

PUBLIC HEALTH DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH



PLAN REVIEW APPLICATION

TYPE OF PROJECT

Retail Food Facility

PROVIDE A BRIEF DESCRIPTION OF THE PROJECT AND WORK TO BE CONDUCTED

IF A FOOD FACILITY OR POOL GIVE THE APPROXIMATE COST OF THE PROJECT:

\$

PROJECT IDENTIFICATION

NAME OF PROJECT, BUSINESS, OR FACILITY: _____

STREET ADDRESS OR PHYSICAL LOCATION: _____

TELEPHONE NUMBER (If such number exists): _____

CONTACT INFORMATION

Please provide information regarding who should be contacted regarding plan approval, disapproval, or any needed clarifications or corrections.

CONTACT PERSON: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE OF PLAN REVIEW APPLICANT

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

Computer No.

District No.

PLAN REVIEW BILLING INFORMATION

Please note that ALL plan reviews are charged on a time and materials basis for actual costs incurred by the Department. In some cases, a deposit is required to be paid at the time of plan submittal from which costs are subtracted by the Department. If the amount of the deposit proves inadequate to cover department costs, the individual indicated below would be billed the remaining balance after completion of the plan review. Any remaining deposit balance after completion of plan review will be credited or refunded. For very small projects, a deposit might not be required and the cost would be charged to the person indicated below after the review is completed.

CONTACT NAME FOR BILLING: _____

MAILING: _____
Street # & Name or PO Box # City State Zip

OTHER: _____
Telephone Cell Phone E-mail

BUSINESS OWNER INFORMATION

NAME: _____

MAILING: _____
Street # & Name or PO Box City State Zip

OTHER: _____
Telephone Cell Phone E-mail

SIGNATURE OF PLAN REVIEW APPLICANT

PRINT NAME: _____

RELATIONSHIP TO THIS PROJECT:

Owner Contractor Architect Other: _____

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

Computer No. District No.

Food Facility Plan Submittal Checklist

Imperial County Public Health Department
 Division of Environmental Health
 797 Main Street, Suite B, El Centro, CA 92243
 Tel. (760) 336-8530 Fax (760) 352-1309

The intent of this form is to assist the applicant in submitting a complete plan. A complete plan submittal allows the Department to perform the review at maximum efficiency. This form is for the applicant's personal use. For detailed information regarding requirements please refer to the California Retail Food Code or to the Imperial County Food Establishment Construction & Plan Submittal Guide.

UNPACKAGED FOOD FACILITY

Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three identical sets of plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan showing locations of food facility & refuse storage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plan drawn to scale, readable, and in ink
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All equipment drawn on floor plan and labeled
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment schedule with make and model numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finish schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food menu
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage shelving (min. 96 linear ft.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee change room or lockers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed exhaust hood drawings, including plan view & elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three compartment sink with integral drain boards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food preparation sink with drainboard or adjacent table
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand washing sink(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Janitorial Sink
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water heater location and proposed energy input (KW, BTU, or Gallons Per Hr.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee restroom(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public restroom(s), if required

PACKAGED FOOD FACILITY:

Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three identical set of plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan showing locations of food facility & refuse storage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plan drawn to scale, readable, and in ink
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All equipment drawn on floor plan and labeled
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage shelving
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Janitorial sink
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water heater location and proposed energy input (KW, BTU, or Gallons Per Hr.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee restroom(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public restroom(s), if required

IMPERIAL COUNTY PUBLIC HEALTH DEPARTMENT
DIVISION ENVIRONMENTAL HEALTH
797 Main Street, Suite B, El Centro, CA 92243
Tel. (760) 336-8530 Fax (760) 352-1309

Food Establishment Construction & Plan Submittal Guide

NOTE: *Numbers in parenthesis refer to section numbers in the California Uniform Retail Food Facilities Law. Unless otherwise noted.*

- Submit three sets of plans to the Department with a completed Plan Review Application. (Application Form is included with this information, along with other useful forms.) The plans must show all areas of the food establishment. **(113915)** Details and information to be included on the plans are as follows:
- Provide a written description of the types of operations and types of foods intended to be handled.
- Indicate the approximate number of employees of each sex which will be present during each work shift.
- Provide a floor plan on which the following are depicted:

Plumbing fixtures including sinks, floor sinks, floor drains, and sanitary fixtures in the restrooms.

