

**Pittsylvania - Danville and Southside Health Districts
Office of Environmental Health**

Plan Review

When a food service establishment is constructed, extensively remodeled or when an existing structure is converted for use as a food service establishment, properly prepared plans and specifications for construction, remodeling or alteration, showing layout, arrangement, size and type of fixed equipment and facilities shall be submitted to the local Health Department for approval before work begins.

Purpose

- To ensure compliance with sanitary requirements.
- To prevent any misunderstanding by the operator as to what is required.
- To prevent errors which might later result in additional cost to the operator.

Plans should include:

- Food service operations permit application
- Floor plan
- Equipment list
- Mechanical layout
- Plumbing diagram
- Finish schedule
- Proposed menu
- Landscaping, foundation plans not necessary
- It is preferable that plans be from a professional engineer and/or architect as opposed to hand drawn.

Fees

- **Plan review - \$40.00 one-time fee**

Please complete and return all pages along with floor plan and other required information and fees.

When the completed information is received it will be reviewed by an Environmental Health Specialist. You will be contacted if there are any problems or questions regarding your submission.

When the plans are approved, you will be issued an approval letter. A copy of the approval letter will also be sent to the local building code and zoning office.

If you have any questions please contact the Environmental Health Specialist in the appropriate Health Department.

You can contact the health department for a copy of the Va. Food Regulations or you can get them on the internet at www.vdh.state.va.us

Pittsylvania - Danville and Southside Health Districts

Brunswick County Health Department
1632 Lawrenceville Plank Road
Lawrenceville, Virginia 23868
Phone: 434-848-2525
Fax: 434-848-2235

Mecklenburg County Health Department
969 Madison Street
Boydton, Virginia 23917
Phone: 434-738-6815
Fax: 434-738-2695

Danville City Health Department
326 Taylor Drive
Danville Virginia 24541
Phone: 434-766-9828
Fax: 434-766-9805

Pittsylvania County Health Department
P.O. Drawer 369
Chatham, VA 24531
Phone: (434) 433-3544
Fax: (434)432-7764

Halifax County Health Department
P.O. Box 845
Halifax, Virginia 24558
Phone: 434-476-4863
Fax: 434-476-4869

Food Facility Plan Review Form

Name of Establishment: _____

Address: _____

Phone #: _____

E-mail Address: _____

Legal Owner: _____

Address: _____

Phone #: _____ Fax: _____

Contact Person: _____

Address: _____

Phone #: _____ Fax: _____

Date plans submitted: _____

Proposed opening date: _____

Seating capacity: _____

Type Menu _____

What type of water is to be provided? Public _____ Private _____

What type of sewer system is to be provided? Public _____ Private _____

If the water system or sewer system is private, please attach a copy of the Health Department Construction and Operation Permits showing the location of the system(s).

Is the information complete? Check items submitted:

Food service operations permit application _____

Plan review form _____

Finish schedule _____

Floor plan _____

Proposed menu _____

Mechanical layout _____

Fees _____

Plumbing diagram _____

Has information been submitted to the following: Building Dept. _____ Zoning Dept. _____

Fire Safety _____

Office Use Only-Fees Paid:

Received by: _____ Date: _____

Plan review receipt # _____ EHD facility # _____



Floors

1. Are floor materials grease resistant, impervious and easily cleanable in all food/beverage preparation and service areas, storerooms and restrooms?
2. Are floors graded to drain if drains are provided?
3. Is the floor/wall juncture covered? (cove molding)
4. List the materials used on the floors in the following area:

Kitchen: _____ Bathrooms: _____

Dining: _____ Storage: _____

Walls & Ceilings

1. Are walls and ceilings smooth and constructed of easily cleanable materials in the kitchen, food/beverage preparation and service areas, storerooms and restrooms? (Walls washable to at least a four (4) foot level)
2. Are walls constructed so that there are no attachments, pipes, etc., that obstruct or prevent cleaning?
3. Are walls grease resistant and easily cleanable behind frying/cooking equipment and under the hood?
4. Is the ceiling so constructed that no beams or pipes are exposed overhead?
5. List the materials used on the walls in the following areas:

Kitchen: _____ Bathrooms: _____

Dining: _____ Storage: _____

6. List the materials used on the ceiling in the following area:

Kitchen: _____ Bathrooms: _____

Dining: _____ Storage: _____

Toilet Facilities

1. Are employee toilet rooms conveniently located?
2. Are toilet room doors self-closing?
3. Are public toilets provided?
4. Are hand basins with mixing faucets provided in each restroom?
5. Are toilet rooms mechanically vented to outside air?

Hand washing Facilities

1. Are hand basins provided in all food preparation area?
2. Are hand basins provided in the dishwashing area?
3. Are hand basins provided in the serving & busing areas? (including bars)
4. Does each hand basin have hot & cold or tempered

- running water through mixing faucets?
5. Are signs or posters provided at each hand basin used by food service employees that notifies employees to wash hands?

