



**COUNTY OF DEL NORTE**  
COMMUNITY DEVELOPMENT DEPARTMENT

981 "H" Street, Suite 110  
Crescent City, California 95531

Fax (707) 465-0340

Planning (707) 464-7254	Engineering & Surveying (707) 464-7229	Roads (707) 464-7238	Building Inspection (707) 464-7253	Environmental Health (707) 465-0426
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**FOOD FACILITY PLAN CHECK: NEW OR REMODEL**

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Owners/Operators:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Property Owner if different from Business Owner:** \_\_\_\_\_

**New Food Facility:** \_\_\_ **Remodel Food Facility:** \_\_\_

Complete this information as thoroughly as possible; use N/A for Not Applicable. Business owner/operator(s) shall provide one set of plans, including the total square footage of the facility (See example plot plan). Business owner/operator(s) shall also contact the Building and Planning Department, as they will require plans and may have other building and zoning requirements.

- County of Del Norte County:
  - Building Division- (707) 464-7253
  - Planning Division- (707) 464-7254
- Food facilities located within the city limits shall contact the City of Crescent City Building and Planning Department.

A Plan Check Fee in the amount of **\$150.00** must be submitted with this application. Please remit the fee to: Del Norte Co. E.H. Division.

If there are any questions, please contact Environmental Health Specialist, Houawa Moua or Brian McNally, and (707) 465-0426.

Food Facility Plan Check Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

## **FLOORS:**

- \_\_\_ Floors shall be smooth, durable, non-absorbent, easily cleanable with an approved covered base in all food preparation/ packing/ storage/ utensil/ ware washing/ refuse storage/ janitorial/ toilet or hand wash areas.
- \_\_\_ Floor sink shall have a 1 inch minimum air gap (measured from end of drain pipe to upper edge of floor sink) and are required to receive **indirect** waste water fluid waste (all condensate and liquid waste) from the following equipment: dishwashers, three-compartment multiservice kitchen sinks, pot and pan sinks, food preparation sinks, ice machines and bins, display cases, refrigerator units, steam tables, drink dispenser units, espresso and coffee machines and similar equipment.

## **WALLS:**

- \_\_\_ Walls and ceiling must be smooth, durable, non-absorbent light, light covered, and washable. Unsealed bare wood, brick, block, rough plaster, or heavily textured gypsum boards are not acceptable.
- \_\_\_ All cracks, gaps, and holes are to be sealed to a smooth and easily washable finish, so as to meet the above description.
- \_\_\_ Walls behind all sinks and dishwashers shall be constructed of a waterproof material (fiberglass reinforced plastic (FRP), formica, stainless steel, or similar surfaces) from floor to 12 inches above sink.
- \_\_\_ All unfinished surfaces shall be sealed with a gloss or semi-gloss, epoxy, varnish, or other EHS approved sealer.
- \_\_\_ Ceiling acoustical tile may be approved is a sample is submitted and approved by the EHS (must have a vinyl surface).
- \_\_\_ Conduit: All plumbing, electrical and gas lines shall be concealed within the building walls, floors, and ceiling or within approved conduit runs or chases. When conduit or pipe enters a wall, ceiling or floor, the opening around the line(s) shall be tightly sealed and made smooth.

## **REFRIGERATION/FREEZER:**

- \_\_\_ Shall be specifically constructed for commercial use (**domestic model refrigeration/freezer** units will not be approved).
- \_\_\_ Shall be provided with an accurate, readily visible thermometer.
- \_\_\_ Condensate waste from reach-in or walk-in unites must be drained into a floor sink with an air gap separation or to an approved evaporator unit.
- \_\_\_ Floor drains and floor sinks must be located outside walk-in units.
- \_\_\_ Walk-in shelving must be non-corrodible and at least 6 inches off the floor with smooth, round metal legs or cantilevered from the wall for ease of cleaning. Shelving must be equivalent to applicable NSF standards. Wood is not acceptable.

\_\_\_ Provide at least 4 inches high 3/8 radius coved base on inside and outside walk-in refrigerators.

\_\_\_ Shall provide cut-sheets for all refrigeration/freezer equipment.

### **EQUIPMENT:**

\_\_\_ All equipment **MUST** meet or be equivalent to applicable National Sanitation Foundation's Standards (NSF).

\_\_\_ Espresso machines **MUST** be ETL or UL listed as complying with "NSF Standard 4" (Look for proper sticker on machine).

