruction be done?

Yes

No

NOTE: Letters of Guarantee for parasite destruction may be obtained for each shipment of fish to be used for Sushi and Sashimi. These letters are to be held on premises to meet the requirements under the FDA Food Code. Also, farm raised species of fish are considered to be free of parasites. Letters of Guarantee from the supplier that the fish were farm raised must be kept on premises.

Food Name:	Time of Day:	Frequency:

Food Name:	Time of Day:	Frequency:

***Use additional sheets if necessary**

Dry Storage

Total linear feet of shelf space dedicated to dry storage _____

Note: Storage capacity should be equivalent to a minimum of four, four FEET, four Tier approved shelving units

Approved food storage containers must be used to store bulk food products

Indicate type _____

Construction

Indicate floor, wall and ceiling finishes (i.e.: quarry tile, stainless steel, vinyl coated acoustic tile)

Area	Floor	Base	Walls	Ceiling
Kitchen				
Bar				
Refrigerated Storage				
Dry Storage				
Toilet Rooms				
Mop Service Basin area/Can wash				
Outbuilding Storage				
Other				

Dishwashing Facilities

A. Manual dishwashing

A three (3) compartment pot sink equipped with a spray arm with overhead air dry shelf is required

1. Size of sink compartments (inches) Length _____ Width _____ Depth _____

Drainboard size (inches) R _____ L _____ (24" minimum recommended)
(The largest utensil, pot or pans must fit into each compartment of the pot sink)

2. Type of sanitizer to be used? _____

Type of test kit to be used? _____

B. Mechanical dishwashing

1. Will a Dish machine be used? Yes No

2. Dish machine manufacturer and model: _____

NOTE: All dish machines must have manufacturers templates with operating instructions permanently mounted.

Equipment Cleaning

Describe the procedure of how cooking equipment, cutting boards, counter tops and other food contact surfaces that cannot be submerged in sinks or put through a dishwasher will be cleaned and sanitized?

Describe location and type (drainboards, wall-mounted or overhead shelves, stationary or portable racks) of air drying space.

Will fatigue mats be used? Yes No

If so, how many? _____

Where will they be washed? _____

Handwashing/Toilet Facilities

Is there a hand washing sink (with soap and hand-drying device) in each food preparation and warewashing area? Yes No

NOTE: All toilet room doors must be self-closing. Self-closing metering faucets should provide a flow of water for at least 15 seconds without the need to reactivate the faucet.

Employee Area

Is space provided for employee's personal items? Yes No

If yes, describe location: _____

If no, describe employee personal item storage policy _____

Insect and Rodent Harborage

(Please check appropriate boxes)

How is fly protection provided on all outside entrances?

Screens Yes No

Fly Fans Yes No

**Note: All entry door and drive thru windows must be self-closing.
All pipe penetrations, beverage chases and electrical conduit chases must be sealed.**

Garbage and Refuse

Specify area for garbage can cleaning facilities _____
(minimum 3 X 3 FT area)

Indicate where trash containers will be stored? _____

Describe location of paved surface where dumpster/compactor/cans are to be stored? _____

Indicate type and location of waste cooking grease storage receptacle _____

Is there an area to store recyclable containers? Describe

Note: Before an operational permit can be issued, a dumpster contract must be submitted

Floor Cleaning Methods

Are dustless methods of floor cleaning to be used? Yes No

Are floors to be flood cleaned? Yes No

Are there floor drains? Yes No

Where are brooms and mops to be stored?

Will a pressure washer be used for wall and floor cleaning? Yes No

If so, where would the pressure washer be stored?

Laundry Facilities

Are laundry facilities located on premises? Yes No

If yes, what will be laundered?

Is a laundry dryer available? Yes No

Describe location of clean linen storage _____

Describe location of dirty linen storage _____

End of Application