



## ENVIRONMENTAL HEALTH DIVISION

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### GUIDELINES FOR: NEW, REMODELED, AND CHANGE OF OWNERSHIP FOOD ESTABLISHMENTS

*Including: restaurants, convenience stores, grocery stores, schools, and daycares*

#### SECTION I – PLAN and PERMIT SUBMITTAL REQUIREMENTS

All food establishments that undergo any construction, remodeling, change of ownership or a change in food type must submit plans for review and approval **before any construction activity or changes occur**. These plans must be included with plans submitted for a building permit, if required. **All food establishments shall comply with all current applicable codes during construction, remodeling, or changing ownership.**

*If you wish to amend plans that have already been approved, amendments must be submitted in writing, and approved before proceeding.*

##### A. Plan Submittal Procedures

- Submit plans to the Building Department along with a Building Permit and/or Certificate of Occupancy (CO) Application.
- All plans must be submitted to the Building Department, which will route the plans to relevant departments.
- Complete and submit the Environmental Health Plan Review Guideline checklist.
- Submit menu (including drinks, type of pre-packaged food, etc.)
- Submit description of operation (operation hours, type of food and drink preparation if any, etc.)
- Pay Health Plan review fee.

Comments will be sent to the applicant indicating required changes or to request additional information.

##### B. New Construction / Remodel / Change of Food Type

Plan submittal must include the following (contact Environmental Health to determine remodel requirements):

1. Food service details including dumpster enclosure and full floor plan with all equipment depicted.
2. Identify each room with function and purpose, including staff lounge and break rooms.
3. Equipment and fixture schedules. Include each piece of counter-top equipment used in food service.
4. Satellite areas, outdoor areas, bar/equipment and elevations must be depicted.
5. Manufacturer's specification sheets of all equipment
6. Finish schedules of all areas.
7. Grease trap/interceptor calculations and proposed location.
8. Water heater capacity calculations.
9. Above ground grease waste storage container location, where applicable.
10. Reflected ceiling plan.

### **C. Existing Food Establishment with Modifications / Moving Into A Vacant Food Establishment**

Plan submittal must include the following:

1. All existing and new equipment, finishes & fixtures must be labeled as 'new' or 'existing'.
2. Food service details including full floor plan with all equipment and fixtures depicted. Identify all food service areas, bars, outdoor areas, storage, and washrooms.
3. Manufacturer's specification sheets of all proposed new equipment.
4. Finish schedules of all areas, including proposed color of finishes.
5. Grease trap/interceptor size and location identified.
6. Water heater size if existing is to be used (Submit GPH and KW-BTU).
7. Where applicable, note above ground grease waste storage container location.
8. Completed "Health Permit Application" submitted with correct fees and copy of Food Manager Certification.

### **D. Change Of Owner Only (Occupied, No Modifications, No Change Of Food Type)**

Plan submittal must include the following:

1. Food service details including full floor plan with all equipment and fixtures depicted.
2. Identify all food service areas, bars, outdoor areas, storage, and washrooms. Include finish schedule that depicts material and colors for finishing for these areas.
3. Completed "Health Permit Application" submitted with correct fees and copy of Food Manager Certification.

### **E. Health Permit and Inspection Procedures**

1. A new Health Permit is required for a new construction or ownership change.
2. Submit a Health Permit application to the Building Department.
3. A Health permit is valid only with a valid Certificate of Occupancy (CO).
4. A Health permit must be displayed at place of operation visible to patrons.
5. A Health permit is valid for a period of one (1) year from its date of issuance, (except for Temporary or Seasonal/Concession Stand food establishments), and is the responsibility of the establishment's owner/management to renew Health permit.
6. To schedule a Health Permit inspection / CO inspection / Health Final, please contact the Environmental Health Division. Any active Holds on a building permit or site plans must be addressed prior to scheduling a Health Final/CO inspection.
7. A Health Final is approved when all items are in-compliance and Health permit is issued along with the CO permit. If a re-inspection is required, the Health Final must be rescheduled with the Health inspector. All items marked or listed by the Health inspector must be addressed prior to scheduling a re-inspection.