\_\_\_ All ice machines **MUST** be located within the building in an easily cleanable, well ventilated area and must be drained to a floor sink or other approved indirect connection.

\_\_\_ Equipment shall be installed so as to facilitate cleaning under and around equipment and of all the adjacent surfaces.

\_\_\_ Pressurized cylinders shall be securely fastened to a rigid surface.

\_\_\_ Shall provide cut-sheets for all equipment.

### **TYPES OF SINKS REQUIRED:**

\_\_\_ Dishwashing machines are recommended where a large volume of eating and drinking utensils are washed. The dishwasher machine **MUST** drain by means of an indirect waste connection to a floor sink.

\_\_\_ **THREE COMPARTMENT SANITIZING SINK:** must be provided for all multi-service kitchen utensils (pots, pans, spatula's, tongs, kitchen knives, spoon, etc., and multiservice consumer utensils. The sink compartments and drain boards must be large enough to accommodate the largest utensils to be washed. The three compartment sink **MUST** drain by means of an indirect waste connection to a floor sink.

\_\_\_ **FOOD PREPERATION SINK:** food facilities need a separate sink for food preparation such as, but not limited to, thawing, washing or soaking. The food preparation sink shall drain by means of an indirect connection to a floor sink.

\_\_\_ **A HANDWASH SINK** must be provided in each food preparation area with liquid hand wash soap and single service towels provided in permanently installed dispensers adjacent to each hand wash facility. Must provide hot and cold water through mixing faucet.

\_\_\_ All sink compartments must have hot and cold water through mixing faucet and an approved sewer connection.

\_\_\_ A garbage disposal cannot be installed under a required sink unless additional compartment is provided for the disposal.

\_\_\_ A cold running water dipper well shall be provided if scoops or other reusable utensils are stored in water (with an indirect connection to a floor sink).

\_\_\_ Shall provide cut-sheets for all sinks are required.

**RESTROOMS:**

\_\_\_ Provide well fitted self-closing restroom door. Provide hand sink with hot and cold mix faucet. Provide liquid hand soap and towel dispensers.

\_\_\_ Food establishments which do not have a restroom for public, must provide employee restroom(s) located so that partons using same do not pass through food preparation, food storage, or utensil washing areas.

\_\_\_ Restroom floors, walls, and ceiling must be nonabsorbent, smooth and easily cleanable.

\_\_\_ Provide proper restroom ventilation consistent with the requirements of local building codes.

**WINDOW SCREENS:**

\_\_\_ All openable windows, including restroom windows, shall be screened with not less than 16 mesh.

**SNEEZE GUARD OR OPEN FOOD PROTECTION:**

\_\_\_ With the exception of displays of produce in retail grocery stores, unpackaged foods shall be shielded so as to intercept a direct line between the customer's mouth and the food being displayed or shall be dispensed from approved self-service containers. Provide DETAILED DRAWINGS of proposed sneeze guard. (Average customer mouth zone is 54"-60").

**STORAGE:**

\_\_\_ Adequate and suitable floor space and shelving shall be provided for the storage of food, utensils, beverages and related products (at least 6" off floor).

\_\_\_ Provide a space for chemicals, insecticides, poisons and all other cleaning agents which is ENTIRELY SEPARATED from food or utensils storage area.

\_\_\_ Shelving shall be constructed in an early cleanable design of smooth metal or wood which has been finished and sealed. Shelves installed on a wall shall have at least one inch of open space between the back edge of the shelf and wall surface. Otherwise, the back edge of the shelf shall be sealed to the wall with caulking type sealant. The lowest shelf shall be at least six inches above the floor, with a clear unobstructed area below or the upper surface shall be completely sealed with a continuously coved base, with a minimum height of four inches.

**CLOTHING CHANGE/STORAGE AREA:**

\_\_\_ Provide storage area for employee clothing and personal effects, which is ENTIRELY SEPERATED from food and utensil storage areas.

### **LIGHTING:**

- \_\_\_ All food preparation and dishwashing areas, except where alcoholic beverage utensils are washed, shall be provided with at least 20 foot candles of light (20 foot candles of light MUST be shown on plans).
- \_\_\_ Food and utensils storage rooms, refrigeration storage, toilet rooms and dressing rooms shall be provided with at least 10 foot candles light (10 food candles of light MUST be shown on plans).
- \_\_\_ Shatterproof covers shall be installed over all lights in food preparation, food storage rooms, utensils storage and dishwashing areas. 50 foot candle of light in room during periods of cleaning.