Plumbing

1. Is all water supplied equipment installed to prevent Back siphonage? (equipped with vacuum breakers)
N/A
2. Are indirect waste lines used where needed? (air gaps at culinary sinks, ice machines etc.)
3. Is all plumbing acceptable to the plumbing code?
4. Are any sewer pipes exposed over food preparation utensil washing or storage areas?
5. Are grease traps provided as required by local plumbing code? (Grease traps to be pumped/cleaned out frequently to prevent grease from entering into the sewerage disposal system.)

Location: (Inside or outside of facility) _____

Name of pumping company: _____

Frequency of service (weekly, biweekly, monthly): _____

Lighting

1. Will 50 foot-candles be provided over all food preparation surfaces, including under hoods in cooking areas?
2. Will 20 foot-candles be provided at buffets & salad bars, inside reach-ins and under counter refrigerators, at hand washing and ware washing stations, in equipment and utensil storage areas and in toilet rooms.?
3. Will 10 foot-candles be provided in all walk-in refrigerators/freezers, dry storage areas, in dining areas and in other areas and rooms during periods of cleaning?
4. Is all lighting shielded or covered in food service, preparation and utensil washing areas? (heat lamps protected from breakage)

❖ **Foot-candle:** a unit of illuminance on a surface that is everywhere one foot from a uniform point source of light of one candle and equal to one lumen per square foot.

Ventilation

1. Does the hood system conform to the Virginia Uniform Statewide Building Code?
2. Do all rooms have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes?

Garbage & Refuse

1. Is an outdoor storage area provided?
 2. Is it easily cleanable with a concrete pad?
- ❖ We recommend that concrete or asphalt leading up to the dumpster be re-enforced so that trucks do not make large ruts when emptying the dumpster.
3. Are individual cans _____ or dumpsters_____ provided for garbage storage? (mark one or both)

Location of garbage storage containers: _____

Name of company providing service: _____

4. Is an outdoor waste grease storage area provided?

Location: _____

Name of recycling company: _____

Insect & Rodent Control

1. Are outer openings properly protected by use of doors, screens fans or air curtains?
2. Are outer doors self-closing and opening outward, unless otherwise required by building or fire officials?
3. Are floors, walls and ceilings properly finished around ducts, pipes and cables?
4. Do you have a professional extermination company to regularly service the facility?

Name of company: _____

Storage Areas

1. Is shelving constructed so that all underlying areas can be reached with brooms or mops? (bottom shelf required to be at least 6 inches of the floor)
2. Are separate areas provided for storage of poisonous and cleaning materials?
3. Is all shelving in dry/bulk storage areas non-absorbent and easily cleanable?

Equipment

1. Has a list of all equipment with the manufacturers name and model number been submitted?
 2. Is all refrigerator or other food contact storage shelving non-corrosive, grease resistant and easily cleanable?
- ❖ No rusted or repainted wire shelving allowed.

3. Is floor mounted equipment, unless readily moveable, sealed to the floor or elevated on six-inch legs?
4. Is table/counter top mounted equipment, unless readily moveable, elevated at least 4 inches off the table/counter top?
5. Is equipment such as deep fryers, stoves and other equipment that may be lined up next to each other spaced so that the equipment and the surfaces around them be easily cleaned?
6. Are separate culinary/prep sinks provided?

Dishwashing

1. What method of dishwashing will be used?
Manual (3 compartment sink with double drain board) _____
Mechanical (dish machine) _____
- ❖ 3 compartment sinks with double drain boards are required, dish machines are optional but must be commercial grade, no home standard dish machines allowed.
2. If using a 3 compartment sink for ware washing what type of sanitizer will be used in the third compartment?
Chlorine (bleach) _____
Quaternary ammonium (quats) _____
Iodine _____
Other _____
3. If using mechanical dishwashing equipment what type?
High temperature sanitizer _____
Chemical sanitizer (low temp. machine) _____
4. Does the mechanical dish machine have a specification plate to indicate required wash & rinse temperatures and cycle time?
5. If using a high temperature machine, does it have a pressure gauge?
6. If using a chemical sanitizing dish machine, is it equipped with water temperature gauge?

Dressing Rooms & Lockers

1. Are adequate lockers or suitable facilities provided for employees' valuables?
2. Are dressing rooms provided for employees?

Housekeeping, Utility/Laundry Room or Laundry Storage

1. Is at least one utility sink or floor hopper provided for wastewater disposal, conveniently located, to facilitate the disposal of mop water and other cleaning waste?
2. Are backflow prevention devices or air gaps provided on all threaded faucets for hose bibs (whether the hose is attached or not)?
3. Is a janitor closet or other site provided for general house-keeping equipment storage and functions (out of the immediate food handling area)?
4. Is there a designated storage area for clean linen?

5. Is soiled linen handling (storage & washer/dryer rooms) away from the food areas to prevent soiled linen traffic and processing in any food/utensil washing area?

Certified Food Manager/Person in Charge?

1. Is there a certified food service manager?
 2. Do employees plan on attending food safety training offered by the Health Department?
- ❖ Check with the Pittsylvania - Danville and/ or Southside Health Department/Office of Environmental Health regarding dates and times for food safety training. (office list on page 1)

Additional Comments regarding your plans: _____

Office use only

Date plans received: _____

Date plans reviewed: _____

Date facility created in EHD: _____

By whom: _____

Approval letter date: _____

Comments: _____

