
Food Service Plan Review Submittal Information

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Prince William Health District

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The owner / agent must **submit one set of plans and equipment specifications to the Health Department** for facilities that will require a foodservice permit. These plans are processed *separately* from submittals to the Prince William County Permits and Licenses.

- Submit a [Health Department Food Establishment Permit Application](#)
- \$40 plan review fee
- Submit a proposed menu.

Plan Review Approval Timeline: Depends on how thorough the submitted documentation is, and if the facility equipment design and layout is acceptable. Once the plans are approved, the Health Department will provide a signed memo for Prince William County Permits & Licenses to release the building permit.

NOTE: Food service establishments, which are being remodeled or have a new owner, must meet the current [Virginia Department of Health - Food Regulations](#). Food service facilities which will not require a health department permit or will have a restricted foodservice permit must provide more detailed documentation which specifically describes their foodservice operations. These include operations with catered foods, limited storage, satellite serving kitchen, small 3-vat sink or hot water heater, no exhaust hood, employee cafeteria, etc.

Basic Equipment/Construction

1. Three-compartment sink with dual drainboards, a convenient mop sink. Adequate hot water.
2. Convenient hand sinks with soap and towels in food preparation / beverage, and dishwashing areas.
3. Adequate refrigeration in food prep and service areas (coolers, freezers, walk-ins, etc.).
4. Adequate approved shelving, dunnage racks, carts, etc. Equipment on castors or 6" legs.
5. Smooth, cleanable, durable, walls, floors and ceiling. Floor / wall junctures coved / sealed.
6. Adequate shielded lighting in food prep / beverage, storage, and dishwashing areas.
7. Adequate ventilation for heat, smoke, grease, moisture and odors (exhaust hoods).

Plan Review Submittal Documentation

The following must be included in the plan review package submittal:

1. A completed [Health Department Food Establishment Food Application](#)
 - a. Submit a \$40 plan review fee, make check payable to "Prince William Health District".
2. One set of scale drawings of the floor plan with the equipment layout, including walk-in cooler / freezer, etc. The drawings must include:
 - the kitchen,
 - dry food storage
 - walk-ins
 - dishwashing
 - wait service areas,
 - bars
 - liquor storage, rest rooms
 - employee break area
 - locker room
 - mop sink area
 - dining rooms
 - any remote "food" item storage areas / out buildings
 - laundry rooms
 - utility rooms
3. A complete equipment list and a method of identifying each piece of equipment on the layout drawings. Provide one set of manufacturers specification / cut / catalog sheets. Include the make and model for the hot water heater and mechanical dishwasher. "Equipment" may include:
 - 3-vat sink with drainboards
 - hand sinks
 - mop sink
 - range, oven
 - exhaust hoods
 - grill, cooler, freezer
 - all storage shelves and platforms,
 - worktables, counters / cabinets
 - hot holding unit, ice maker, ice bin and soda dispenser
 - microwave oven
 - dishwasher
 - deep fryer
 - cup dispensers
 - water filter system
 - steam table
 - steam kettle
 - slicer
 - blender,
 - coffee maker
 - pot racks
 - frozen soft serve units
 - op / broom rack
 - coat hooks / rack
 - lockers, and similar items
4. Finish schedule (material & finishes) of walls, floors, baseboard, and ceilings. Indicate splashguard material (FRP, tile, epoxy paint on CMU, etc.) in 3-vat sink, mop sink, dishwasher, exhaust hood, and bar areas.
5. Plumbing diagrams / risers indicating backflow prevention devices, air gaps, floor drains, grease trap, etc.
6. Hot water heater(s) make / model, kilowatt or BTU output, and hot water recovery rate with 100-degree rise.
7. Exhaust hoods drawing / specs must include materials, filters, grease collection method, lighting, etc.

8. Custom counters / cabinets / bar details / shelving / restroom vanities, i.e., construction, finishes, etc.
9. Lighting layout with light fixture descriptions. Covered / shielded light fixtures (with lens / shatter-resistant bulb) are required in food preparation, "food" item storage, bar, wait station, and dishwashing areas.
10. Dumpster / trash storage area / enclosure location, finishes, cleaning facilities, drainage, etc.

For catering operations: A detailed description of equipment to be used for the hot and cold food, and food service equipment transport.

Final Inspections and Permitting

The pre-opening inspection should be scheduled when all of the equipment is installed. The Health Department inspection must be conducted after all other agencies have completed their inspections. Call at least 3-5 days ahead to schedule the pre-opening inspection. Also, provide a copy of your certificate of occupancy prior to scheduling the pre-opening inspection.

Detailed Guidelines for Proposed Food Establishment

Water Supply and Sewage Disposal Systems

Establishments not on public water and sewer must be approved and inspected by the Health Department for the proposed operation, seating capacity, number of staff and residents, frequency of use, etc.

Equipment and Placement

1. Equipment placed on tables or counters must be: (a) readily movable, (b) mounted on two to four-inch legs, depending on the equipment footprint, or (c) sealed in place with access for the equipment and adjacent area.
2. Floor mounted equipment must be: (a) movable (on castors / rollers), (b) on six-inch (6") legs, (c) sealed in place with access to allow cleaning under, between, and behind equipment.
3. All equipment must be accessible for cleaning. (The Fire Marshall may require 36" aisle space)
4. Refrigeration equipment must be adequate to prevent floor storage in walk-in units and double stacking in reach-in coolers and freezers. Five tiers of shelves are recommended in all upright and walk-in units.