### **GARBAGE AND TRASH STORAGE AREA:**

- \_\_\_ A cleanable area shall be provided for the storage and cleaning of garbage and trash containers. If the trash storage area is located within the facility, the wall, floor and ceiling of the room or area shall be constructed so as to be smooth, impervious and easily cleanable.
- \_\_\_ Outside trash storage areas should be situated as far away from the delivery doors as possible and the trash kept in leak proof and rodent proof containers to prevent fly and rodent infestations.

### **OUTDOOR PASS THROUGH WINDOWS:**

- \_\_\_ The pass-through opening must be fitted with an easily cleanable window which must be kept closed when not in use. (The size of the window opening should not exceed 432 square inches).

### **VENTILATION:**

- \_\_\_ Ventilation is required in all areas to facilitate proper food storage and provide reasonable employee comfort, including restrooms..

### **HOT WATER SUPPLY:**

- \_\_\_ Indicate water heater make, model, size \_\_\_ (Gal.), BTU or KW \_\_\_ and the first hour recovery rate \_\_\_. Also submit the cut sheets and the first and second hour yields. If length of pipe to fixtures from water is greater than 60 ft., then a recirculation pump must be provided.

### **KITCHEN EXHAUST SYSTEM (HOODS AND DUCTS):**

- \_\_\_ Mechanical exhaust ventilation shall be required at or above all cooking equipment such as ranges, griddles, ovens, deep fat fryers, barbeques and rotisseries and may be required at or above mechanical dishwashing equipment to effectively remove cooking odors, smoke, steam, grease and vapors. An integrated make-up air system is required.
- \_\_\_ Make-up air shall be supplied in a volume equal to the volume of air that is being exhausted and shall be supplied by a mechanical system designed solely for that purpose. The exhaust and make-up air system shall be connected by an electrical interlocking switch. Windows and doors shall not be used for the purpose of providing make-up air. Compensating hoods shall extract at least 20 percent of

their required exhaust air flow from the kitchen area. HVAC is not a make-up air system because it recycles 85 percent of the internal air and only takes 15 percent of the outside air.

\_\_\_ Mechanical exhaust system shall be reviewed by the local Fire Department for approval. The owner/operator shall provide a letter documenting the approval of the exhaust system by the local Fire Department. The letter **MUST BE** submitted prior to the opening of the food facility.

\_\_\_ Upon installation of the exhaust system, the licensed mechanical contractor/designer engineer shall conduct a field performance certification test. The results of the field performance certification test must be signed by the licensed mechanical contractor/ designing engineer and submitted to EHS for review and approval. These written results **MUST BE** submitted prior to the opening of the food facility.

**GREASE TRAP (INTERCEPTOR):**

\_\_\_ Food facilities located in an area served by a public sewage system **MUST** contact the appropriate City Public Works Department for grease trap requirements. Owner/operator shall provide a letter from the City Public Works Department for the requirement or non-requirement of a grease trap to the Environmental Health Division. The letter **MUST BE** submitted prior to the opening of the food facility.

**EMPLOYEE KNOWLEDGE:**

\_\_\_ The person in charge and all food employees shall have adequate knowledge of and shall be properly trained in, food safety as it relates to their assigned duties. An owner or employee shall successfully passed an approved and accredited food safety certification examination(Managers Food Safety Certificate). All other employee shall successfully passed an approved and accredited food safety certification examination (Food Handler Card). A food facility that commences operation, changes ownership, or no longer has a certified owner or employee, shall have 60 days to obtain a Managers Food Safety Certificate. All new employee shall obtain a food handler card within 30 days of hire. All food safety certificates shall have a copy stored at the food facility.