# HEALTH DEPARTMENT PLAN REVIEW CHECKLIST



<b>Date:</b>	<b>Permit#</b>
<b>Establishment Name:</b>	<b>Contact/Owner Name:</b>
<b>Address:</b>	<b>Email:</b>
<b>Phone:</b>	

**TO EXPEDITE THE APPROVAL PROCESS, PLEASE COMPLETE THIS FORM AND SUBMIT WITH FLOOR PLANS. ADDITIONAL VERIFICATION OR CHANGES MAY BE REQUESTED FROM THE ENVIRONMENTAL HEALTH DEPARTMENT IN RESPONSE TO THE FINAL APPROVED PLANS.**

### CEILINGS AND LIGHTS:

- The ceilings in the following areas shall be smooth, non-absorbent and easily cleanable, such as hard gypsum vinyl clad ceiling tiles or Epoxy paint AND it shall be light in color, 55 LRV or higher.

REQUIREMENTS FOR CEILING MATERIAL IN:	MATERIAL	COLOR	N/A
Kitchen and food preparation			
Drink station, wait station			
Buffet, Salad bar, Sushi bar			
Food and utensils storage areas & dry storage room			
Walk-in refrigeration and freezer units			
Mop sink area			

**Comments:**

- Light intensity shall be as below:

AT LEAST 10 FT CANDLES AT 30" ABOVE THE FLOOR IN:	YES	N/A
Walk-in refrigeration and freezer units		
Dry food storage areas		
Dining room (during cleaning time), and other rooms		
Mop sink area		
AT LEAST 20 FT CANDLES AT 30" ABOVE THE FLOOR IN:		
Consumer self-service areas such as drink station, buffets and salad bars		
Hand washing area		
Warewashing area		
Toilet rooms		
Equipment and utensil storage		
Bars (30" above floor does not apply)		
AT LEAST 50 FT CANDLES:		
At a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor (this includes areas such as prep sink, wait station where employee works with hot equipment such as tea/hot water dispenser, tortilla and sauce warmer, etc. )		

**NOTE: Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment, utensils, and linens; or unwrapped single-service and single-use articles.**

**WALLS AND OUTER OPENINGS:**

- The walls in the following areas shall be smooth, non-absorbent and easily cleanable, such as FRP, stainless steel, ceramic, quarry or terrazzo tile or equivalent material as approved by the regulatory authority **And** it shall be light in color, 55 LRV or higher.

REQUIREMENTS FOR WALL MATERIAL IN:	MATERIAL	COLOR	N/A
Kitchen and Food preparation			
Drink station, wait station			
Buffet & Salad bar, Sushi bar			
Bar			
Underneath the bar countertop (over ice bins, sinks, etc.) and overhanging counters shall be smooth, non- absorbent, and easily cleanable surface such as FRP or stainless steel			
Food and utensils storage areas & dry storage room			
Walk-in refrigeration and freezer units			
Mop sink area			

The walls of the mop sink located in rooms such as laundry room and utility closet shall be constructed of a smooth, durable, and easily cleanable surface such as FRP, or tile and shall be installed to a height of at least four (4) feet above the floor. Any painted surfaces above the 4 feet, shall be epoxy paint.

YES       NO       N/A

- Walls located adjacent to cooking equipment that utilizes high heat shall be stainless steel sheeting.

