FOOD ESTABLISHMENT PLAN REVIEW INSTRUCTIONS

This plan review package consists of the following: (1) This sheet providing processing instructions (CSHD # 4.28); (2) Owner's Information Sheet (CSHD #4.28A); (3) sample Food Establishment Floor Plan (CSHD # 4.28B pg.1) / Floor Plan Equipment List (CSHD # 4.28B pg. 2); (4) Application For A Food Establishment Permit (CSHD # 4.29).

Upon notification of intent to construct or remodel a food service establishment, the owner and/or his/her agent must provide the following information:

1. Completed Department of Health Application For A Food Establishment Permit (CSHD # 4.29).
2. A one-hundred dollar ($100) application fee and seventy-five dollar ($75) plan review fee
3. A menu or a written description of foods to be served.
4. Set of blue prints, plans, or sketch containing necessary information (i.e. floor plan; interior finish schedule; equipment specifications, lighting and plumbing, etc.)

Upon receiving all required information, an Environmental Health Specialist will review your submitted plans for compliance with food establishment regulations. Plans must be reviewed and approved before any construction / renovation begins. In accordance with the Virginia State Health Department plan review process one or more inspections will be made during the construction phase. These inspections are to ensure compliance with all specifications outlined in the plans, and to help identify and approve any changes that may be necessary.

The Virginia Department of Health cannot issue a permit to operate a foodservice establishment until the local building office has issued a certificate of occupancy, and a preoperational inspection has been completed.

Other state agencies may need to be contacted (e.g. Virginia Department of Alcohol and Beverage Control (ABC), Virginia Department of Environmental Quality (DEQ), Virginia Department of Agriculture and Consumer Services VDACS.)

OWNER'S INFORMATION SHEET

CSHD # 4.28A

(The information provided in this statement is only meant to serve as a guide for the start-up of your facility. Other regulations and requirements may apply.)

Equipment Placement:
12 VAC 5-421-1540 through 12 VAC 1560

All equipment must be installed according to the Virginia Uniform Statewide Building Code (e.g. gas and electrical lines).

It is recommended that all equipment meets National Sanitation Foundation (NSF) standards or e1quivalent standards as approved by this department.

All equipment must be placed/installed so as to facilitate proper cleaning.

All equipment must be mounted on 4-inch legs to facilitate cleaning, or be sealed to the floor.

Aisles or workspaces between equipment shall be unobstructed. There should be a minimum distance of 30 inches between equipment and work surfaces.

Refrigeration must be sized properly in order to maintain the proper temperatures for the safe storage of food. Each unit must be equipped with a numerically scaled thermometer accurate to +/- 3 degrees.

Refrigeration must be adequate and abundant enough to prevent floor storage and stacking of foods.

Storage:
12 VAC 5-421-610

Storage shelves shall be smooth and easily cleanable. All shelving must be impervious. (not able to be damaged by rough treatment)

All shelving must be 6 inches off the floor.

The three-compartment sink should have drain boards provided at either end of the sink.

If an automatic dishwasher is used, the system must meet ALL manufacturers' specifications.

Hand Sinks:
12 VAC 5-421-3120

Hand sink(s) shall be provided within food preparation areas. The environmental health specialist will evaluate each application and make recommendations on the number of sink(s) needed. The number of hand sink(s) may vary depending upon the size of the food preparation area.

A hand sink shall be provided in the dishwashing area of the kitchen.

If applicable, a hand sink shall be provided in the bar area of the establishment.

All hand sinks must be easily accessible to all employees.

A hand sink shall be provided at all waitress stations.

Restrooms:
12 VAC 5-421-3130

If the establishment has customer seating, public restrooms must be provided. If no customer seating is provided, the establishment must provide one restroom to be used by the employees. The restrooms must meet all Virginia Uniform Statewide Building Code.

Lighting:
12 VAC 5-421-2890 through 12 VAC 5-421-3080

Fifty foot-candles of light is required in all food preparation and food storage areas. Twenty foot-candles is required in food storage areas of the restaurant. Ten foot-candles is required in refrigeration units.

All lights must be shielded within all food preparation and food storage areas. All lighting within refrigeration units must also be shielded.

No exposed sewer, water, or conduit shall traverse the ceilings, walls, or floors of the establishment. All such lines must be properly covered.

A mop sink shall be required. The mop sink must be conveniently located so as to facilitate proper disposal of wastewater.

Walls, Floors, and Ceilings:
12 VAC 5-4210 through 12 VAC 5-421-3000

Walls in food preparation areas must be smooth and easily cleanable.

Floors in food preparation and storage areas must be non-absorbent, grease resistant, and be provided with coved junctures.

All joint, angular spaces or openings into hollow or inaccessible areas of walls, floors, and ceilings of food establishments must be properly sealed. Exposed beam ceilings are prohibited in the kitchen, storeroom, restrooms, and waitress stations.