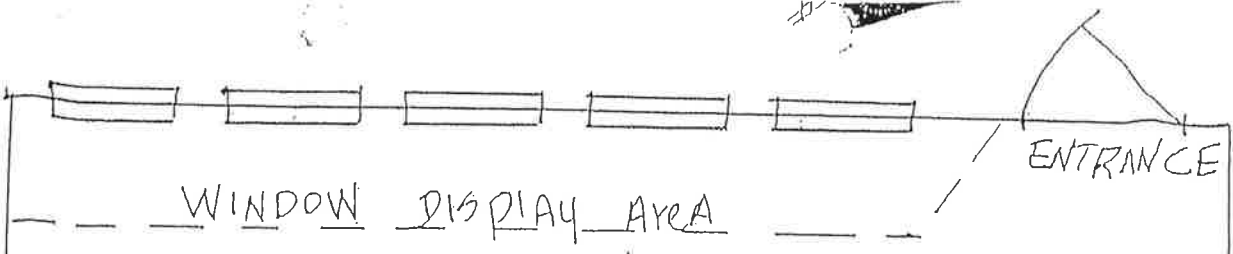
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**For Del Norte County Environmental Health Specialist:**

Food Facility Plan Checked Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

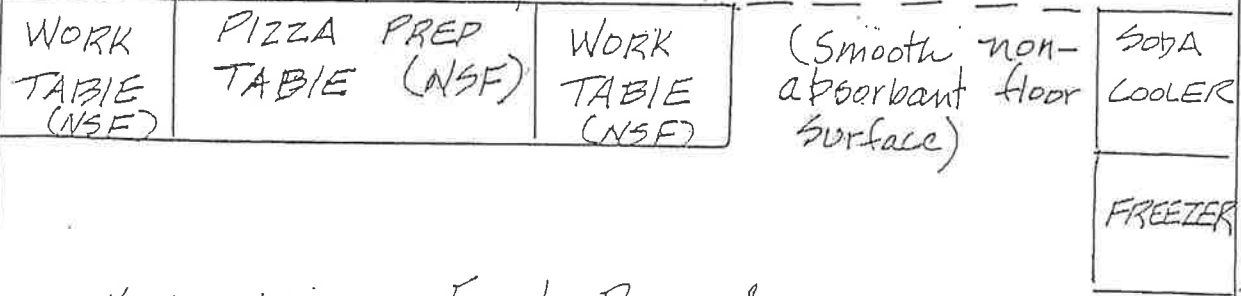


(carpeted area)

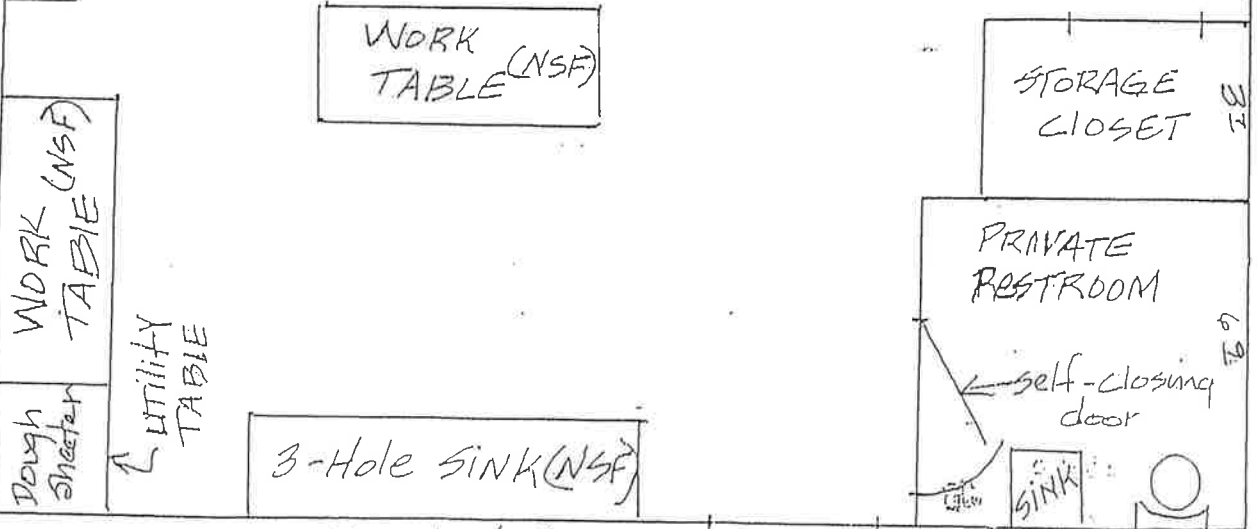
**EXAMPLE** - do not send this back.

= 5' partition w/ sanitary shield

348



HAND SINK Food Prep Area



• 1/4" in. coving <sup>throughout</sup> around food prep area.

• walls FRP splash guard around food

284  
FRP from floor to 1/4" above sink

1/4" = 1 foot