



ENVIRONMENTAL HEALTH DIVISION

GUIDELINES FOR: NEW and REMODELED FOOD ESTABLISHMENTS

Including: Restaurants, Convenience Stores, Grocery Stores, and Daycares

SECTION I – PLAN and PERMIT SUBMITTAL REQUIREMENTS

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

A. Plan Submittal Procedures

1. Submit three (3) sets of plans to the Building Department along with the Building Permit and/or Certificate of Occupancy (CO) Application.
2. All plans must be submitted to the Building Department, which will route the plans to relevant departments.
3. Comments will be sent to the applicant indicating required changes, or requesting additional information.

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

Plan submittal must include the following:

1. Food service details including full floor plan with all equipment depicted on plans as well as manufacturer's specification sheet. Only commercial grade equipment is permitted in commercial kitchens;
2. Identify each room with function and purpose, including food preparation, food service, food storage/dry storage, utensil-washing areas, dressing rooms, locker rooms, toilet rooms and vestibules;
3. Finish schedules of all areas;
4. Grease interceptor calculations (number of gallons) and proposed location;
5. Water heater calculations;
6. Above ground grease waste storage container location, where applicable.
7. Reflected ceiling plan;
8. Full menu depicting Consumer Advisory-disclosure and reminder locations (not applicable for establishments serving a highly susceptible population).
9. Completed "Health Permit Application" submitted with correct fees and copy of Food Manager Certification.

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 wash rooms;
3. Manufacturer's specification sheets of all proposed new equipment;
4. Finish schedules of all areas;
5. Grease interceptor size and location identified;
6. Water heater size if existing is to be used;
7. Where applicable, note above ground grease waste storage container location;
8. Full menu depicting Consumer Advisory-disclosure and reminder locations (not applicable for establishments serving a highly susceptible population).
9. Completed "Health Permit Application" submitted with correct fees and copy of Food Manager Certification.

D. Change of Owner ONLY (currently operating, 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. Identify all food service areas, bars, outdoor areas, storage, and wash rooms;
2. Full menu depicting Consumer Advisory-disclosure and reminder locations (not applicable for establishments serving a highly susceptible population);
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 remodel, name change or ownership change;
2. Submit a Health Permit application to the Permit Department;
3. A Health permit is valid only with a valid Certificate of Occupancy (CO);
4. A Health permit, along with the CO 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 food establishments), and it 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 your respective inspector. If there are any active Holds on the permit and or site plans, those need to be addressed prior to scheduling an inspection.
7. A Health Final is approved if 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.

SECTION II – CONSTRUCTION / FACILITY REQUIREMENTS

A. WALLS AND OUTER OPENINGS

1. The walls of walk-in refrigerating units, food preparation areas, dry storage areas, food service including but not limited to drink/coffee stations, food storage areas, equipment and utensil washing areas, toilet rooms and vestibules shall be light-colored, smooth, nonabsorbent and easily cleanable, such as FRP (fiberglass reinforced paneling), stainless steel, ceramic, quarry or terrazzo tile or equivalent material as approved by the regulatory authority and must be up to at least 10 (ten) feet high.
2. Walls located adjacent to cooking equipment that utilizes high heat require stainless steel sheeting.
3. Installation of air curtains are required at all rear exterior doors and overhead doors, leading directly into food service or utensil washing areas and self-closing doors at drive through windows.
4. Dry storage area painted with Epoxy type paint may be approved depending on field inspection observations. (discretion of local Health Authority.)

B. FLOORS

1. Floors and floor coverings of all food preparation, food service including but not limited to drink/coffee stations, salad bars, sushi bars, and buffet stations, bars, food storage, utensil-washing areas, walk-in refrigerating units, dressing rooms, locker rooms, toilet rooms and vestibules shall be light in color and constructed of smooth durable material such as terrazzo, ceramic or quarry tile, as approved by the regulatory authority. A coved base tile must also be used in these areas.
2. Walk-in Freezer Units. Sealed concrete may be used in walk-in freezer units maintaining a temperature of zero (0) degrees Fahrenheit or below. Cove based tile may be required by local Health authority if deemed necessary.
3. 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.

C. CEILINGS AND LIGHTS

1. The ceilings of walk-in refrigerating units, food preparation areas, dry storage areas, food service such as drink/coffee stations, salad bars, sushi bars, food storage areas, equipment washing and utensil washing areas, toilet rooms and vestibules shall be light colored, smooth, nonabsorbent and easily cleanable, such as vinyl coated ceiling tiles.
2. Light fixtures must be shielded over, by, or within food storage, food preparation, food service and food display facilities and facilities where utensils and equipment are cleaned and stored. Teflon coated safety bulbs are permitted.