YES       NO       N/A

- All outside openings shall be self-closing and tight fitting. Exterior doors shall have air curtains. Drive through/service windows shall be self-closing or shall have air curtains. *(This applies to all food establishments, including concession stands for sport, or entertainment)*

YES       NO       N/A

**FLOORS:**

- Floors and floor coverings of following areas shall be light in color and constructed of smooth, easily cleanable, and durable material such as terrazzo, ceramic or quarry tile, or epoxy finish, as approved by the regulatory authority. Sealed concrete and VCT (vinyl composite tile) are not acceptable. **Coved base tile shall be used in the following areas and shall be light in color.**

REQUIREMENTS FOR FLOOR MATERIAL IN:	MATERIAL	COLOR	N/A
Kitchen and food preparation			
Drink station, wait station			
Buffet & Salad bar, sushi bar			
Bar			
Food and utensils storage areas & dry storage room			
Walk-in refrigeration and freezer units			
Mop sink area			
Dressing and locker rooms			

**Comments:**

- Sealed concrete may be used for mop sink area located in rooms such as laundry room or utility closet.
- Sealed concrete may be used in walk-in freezer units maintaining a temperature of zero (0) degrees Fahrenheit or below. Coved base tile may be required by local Health Authority if deemed necessary.

**TOILET ROOMS:**

REQUIREMENTS FOR WALLS	MATERIAL/COLOR
Walls including non-supporting partitions shall be smooth, non-absorbent and easily cleanable, such as FRP, stainless steel, ceramic, quarry or terrazzo tile and it shall be at least 4 feet high <i>(wood is not allowed)</i>	
Color of the walls shall be light in color/55LRV or higher	
Any painted surface above the 4 feet shall be epoxy paint	
<b>REQUIREMENTS FOR FLOORS</b>	
Floors and floor coverings shall be constructed of smooth, durable material such as terrazzo, ceramic or quarry tile <i>(Sealed concrete and VCT (vinyl composite tile) are not acceptable)</i>	
Floors and floor coverings shall be light in color	
Coved base tile in light color shall be used	
<b>REQUIREMENTS FOR CEILING</b>	
Ceiling shall be smooth, non-absorbent, and easily cleanable such as hard Gypsum vinyl clad tile, or Epoxy paint.	
Ceiling shall be light in color /55LRV or higher	

<b>ADDITIONAL REQUIREMENTS</b>	<b>YES</b>	<b>N/A</b>
To avoid recontamination of hands when touching surfaces such as manually operated faucet handles on a handwashing sink or the handle of a restroom door disposable paper towel may be available, or any other method as approved by authoritative regulatory shall be applied		
Restrooms for customers are required in establishments with on-site consumption		
A toilet room shall be provided for the employees during all business hours and shall be located within food establishment premises		
A hand wash sink is required in or immediately adjacent to toilet rooms, and equipped to provide water at a temperature of at least 100 degrees Fahrenheit		
Floor drains are required in all restrooms and shall be constructed of stainless steel, terrazzo, ceramic or quarry tile and shall be graded to drain		
Restroom doors shall be self-closing		

**Note: In Daycares and schools only restroom used by kitchen employees shall comply with the above requirements.**

**PLUMBING:**

<b>REQUIREMENTS:</b>	<b>YES</b>	<b>N/A</b>
Grease Traps shall be located outside the building, and shall be easily accessible for cleaning, operation and maintenance (size of grease trap _____)		
Floor drains are required in floors that are water flushed for cleaning or that receive discharges of water or other fluid waste from equipment, or in areas where pressure spray methods for cleaning equipment are used		
Except where only pre-packaged, individual portioned items are offered, there shall be at least one three-compartment sink for washing, rinsing and sanitizing of utensils and equipment ( <i>A mechanical, ware washing machine (dishwasher) does not allow for exemption from the requirement of at least one 3 compartment sink</i> )		
Each compartment of the three- compartment sink shall be large enough to accommodate immersion of the largest utensils and equipment. Provide dimension of each compartment sink (LxWxD) -----		
Rack above the three- compartment sink shall be self-drain		
A handwashing facility shall be located to allow convenient use by employees in food preparation, food dispensing, ware-wash room, toilet rooms, and wait stations where ice is scooped. ( <i>Hand wash sinks shall be located within at least twenty-five (25) linear feet in <b>each</b> room/area</i> )		
Handwash sink shall be equipped to provide water at a temperature of at least 100 degrees Fahrenheit; A self-closing, slow-closing, or metering faucet shall provide a flow of water for at least 15 seconds without the need to reactivate the faucet		
Hand wash sink located within 18 inches of food prep areas shall have splash guards		
At least one service sink or mop sink shall be provided.		
Exposed utility service lines and pipes shall be installed so they do not obstruct or prevent cleaning of the floors, walls, or ceilings. Exposed horizontal utility service lines and pipes may not be installed on the floor ( <i>There shall be adequate space between the utility lines and floor, and between utility lines and walls</i> )		