Effective measures shall be taken to protect/prevent against the entrance of vermin. All exit doors and restroom doors must have a self-closing device attached, and must be tight fitting. All screen doors must open out and the screening material must be more than 12 mesh.

All conduits must be properly covered. All electrical panels must be recessed so that only the face of the unit is exposed. This includes fire suppression systems and gas lines.

All conduit and electrical lines within the walk-ins must be installed properly so as to facilitate proper cleaning. Conduits in these units must be kept to a minimum.

Dishwashing:
12 VAC 5-421 through 12 VAC 421-1900

A three-compartment sink shall be provided. This sink shall be large enough to effectively submerge the largest pot or pan used in your establishment.

Sewage Disposal System:
12 VAC 5-421-2500 through 12 VAC 5-421-2580

If the establishment is not connected to a public sewer system, the existing and/or proposed sewage disposal system must be inspected and approved by the local Health Department.

All private sewage systems must meet the current regulations provided in the Virginia Department of Health On Site Sewage Regulations.

Water Supply:
12 VAC 5-421-2050

If the establishment is not connected to a public water system, the water system must be inspected and approved by the local Health Department.

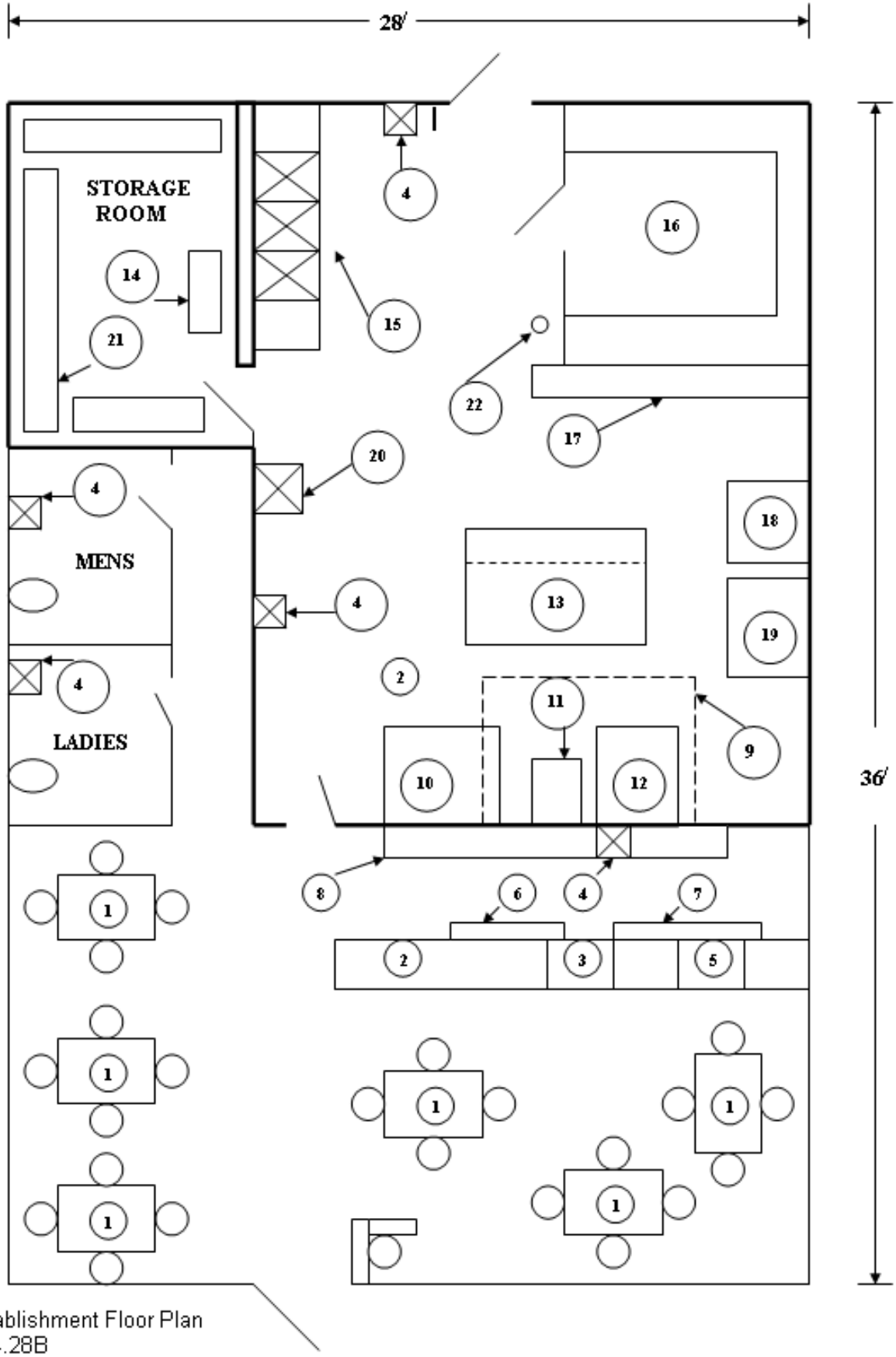
Wells for food service establishments may be considered "non-community public water supplies" and are subject to the Virginia Department of Health Non-Community Water Works Regulations.

