



## PLAN REQUIREMENTS AND SPECIFICATIONS

New ♦ Remodeled ♦ Change of Ownership  
(Food service establishments and Retail food stores)

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For a complete plan review, architectural drawings, to scale, must be submitted containing the information set forth below. This list, while not necessarily complete, points out principle areas of concern required for our evaluation.

**1) FLOOR PLAN OPERATION**

Designation of various areas: serving, food preparation, dry storage, toilet, seating arrangements, employee break area, etc.

**2) EQUIPMENT PLAN, SCHEDULE AND BROCHURES**

The location of equipment and fixtures shall be shown on plans, along with a numerical equipment schedule. Equipment brochures with the proper numerical listing shall include the manufacturer's name, model number and descriptive information. Used or pre-owned equipment shall be approved prior to purchase or installation. Please specify if equipment will be installed on legs or casters. Equipment on legs may be sealed to the wall.

**3) EQUIPMENT SPACING AND AISLE SPACE**

Stationary equipment shall be spaced four (4) inches apart and six (6) inches or more from the walls, per industry standards, to facilitate cleaning. If equipment is mounted on approved four (4) inch casters and is easily moveable, it may be installed closer together. *Please note:* Only manufactured food service equipment lines may be sealed together. The minimum aisle space shall be 36 inches wide. See applicable city code.

**4) PLUMBING FIXTURES**

Location and type - including drainage provision for floors, utility sinks, evaporators from walk-in coolers, refrigerators, etc. All plumbing shall meet local and state plumbing codes.

**5) HOT WATER EQUIPMENT**

Manufacturer, type (indicate both regular and booster heaters), model number, storage capacity and recovery rates of both types. Indicate the location of equipment utilizing the hot water and subsequent piping needed. Place hot water heaters, etc., on six (6) inch legs.

**6) VENTILATION EQUIPMENT**

Cooking, dishwashing, storage areas and toilet room. Include the manufacturer, model number and rated capacity of the exhaust fans and make-up air system, including hood dimensions, type of material used and the size and location of all duct work. Exhaust hoods must be of corrosive-resistant materials and cannot be painted on the inside.

**7) FLOORS, WALLS AND CEILINGS**

Material and finished surface must be indicated. Concrete block walls, in order to be acceptable, shall be smooth-finished, sealed and painted so that residue may be effectively removed by normal cleaning methods.

- 8) UTILITY LINE, PIPE AND DUCT PLACEMENT**  
In remodeled facilities, all exposed line such as, but not limited to, electrical conduit, water supply pipes, drain pipes, vent pipes, fire suppression system pipes, gas pipes, CO2 lines, dish machine chemical feed lines and HVAC duct work shall be spaced one (1) inch away from the wall, ceiling or equipment, one (1) inch apart from one another and six (6) inches above floor level to facilitate cleaning. In new or extensively remodeled facilities, utility service lines, pipes, ducts, etc., shall not be unnecessarily exposed. Placement shall be inside walls, ceilings, floors or sealed chase. If some pipes, etc., are exposed, use proper spacing. Beverage supply lines shall be installed in PVC pipes, spaced one (1) inch off wall or in plastic guttering sealed to the wall. Seal both ends with foam, trim off excess foam when dry, and paint. *Note:* Please indicate on the plans the placement of the above mentioned items.
- 9) LIGHTING**  
Locations, type, size and intensity of illumination (in foot candles or wattage) must be shown. Protective light coverings must be provided in all food preparation, storage, dishwashing and refrigeration areas.
- 10) STORAGE AREAS**  
Indicate location and construction details of all food and single service storage areas.
- 11) GARBAGE, REFUSE AND COOKING OIL DISPOSAL**  
Indicate type and number of disposal containers or compactors needed, and whether placed on graded, machine-laid asphalt or concrete surfaces.
- 12) SPECIALTY STORAGE**  
Indicate where the storage cabinet for cleaners, toxins, and other cleaning items will be located. Show the locations of broom and mop racks and special use cleaning equipment storage. Provide clean linen storage and employee lockers.
- 13) MENU**  
A proposed menu for the establishment shall accompany the plan. Recipes may be required.
- 14) OFF-PREMISES CATERING AND/OR DELIVERY**  
Requires you to provide a menu and equipment brochures to include food delivery containers and delivery vehicle information.
- 15) FOODBORNE ILLNESS PREVENTION CLASS**  
A mandatory managers and supervisory personnel class shall have been attended prior to the issuance of the health permit and facility opening. Classes will be held at the Health Department office. Please contact your inspector for class scheduling.



*Special Note:*

All owners, architects and contractors shall be made aware of the following:

- 1) Plan modifications and equipment changes shall be approved by this department prior to implementation.
- 2) Conditions during remodeling may necessitate the closure of your facility until sanitary practices can be properly resumed.
- 3) Final inspection for the health permit shall take place when all construction is completed, equipment is certified and inspected as operational, the facility is cleaned and the foodborne illness prevention class has been completed.
- 4) When the health permit is issued, food delivery, preparation and service may begin.

**An early consultation to review preliminary plans will be to your benefit.  
Please contact this department to schedule an appointment.**

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