Equipment layout with each item identified.

- Provide relative locations of light fixtures in each area of the establishment.
- Provide an equipment list with complete specifications for each item. Also include NSF, UL, or other certifications.
- If cooking equipment is intended, provide a diagram of the required exhaust ventilation systems, along with calculations of air velocities and volumes both for air to be exhausted and for make up air into the cooking area. Describe verbally how make up air will be provided and depict in a diagram where the make up air will enter the room in relation to the exhaust system. Provide complete specifications on materials to be used and their method of assembly to promote cleaning and safety. The ventilation portion of the plans must be completed by a qualified professional.
- Provide a complete finish schedule for all rooms or areas, stating the type of finish material on all floors, floor coving, walls, and ceilings. Also provide the color of walls and ceilings.

The remainder of this checklist describes the physical standards required of food establishments. The plans and information supplied to the Division of Environmental Health Services must describe how each standard will be met either diagrammatically, verbally, or both.

WALLS AND CEILING

- The walls and ceilings, of food preparation areas, utensil washing areas, interior surface of walk-in, waitress station areas, area where open food is stored, and restrooms, must be smooth, non-absorbent, light colored, and easily cleanable, with no holes, and proof against insects. Exception: dining areas, serving areas used by the public, bar areas and rooms where food is stored in unopened containers. ***(Note: painted block walls are not acceptable). (114030, 114145, 114155)***
- Wall areas adjacent to bar sink shall be smooth, non-absorbent and easily cleanable. ***(114155)***

FLOORS (See Attachment IIIA for more information)

- Floor surfaces in all areas in which food is prepared, packaged, or stored, where any utensil is washed, where refuse of garbage is stored, and where janitorial facilities are located, in all toilet hand washing areas, and in employee change area shall be commercial grad, smooth, durable, non-absorbent, and easily cleanable ***(sample may be required)***. Flooring must continue up the wall four inches, in a seamless manner, forming a 3/8-inch minimum radius cove as an integral unit with the floor. ***(114150)***

Exceptions: Coving is not required in dining and waiting areas. No coving required in areas where food is stored only in unopened original containers, or customer areas of a retail market.

- Floor drains are required in floors that are water flushed for cleaning and where pressure spray methods for cleaning equipment are used. Floor surfaces in these areas shall be sloped 1:50 ***(1/8 inch per foot)*** to floor drains. ***(114150(b))***

RESTROOMS

- Employee Toilet Facilities ***(114105)***:
 - 4 or less employees - 1 employee restroom is required.
 - 5 or more employees ***(with both sexes employed)*** - 2 employee restrooms, one women's and one men's, are required.

Patron Toilet Facilities:

- 2 restrooms, available to the public, are required in restaurants and deli operations where food is consumed on the premises. **(UPC App C)**
- Food establishments, 20,000 square feet of floor space or more, must provide public restrooms; one women's and one men's. **(114120, 114125, 114130)**
- Restrooms for the public must be situated so patrons do not pass through food preparation, food storage or utensil washing area. If all pertinent code sections are satisfied, restroom facilities may be shared by employees and patrons. **(114105)**
- Must provide urinal in men's room, backflow prevention required. **(Public Restroom only) - (UPC 1003 and App C)**
- Provide toilet and toilet paper in wall mounted dispenser.. **(114105)**
- Provide lavatory in or adjacent to each restroom with hot and cold running water through a mixing faucet. Soap and single service towels must be provided in wall-mounted dispensers. Hot air blowers may be used instead of sanitary towels. **(114115)**
- Restrooms shall not be used for the storage of food, equipment, or supplies. **(114105)**
- Restroom doors must be self-closing and tight fitting. **(114105)**
- Restrooms must be provided with adequate ventilation. **(If mechanical ventilation is provided then it is required to be interconnected with a light switch).** **(114140)**