Plumbing:
12 VAC 5-421-2050 through 12 VAC 5-421-2350

All equipment requiring drainage, including culinary and dishwashing sinks, shall drain into a floor drain, which is properly vented, trapped, and protected from possible back-siphonage.

Walk-in refrigerators and freezers shall be equipped with a floor drain or drains must discharge to drain outside the unit.

Floor drains shall be provided in floors which are water-flushed for cleaning, or which receive a discharge of water or other fluid waste from equipment.



Food Establishment Floor Plan
CSHD # 4.28B
6/1/03 (pg. 1)

FLOOR PLAN EQUIPMENT LIST

1. Seating (24 seats)
2. Countertop/bar area
3. Display cooler
4. Hand sinks
5. Display case (dry foods)
6. Cube cooler (under the counter)
7. Storage/shelving
8. Stainless steel countertop and storage racks
9. Hood system
10. Convection oven
11. Deep fryer
12. Six burner stove
13. Stainless steel work table
14. Chemical storage unit
15. 3-Compartment sink with drain boards
16. Walk-in cooler
17. Pot/pan storage area
18. Freezer
19. 2-Door reach-in cooler
20. Mop sink
21. Dry storage racks
22. Floor Drain

Commonwealth of Virginia

Department of Health

Application For A Food Establishment Permit

Application for a: ☐ New establishment ☐ Renewal ☐ Name change ☐ Change of owner

Name of establishment: _____ **Telephone**: _____

Mailing address: _____ **Fax**: _____

_____ **Physical location common name and address**:

_____ _____

_____ _____

Applicants name: _____ **Title:** _____

Mailing address: _____

Telephone:_____ **Email address**: _____

Legal owner type: ☐ Association, ☐ Corporation, ☐ Individual, ☐ Partnership, ☐ Other legal entity

Legal owner name: _____ **Telephone**: _____

Legal owner mailing address: _____

_____

Billing address: _____

If legal owner is other than an individual, please attach a list of names, titles, and addresses of all persons comprising the legal ownership.

Local registered agent (if required – out of state corporations must identify registered agent for Virginia)

Name: _____ **Title:** _____

Address: _____ **Telephone:** _____

_____

Person directly responsible for the establishment

Name: _____

Title: _____

Address: _____

_____

Telephone: _____

Immediate supervisor of responsible person

Name: _____

Title: _____

Address: _____

_____

Telephone: _____

Is the food establishment: (check appropriate box) ☐ stationary or ☐ mobile

Is the food establishment: (check appropriate box) ☐ temporary or ☐ permanent

Does the establishment: (check Yes or No)

(1) Prepare, offer for sale, or serve potentially hazardous food: ☐ Yes or ☐ No

(a) Only to order upon a consumer's request ☐ Yes or ☐ No

(b) In advance quantities ☐ Yes or ☐ No

(c) Using time as the public health control ☐ Yes or ☐ No

(2) Prepare potentially hazardous food in advance using a food preparation method that involves two or more steps which may include combining potentially hazardous food ingredients, cooking, cooling, reheating, hot or cold holding, freezing, or thawing ☐ Yes or ☐ No

(3) Prepare food as specified under (2) for delivery to and consumption at a location off premises of the food establishment where it is prepared ☐ Yes or ☐ No

(4) Prepare food as specified under (2) of this section for service to a highly susceptible Population (i.e., the elderly, children, or those with weakened immune systems) ☐ Yes or ☐ No

(5) Prepares only food that is not potentially hazardous ☐ Yes or ☐ No.

Please attach a proposed menu.

Total number of seats: _____ **Number of smoking seats:** _____

Water Supply: **(check appropriate box)** ☐ Public - Name _____ or ☐ Private - Type _____

Sewage: **(check appropriate box)** ☐ Public - Name _____ or ☐ Private - Type _____

I/We attest to the accuracy of the information provided, affirm to comply with the Food Regulations, allow the regulatory authority access to the establishment at any reasonable time to inspect, conduct tests or collect samples as required, and agree to accept notices issued and served by the regulatory authority.

Signature: _____ Title: _____

Print Name: _____ Date: _____

Office use ONLY

Property Identifier: _____ Tax Map #: _____ Subdivision: _____

Section: _____ Block: _____ Lot: _____

GPIN#: _____ Census Tract: _____

Facility Type: _____ Chain or Franchise: _____

Approved for Permit: (Y or N) _____ By: _____ Date: _____

Date Signed: _____ By: _____

Date Issued:_____ By: _____