Storage and Service Areas

1. Food storage shelving and utensil storage must be easily cleanable and at least six (6) inches off the floor. Five tier wire storage shelves with locking castors are recommended. Wooden shelving or platforms are not recommended.
2. A separate area must be designated for employee clothing and personal items. The shelf or cabinet must not be used for food item or clean utensil storage. A coat rack is strongly recommended. In new construction, if lockers are installed, they must be designed prevent storage of articles on top.
3. Poisonous or toxic materials must be stored segregated from “food” items and clean utensils. Child-proof locks are required for closets and cabinets used to store cleaning products in public areas. Toxic items may be stored below food items and equipment, utensils, or disposable paper / plastic goods.
4. Salad bars and buffets must have an approved sneeze guard to protect food from contamination. Stand-up or well dispensers are recommended for disposable cups and lids. Disposal eating utensils must be in a bin with handles up or be individually wrapped.
5. If any wooden food storage shelving is installed, it must be varnished or painted, smooth, and easily cleanable. All cracks must be caulked. Bottom shelves / platforms must be at least six inches off the floor.

Plumbing

1. All equipment requiring drainage must drain into a waste sink, floor drain or other suitable fixture.
2. Backflow prevention devices must be installed on equipment with water supply lines - water filter system, mop sink faucet, soda dispenser, steamer, etc. Drain lines on the ice bin, vegetable prep sink, dipper well, etc. must have an air-gap.
3. Floors of walk-in coolers, which have floor drain, must be graded to drain into a drain outside the unit. The drainage and piping must not create a safety (trip) hazard.
4. Floor drains and a tile cove base must be provided if floors are power-washed or water-flushed, or if the area receives discharged water or other fluid wastes from equipment. The floor must be graded to a drain.
5. Equipment beverage lines/ conduit lines / cables/hoses / water pipes/drain lines must be at least six inches off the floor wherever possible. Pipes and conduits must not be exposed wherever possible.
6. No exposed sewer lines must transverse the ceiling of the establishment.
7. Grease traps must be accessible for cleaning.

Dishwashing Facilities

1. The vats / basins of the three-compartment sink must be large enough to allow complete immersion of the largest piece of equipment - pots, pans, bowls, etc. The 3-vat sink must have a drainboard on each end. If sink installation space is very limited, a wire wall shelf and / or dirty dish cart may replace a drainboard.
2. Dishwashers must be commercial standard, except for bed and breakfast facilities with a limited number of guests. Automatic chemical feeders must be installed on mechanical dishwashers.
3. If a mechanical dish machine is to be installed, the total capacity of the hot water heater must be at least the rated hourly hot rinse water usage (recovery rate in gallons / hour with 100° rise) of the dishwasher.

Restrooms and Hand Sinks

1. If the establishment has customer seating, public restrooms must be provided. Restrooms must be installed so that customers do not pass through any food preparation or unprotected storage areas.
2. Restrooms must have self-closing devices on the doors.
3. Mechanical exhaust ventilation is required in new or extensively remodeled restroom facilities.
4. Hand soap dispensers, and paper hand towel dispensers and / or hand dryers must be installed at all hand sinks. Hand washing signage must be posted at hand sinks used by employees.
5. Hand sinks must be located in food / beverage preparation / handling and dishwashing areas. A hand sink must be located in each food prep / dishwashing area where an employee must otherwise be passed through a door for access to a hand sink.
 - A restroom hand sink is not considered a designated hand sink.
 - A separate dump sink is recommended in bar / beverage / sushi areas.
 - A designated hand sink may not be used as a dump sink.

Do not install soap or towel dispensers at 3-vat sinks or prep sinks. Sink splashguards must be installed on the side(s) and / or back of sinks where food items / equipment is located in the immediate area.

6. A covered waste container must be provided in ladies / unisex / employee restrooms.

Ventilation

An approved mechanical exhaust ventilation system must be provided for grease, heat, and steam generating devices, i.e., the oven, deep fryer, broiler, grill, steamer, hot water (high temperature) dishwasher, etc. Exhaust hoods shop drawing / details must include materials, filters, grease collection method, lighting, etc.

Walls and Floors

1. Walls and ceilings in food preparation areas must be smooth, easily cleanable, non-absorbent, and durable. Approved splash guards (ceramic tile, RFP, epoxy paint on cinderblock, stainless steel panels, etc.) are required dishwashing, mop sink, exhaust hood, bar sink counter, and interior garbage holding areas.
2. Floor covering of food prep, food storage, dishwashing, walk-in refrigeration unit, toilet room, locker room, and vestibule areas must be constructed of smooth, durable, non-absorbent materials.
3. The walls and ceilings in food preparation / service, food item storage, equipment washing, and toilet room areas must be smooth, non-absorbent, and easily cleanable. This includes bars and beverage service islands. Absorbent acoustical ceiling tile panels are not approved for wet / damp / food splash areas.
4. Sixteen-inch mesh screening must be provided if windows can open. Screen doors must be self-closing.

Lighting

The minimum lighting requirements are:

1. Fifty (50) foot-candles (FC) in food prep, bar, beverage service islands, and areas where knives, slicers, saws or grinders are used.
2. Twenty (20) foot-candles in buffet / salad bar, dishwashing, inside reach-in and under-counter refrigerator equipment, utensil storage, handwashing, toilet rooms, and at hand sinks.
3. Ten (10) FC in walk-in, dry food storage, dining, and all other areas.
4. Covered light fixtures with a lens, or shatter-resistant lamps / bulbs are required in food storage, preparation, service, and display areas, and where utensils and equipment are cleaned and stored, including bars and waitstaff service areas.

Disclaimer – [Commonwealth of Virginia – Board of Health – Food Regulations 12-VAC-5-421](#) are the primary regulatory statutes which address the operation of food service establishments. These guidelines and other information represent an interpretation of those regulations and are intended to help facilitate proper foodservice facility design.