Dispensing utensils if used with moist food such as ice cream or mashed potatoes shall be stored in running water/dipper well of sufficient velocity to flush particulates to the drain		
A separate dump sink must be provided in bars, juice bars, drink and coffee stations where soiled glasses, pitches and blenders are emptied and/or staged for washing		

<b>DESIGN, INSTALLATION AND EQUIPMENT</b>	<b>YES</b>	<b>N/A</b>
Commercial grade, NSF or ANSI approved equipment are required for a commercial kitchen. Residential refrigeration units and freezers are not permitted in a commercial kitchen Refrigeration for all children’s meals in a Daycare setting must be commercial grade Water heater capacity_____		
Mechanical ventilation must be provided so that all area, including restrooms, are kept free from excessive heat, steam, condensation, vapors, or objectional odors		
Manual dispensing utensils used by customers at bulk food bin must have self-closing lid and the scoop must be tethered at length that does not allow the scoop to contact the floor, and scoop holder must be attached to the bin or adjacent to the bin		
Unwrapped food on display such as smorgasbord, salad bars, buffets, etc. shall be protected against contamination from customers by easily cleanable sneeze guards and it shall meet current NSF standards (minimum height shall be 18”)		
Separate rooms shall be provided for laundry facilities except that such operations may be conducted in storage rooms containing only packaged foods or packaged single-service articles		
Counter-mounted equipment that is not easily movable shall be elevated on legs that provide at least 4-inch clearance between the table and the equipment		
Floor-mounted equipment that is not easily movable shall be sealed to the floor or elevated on legs that provide at least 6-inch clearance between the floor and the equipment		
Ice machines, if used, must not be located near sources of potential contamination, such as exposed sewer lines, open stairwells, etc. Drains must have a minimum 1” air gap.		
Food contact surfaces must be impervious to liquids, must not be painted, and must be accessible for cleaning and inspection		
If the opening to the outside is near an exterior trash receptacle, grease trap or other insect attractant, an automatic air curtain above the door, or other effective means is required.		

<b>PROPOSED MENU/OPERATION</b>	<b>YES</b>	<b>N/A</b>
Include all proposed menu items submitted with floor plans		
Specialized processes (e.g., acidified sushi rice, onsite ROP) must submit a request for variance.		
Description of food service operation.		

**ADDITIONAL REQUIREMENTS:**

- Grease trap service ticket/contract shall be provided (if applicable).
- Certified food manager shall be present on site during all hours of operation.
- All employee’s handling food or utensils, except certified food managers, shall obtain food handler certificate within 30 days of hire.
- Establishment shall show service ticket/contract for monthly pest service.

**Requirements for Remodeling:**

If this is a remodel and the establishment will continue to operate during remodeling:

- it is required to have restrooms that comply with regulations at all time; Portable restrooms may not be used unless they contain hand sinks with hot and cold running water under pressure.
- Areas being remodeled must be partitioned off with dust barriers at all times.
- Plumbing fixtures within operating areas must be operational and supplied with hot and cold running water and working sewer at all times.

Please provide details as to how this will be accomplished:

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Submitter: \_\_\_\_\_

Title: \_\_\_\_\_

**If you wish to change plans that have already been approved the changes must be submitted in writing for approval.**

**Regulations are subject to change.**

*Please contact an Environmental Health representative for questions: 214-509-4180  
or via email to [health@cityofallen.org](mailto:health@cityofallen.org)*