STORAGE

There must be adequate storage areas separated from food and utensil storage and restrooms for:

- employee clothing and personal articles. **(114135)**
- mops, cleaning equipment and chemicals. **(114165)**
- Must provide adequate storage space for food. **(114080)**
- Must provide adequate and suitable space for storage of clean linens, towels, tablecloths, and cleaning cloths. **(114160)**
- Wooden shelves must be suitably sealed with varnish or equivalent so as to be smooth and non-absorbent. **(114090)**

- Storage shelves must be installed on six inch high round metal legs, cantilevered or installed in conjunction with a permanent, properly sealed four inch high continuously covered base. **(114080 and NSF Standards)**
 - Where tracks or channels are installed as sliding door guides for storage cabinets, they may not be recessed and a minimum of two inches of the track must be removed from each end of the door opening for cleanability. **(114090)**
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INSTALLATION REQUIREMENTS FOR PIPING AND ELECTRICAL CONDUITS

- All exposed plumbing, water, and gas lines and electrical conduits must be installed at least six inches above the floor and at least 1/2 inch away from walls. An effort shall be made to enclose all plumbing, gas, and electrical lines within walls, and will be required in new construction. **(114155)**
 - Where pipes enter a wall, ceiling, or floor the opening around the line must be tightly sealed. **(114145, 114030)**
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LIGHTING REQUIREMENTS

- Provide a minimum of 20 foot candles of light in food handling and utensil-washing areas. Provide a minimum of 10 foot candles of light in storage, toilet, and dressing rooms. **(114170)**
 - Adequate lighting is required for cleanup purposes in all areas, including bar areas. **(114170)**
 - Light fixtures in food processing areas and open food storage areas must be shatterproof or be protected with shatterproof shields. **(114170)**
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PLUMBING REQUIREMENTS

GENERAL PLUMBING REQUIREMENTS:

- Must provide an approved sewage disposal system and potable water supply. **(114100, 114095)**
 - The potable water supply shall be protected with a backflow or back-siphonage protection device. **(114095)**
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FLOOR SINKS: (114100)

- All food processing and utensil washing sink drains must be indirectly connected to the sewer through floor sinks.

- All food related equipment which generates condensate or similar liquid wastes shall be drained by means of indirect waste pipes into a floor sink. Ice cream scoop dip wells must also drain to floor sinks. Floor drains are not to be used in lieu of floor sinks.
- Self-contained refrigerators with evaporator units may be acceptable in lieu of floor sink drainage for clear condensate only. Walk-in refrigeration units and ice makers will require floor sink drainage due to large volume of liquid waste generated. Indicate on the plan the type of existing or proposed refrigeration equipment drainage (*i.e., self-contained evaporator or floor sink*).
- Condensate drain lines shall drain to an approved floor sink located within the establishment. The floor sink must not be located more than 15 feet away from the condensate producing equipment. Also, floor sink may not be located within walk-in.
- Floor sinks must be accessible for cleaning. All floor sinks must be at least half exposed or be in line with the front face of elevated freestanding equipment.
- A protective enclosure will be required around the backside of half exposed floor sinks where the floor sink is installed under curb or base mounted equipment (*e.g., storage cabinets, display refrigerators, etc*).
- Provide easily removable (*without the use of tools*) safety grates on exposed floor sinks.
- Drain lines must discharge at least one inch above the floor sink. Any lateral lengths of drain pipe, if not installed inside the wall, must be installed at least 6 inches above the floor and at least 1/2 inch away from walls and shall not cross aisles, foot traffic areas, or door openings.
- Dishwashing machines may be connected directly to the sewer immediately downstream from a floor drain or they may be drained through a floor sink. **(114100)**