D. TOILET ROOMS

1. The walls of toilet rooms shall be constructed of a smooth, durable, and easily cleanable surface such as FRP (fiberglass reinforced paneling), or ceramic, quarry, or terrazzo tile, and must be installed to a height of at least four (4) feet above the floor.
2. All restrooms require floor drains.
3. Restrooms are required in establishments with on-site consumption.
4. Self-closing latches are required on all restroom doors.
5. A toilet room shall be provided for the employees during all business hours and shall be located within food establishment premises.

SECTION III – SINKS and WASHING REQUIREMENTS

A. SINKS

1. Grease Traps shall be located outside the building.
2. A three-compartment sink for washing, rinsing and sanitizing of utensils and equipment is required. Sinks shall be large enough to permit the complete immersion of utensils and equipment.
3. A mechanical, ware washing machine (dishwasher) does not allow for exemption from the requirement of at least one 3 compartment sink.
4. Hand wash sinks are required to be located within twenty-five (25) linear feet of food preparation and utensil washing areas. Additionally, those HWS located within 18 inches of food prep areas must have splash guards. A sign or poster that notifies employees to wash their hands shall be provided at all handwashing sinks used by food employees and shall be clearly visible to food employees.
5. A utility sink - Or curbed cleaning facility with a floor drain for cleaning mops etc. is required for all food and beverage establishments. (This is in addition to utensil washing sinks). Fixtures must have a built-in back flow preventer.
6. All sinks - must be provided with hot and cold water, and equipped with a combination faucet.

B. PLUMBING

1. Hot Water. Water under pressure at the required minimum temperature of one-hundred (100) degrees Fahrenheit must be provided to all hand-wash sinks and lavatories throughout the food establishment.
2. Automatic fire extinguisher tanks - If used, these must be installed outside food preparation areas, or in a metal case.
3. 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.
4. Grease trap/debris interceptor - must be installed according to local plumbing codes and must be located outside of the establishment. The size will be determined by the Building Inspection Department.

SECTION IV – EQUIPMENT and INSTALLATION

A. EQUIPMENT

1. Commercial grade, NSF or ANSI approved equipment are required for a commercial kitchen.
2. Residential refrigeration units and freezers are not permitted in a commercial kitchen.
3. Equipment and utensils - Must be designed and fabricated for easy cleaning/durability under conditions of normal use, must be resistant to denting, buckling, pitting, chipping, and crazing. Equipment that meets or exceeds standards of the National Sanitation Foundation is approved and recommended for use in the City of Allen.
4. Food contact surfaces - Must be impervious to liquids, must not be painted, and must be accessible for cleaning and inspection.
5. Non-food contact surfaces - Exposed to splash, food debris, or that requires frequent cleaning, must be smooth and washable. Surfaces must also be free of unnecessary ledges, projections or crevices, and readily accessible for cleaning. Surfaces must be constructed of such material and in such repair as to be easily cleanable.

6. Floor-mounted equipment - Must be on six-inch high “bullet” legs, rollers, sealed to the floor, or on a smooth concrete or masonry platform. Space must be provided between walls, fixtures and other equipment to permit free access for cleaning. Gaps between equipment must be sealed.
7. Exposed wood or particleboard - Is not permitted in food preparation areas, utensil washing areas or walk-in refrigerators.
8. Walk-in coolers - Floors, walls and ceilings must be constructed of nonabsorbent material. Wood surfaces are not permitted. Drains must be located outside of coolers in accordance with the plumbing code.
9. Auxiliary Equipment - Such as a water heater, remote refrigerator, compressor, or air conditioner may not be located in food preparation or utensil washing areas.

NOTES:

- A Monthly Pest Control Service Contract must be in place at the time of Health Final.
- Certified Food Manager (CFM) and Food Handler Cards are required of all employees (<http://www.dshs.texas.gov/food-managers/default.aspx>). One CFM must be present during all business hours.
- Establishments applying for special exception for Dog Patios must check the required section on the health application and meet applicable requirements.
- These are Health requirements only. These requirements are to be used in addition to requirements of other City departments and divisions, and are not to be interpreted as replacing other Department's requirements in any way.

Please contact an Environmental Health representative for questions at [214-509-4160](tel:214-509-4160).