

Name of Project: _____

Introduction

Plans accepted by the Environmental Health Plan Check Section are required to include certain pertinent information. If this information is not provided, the plan check review cannot be completed.

Checklist for food establishment submittals

The following is a checklist of information needed at plan check submittal. Provide the page number(s) where information has been provided.

INFORMATION	PAGE #	
<p>One (1) set of plans at initial submittal. NOTE: Three (3) identical sets will be needed at time of final approval.</p>		
<p>Site Plan with refuse storage area showing on plan; outdoor refuse storage area or enclosure with non-absorbent material: easily cleanable, durable and sloped to sanitary sewer drain.</p>		
<p>Title Sheet:</p> <p><input type="checkbox"/> Name of establishment</p> <p><input type="checkbox"/> Address of establishment</p> <p><input type="checkbox"/> Owner or contractors address</p> <p><input type="checkbox"/> Contact phone number</p>		
<p>Floor Plan showing all equipment (minimum ¼" = 1 ft.) All equipment shall be labeled to correspond with equipment schedule.</p>		
<p>Make, Manufacture and Model Number or Specification Sheets for all food equipment.</p> <p>NOTE: Provide specification sheets numbered to match plans. All food equipment must be certified or classified for sanitation by ANSI certified program.</p>		
<p>Building Structure:</p> <ul style="list-style-type: none"> • Will the building be demolished for the remodel? • Are all exterior doors self-closing? • Are all restroom doors self-closing? • Are any exterior walls or windows openable? • Are there any roll-up doors or windows? 	Yes	No
<p>Plumbing Plan (minimum ¼" = 1 ft.):</p> <p><input type="checkbox"/> Hot and cold water lines</p> <p><input type="checkbox"/> Waste lines: Label all floor sinks and drains. Show which equipment drains indirectly or directly to sewer.</p> <p><input type="checkbox"/> Water heater information (Size, Recovery Rate, BTUS or KWS)</p>		
<p>Restrooms shall be accessible without going through prep, warewashing, or food storage areas unless Route of Access complies with the exception (Separation of 3 ft. from food prep and with a Rail/Wall 3 ft. in height).</p>		
<p>Warewashing:</p> <p><input type="checkbox"/> Multi-use kitchen and/or customer utensils.</p> <p><input type="checkbox"/> Three-(3)-compartment-sink with attached drainboards, indirectly connected to sewer (minimum requirement).</p> <p><input type="checkbox"/> Dishwasher w/ pre-rinse facilities.</p>		

Continued

Checklist for food establishment submittals,
continued

INFORMATION	PAGE #
Handwashing Sink located in <u>each</u> prep area.	
Mop Sink	
<p>Prep Sink: Minimum 18" x 18" x 12" with one 18" attached drainboard or an 18" prep table adjacent to the prep sink. Indirect waste connection to floor sink(s).</p> <p>NOTE: Any washing, thawing or soaking of food items requires a prep sink. Not required when food items are pre-packaged or pre-prepared at another approved facility.</p>	
Light Plan (minimum ¼" = 1 ft.) - all overhead lighting.	
Ventilation Plan (minimum ¼" = 1 ft.) - HVAC supply & return locations.	
<p>Exhaust Hood: Detailed drawings, specifications, and calculations. 100% make-up air required and electrically interconnected with exhaust system. Air balance schedule required if make-up air does not equal hood exhaust.</p>	
<p>Finish Schedule for all rooms and walk-in boxes. Samples may be required.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Floors: smooth, durable and non-absorbent. <input type="checkbox"/> Cove base: minimum 4" high with 3/8" radius integral with floor. <input type="checkbox"/> Walls shall be smooth, washable in warewashing, food prep, janitorial, employee restrooms and open food storage areas. <input type="checkbox"/> Ceiling shall be smooth, washable with no exposed plumbing or electrical in warewashing, food prep, janitorial, employee restrooms and open food storage areas. 	
<p>Storage Areas:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Storage of food (Minimum 144 square feet (sq. ft.) for restaurant, 72 sq. ft. for such small facilities as bars, produce dept., beverage only, etc. More storage may be required in facilities with more than 100 seats or greater than 400 sq. ft. of prep area) <input type="checkbox"/> Will you be doing any catering? (requires more storage) <input type="checkbox"/> Employee clothing and/or personal effects (lockers, designated cupboards) <input type="checkbox"/> Cleaning agents, supplies, and poisons (enclosed shelving) 	
<p>Menu Required: Provide a menu</p> <ul style="list-style-type: none"> <input type="checkbox"/> Will any raw meat, poultry or seafood be cooked? 	
<p>Utilities:</p> <ul style="list-style-type: none"> • Water provided by: _____ • Sanitary sewer provided by: _____ 	