SINKS

- All sinks must be equipped with hot and cold water dispensed from mixing faucets. Hot water must be 49 Celsius (**120 degrees Fahrenheit**). **(114090, 114095)**
- Provide an approved mop sink or basin protected by an integral backflow device. **(114165, 114095)**
- Provide handwashing facilities conveniently located within processing areas as determined by the Health Department. Handwashing sinks must be provided with soap and towels in dispensers attached to walls. **(114115)**
- Other sinks required: **(114090)**
- Where food or beverage is prepared or dispensed, or where multiuse kitchen utensils are used, it is required that a 3-compartment metal sink be installed. The

sink must be equipped with dual integral, sloped, metal drainboards. **NOTE: Size of compartments and drainboards of sinks must be large enough to accommodate the largest vessel or utensil used. Compartments must also be sized to receive grease filters from the exhaust ventilation hood.**

- When a dishwasher is installed, a 3-compartment sink with dual, sloped, integral drainboards is still required to be installed.
- A separate food preparation sink may be required as determined by the health department. The food preparation sink shall have a minimum dimension of 18 inches by 18 inches in length and width, and 12 inches in depth with an integral drainboard or adjacent table at least 18 inches by 18 inches in length and width. **(114163)**
- In food establishments where ice cream is scooped from containers, free-flowing water wells designed for receiving the ice cream scoop between usages must be provided within the immediate area of ice cream serving activity.

DISHWASHING MACHINES (114090)

- Must conform to NSF standards.
- Spray-type dish machines designed for hot water sanitizing must be equipped with a self-sealed temperature and pressure test plug. The test plug shall be located immediately upstream of rinse manifold in a horizontal position and on the machine exterior.
- Integral metal drainboards shall be provided.
(Exception: Undercounter dishwashing machines).
- Adequate ventilation shall be provided above heat sanitizing dishwashing machines. **(Exception: undercounter dishwashing machines). (UMC 1985)**

GENERAL EQUIPMENT INSTALLATION

- All used equipment is subject to approval by this Agency as determined at the time of preliminary and/or final inspections. **(114090)**
- All equipment shall meet or be equivalent to applicable National Sanitation Foundation **(NSF)** standards. All used equipment and utensils must be in good repair. **(114065, 114090)**
- All equipment, including shelving, must be supported by six inch high metal legs, castors, or completely sealed in position on a four inch high continuously covered base or concrete curb to facilitate ease of cleaning. **(114090)**

- All stationary equipment, not mounted on six inch high legs, must be sealed in position with an approved sealant (*i.e., seal the juncture between equipment and the floor, seal the crack or space under cabinets or equipment installed on an elevated four inch island or curb*). Silicone sealant is an approved type material. If joints or cracks are too wide (*more than 1/8 inch*), connector strips or flashing may be necessary, used in conjunction with a sealant. **(114090)**
 - Cooking equipment must be spaced six inches apart and six inches from adjacent walls, or the equipment may be flashed together and to the walls. Another option is to provide commercial castors and quick disconnect gas lines when allowed by building codes. **(114090)**
 - Sneeze guard protection must be provided where unwrapped or uncovered food is displayed or customer self-service of foods is proposed. Detailed elevations of sneeze guards and related equipment are required. **(114080(b))**
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VENTILATION (See Attachment IIA & IIB for more information).

- All areas shall have sufficient ventilation to facilitate proper food storage and to provide a reasonable condition of comfort for any employee, consistent with the job performed by the employee. **(114140)**
- Exhaust Ventilation must be provided Over Cooking Equipment. **(114140)**
- Air velocity in duct system of type 1 hood must not be less than 1500 feet/minute and not exceed 2500 feet/minute.
- Type 1 hoods must be equipped with approved grease filters and with the proper number, size, and arrangement of grease filters as will permit the required quantity of air to pass through such units at rates not exceeding those for which the filter or unit was designed or approved.
- If grease filters are designed to be removed for cleaning, they should be sized so they may be passed through a dishwashing machine or cleaned in utensil washing sink.
- Grease filters shall be installed at an angle not less than 45 degrees from the horizontal and shall be equipped with a drip tray beneath the lower edge of the filters.
- For canopy-type commercial cooking hoods, the inside edge thereof shall overhang or extend a horizontal distance of not less than 6 six inches beyond the edge of the cooking surface on all open sides and the vertical distance between the lip of the hood and the cooking surface shall not be more than four (4) feet.
- Minimum distance between the lowest edge of a grease filter and cooking surface or the heating surface:
- No exposed flame, e.g. grills, french fryers, etc. = 2 ft.

