



Plan Review fee \$40

Permit fee \$40

COMMONWEALTH OF VIRGINIA
Central Shenandoah Health District

Counties of Augusta, Bath, Highland, Rockbridge and Rockingham
Cities of Buena Vista, Harrisonburg, Lexington, Staunton and Waynesboro

FOOD ESTABLISHMENT PLAN REVIEW INSTRUCTIONS

This plan review package includes the following:

- This sheet, providing instructions (CSHD # 4.28);
- Owner's Information Sheet (CSHD #4.28A);
- Sample Food Establishment Floor Plan (CSHD # 4.28B p.1) and Floor Plan Equipment List (CSHD # 4.28B p. 2);
- 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 forty dollar (\$40) application fee and a forty dollar (\$40) plan review fee.
3. A menu or a written description of foods to be served.
4. A set of blue prints, plans, or sketch drawn to scale, and which containing necessary information, including the floor plan; interior finish schedule (list of finishing materials used for floors, walls, and ceilings); 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 or renovation begins.** In accordance with the Virginia Department of Health (VDH) plan review process one or more pre-opening inspections will be conducted 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.

Prior to a conducting a Pre-opening inspection, a facility must obtain either a certificate of occupancy (for new construction) from the local building office, or otherwise receive approval for any repairs, changes or other modifications (for renovations) from the local building office. Some facilities may be exempt from building regulations if no change of use is sought. The approval of other state agencies may also be necessary (e.g. Virginia Department of Alcohol and Beverage Control (ABC), Virginia Department of Environmental Quality (DEQ), Virginia Department of Agriculture and Consumer Services (VDACS). One or more preoperational inspections will be conducted by the Local Health Department to establish compliance with food establishment regulations **before** a Food Permit may be issued.

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 equivalent 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

OWNER'S INFORMATION SHEET

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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

OWNER'S INFORMATION SHEET

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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.

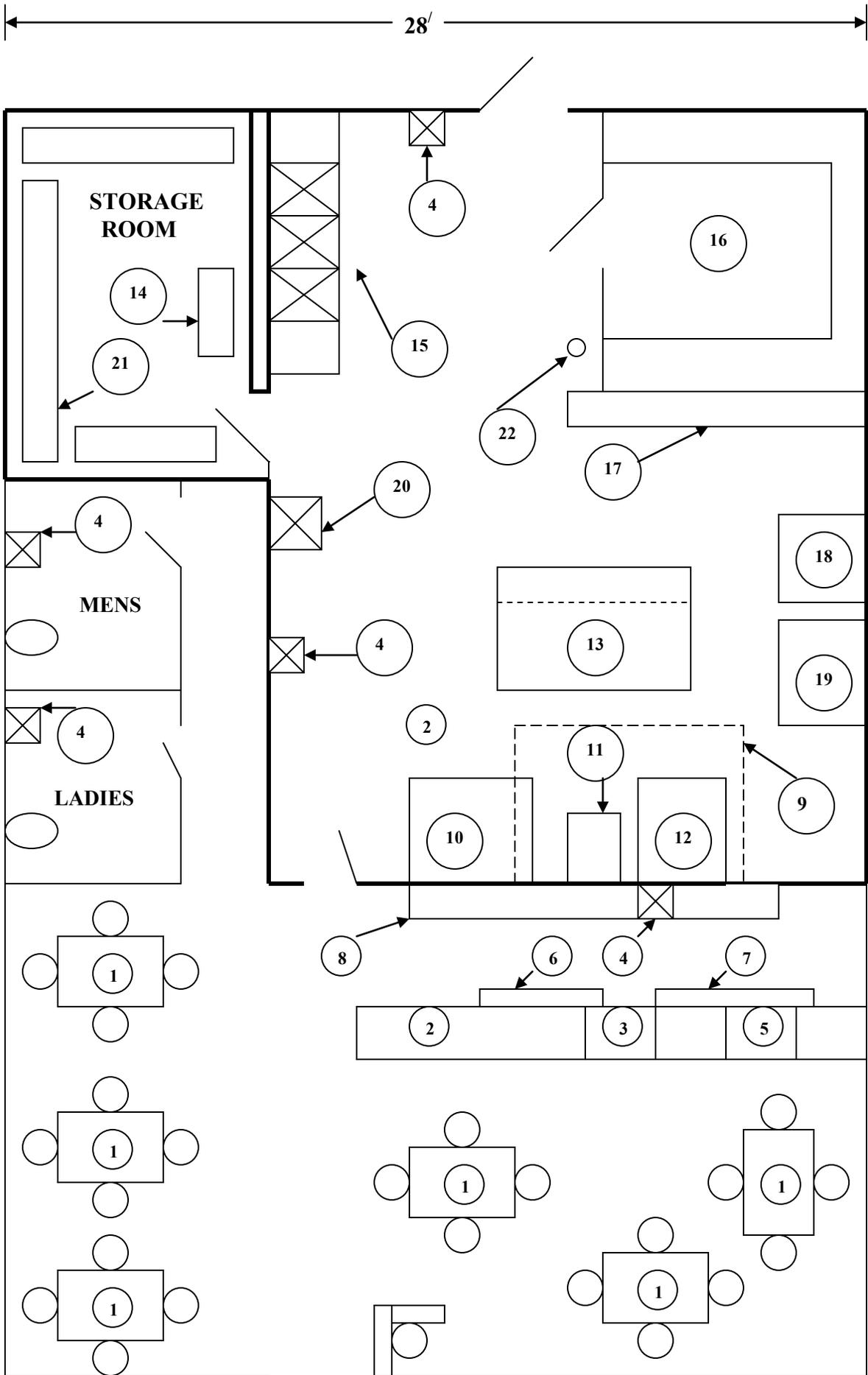
Plumbing:

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

3 COMPARTMENT SINK PROCEDURES

For Pots, Pans and Manual Ware Washing

Pre-Scrape - Excess soil from ware – soak as long as possible.

Wash - In clean, hot, soapy water.

Rinse - In clean water.

Sanitize - Immersion for 1 to 2 minutes in a clear chemical solution at 75°F with one of the following:

- a. 50 to 100 parts per million (ppm) available chlorine, or
- b. 200 ppm available quaternary ammonium, or
- c. 12.5 to 25 ppm available iodine, or
- d. use approved chemical sanitizing agent according to label directions.

Change solutions when they become cloud or when a film appears on top.

Air Dry - Do not wipe.