- Exposed flame and burners = 2 ft.
- Exposed charcoal and charbroil type fires = 3-1/2 ft.
- Calculations for canopy hood must conform to the type of cooking equipment to be installed. **(Use formulas listed on UMC, Chapter 20, Section 2003, g).**
- Calculations for non-canopy type hood-to-duct system shall not be less than 300 CFM per lineal foot of cooking equipment.
- Makeup air must be supplied to the room equal to the amount of air to be exhausted. Makeup air diffusers shall be located to prevent short-circuiting of air furnished to the exhaust system. The exhaust and make-up air systems shall be connected by an electrical interlocking switch.
- Any exhaust outlet within the hood shall not serve more than a 12 foot section of hood.
- Metal flashing must be mounted to the wall(s) behind or adjacent to cooking equipment from the lower hood edge to the top of the floor, coving, and spanning the width of the hood.

(The above listed ventilation regulations pertain to Health Department concerns and do not cover the complete regulations that must be adhered to when constructing and installing the ventilation system. Please refer to the current edition of the Uniform Mechanical Code, Chapter 20, for the complete regulations).

WALK-IN REFRIGERATION UNITS (114090)

- The refrigeration units must conform with selected NSF standards and be completely flashed to the building's walls and ceiling on all sides.
- Concrete floors are to be sealed with an approved clear type grease, oil, and acid resistant sealer. Provide floor sealer specifications prior to application.
- Install an approved four inch high coved base at the floor/wall juncture. The base must have a minimum 3/8 inch radius at the floor/wall juncture.
- Provide information regarding the interior construction and finish. Batten-type construction is not approved.
- The lowest shelf in the cooler shall be at least six inches off the floor. All shelves are to be supported by six inch high, round metal legs or be cantilevered. In all cases the shelving must be so constructed and installed as to be easily cleaned. Castor may be used on small easily movable dollies to conserve interior storage space.
- Install adequate lighting with safety vapor globe covers

- Drain lines and electrical conduit must be at least six inches off the floor and at least 1/2 inch away from walls.
 - All walk-in refrigeration units must open into an approved food handling areas.
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DRIVE THROUGH WINDOWS

- Drive through or walk-up food service windows cannot exceed 216 square inches. ***(Exception: window can be as large as 432 square inches if protected by air curtain with approved minimum air velocity).***
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LIVING ACCOMMODATIONS

- No sleeping accommodations shall be maintained or kept in any room where food is prepared, stored, or sold. All living and sleeping quarters shall be separated from the food establishment. No door or other opening shall be permitted in the partition which separates the food establishment from the living and sleeping quarters. ***(114175)***

NOTE: The requirements contained in this checklist pertain to food establishments as defined by Section 113780 (H & S). All other types of food facilities may have additional or different requirements specific to each class of operation as defined by the California Uniform Retail Food Facilities Law.

Building and Fire Department approvals are required prior to construction.

Address: _____ DBA: _____	FINISH SCHEDULE	Date: _____
		Owner's Name: _____

AREA	FLOOR	FLOOR BASE	WALL	CEILING

**COMMERCIAL HOODS/MECHANICAL EXHAUST
DATA INFORMATION SHEET
IMPERIAL COUNTY
DIVISION OF ENVIRONMENTAL HEALTH**

Provide the following information concerning mechanical exhaust and hood design (3 sets required):

1. Size of hood: _____

2. CFM: _____

3. Size of duct: _____

4. Number of grease filters: _____

5. Size of grease filters: _____

6. Rating of filters (CFM or FPM): _____

7. Make-up air (CFM): _____

8. Elevated drawing of hood and equipment:

Job Address: _____

Operator's Name: _____ Phone: _____

Doing Business as: _____

Contractor: _____ Phone: _____

