

THE PLAN REVIEW PROCESS FOR FOOD SERVICE FACILITIES

1. **PERMITS:** For Building, Electrical and Plumbing Permits, contact Inspections, Licenses, and Permits at 410-313-2455.
2. **HEALTH DEPARTMENT APPROVAL:** To receive Health Department recommendation for approval of permits, a food facility must:
 - A. **Submit plans drawn to scale with equipment layout and list.**
 - B. **Submit specifications for all equipment.**
 - C. **Submit the proposed menu for priority assessment.**
 - D. **Submit a HACCP Plan (Hazard Analysis Critical Control Point) and a standard operating procedures (SOP).**
 - E. **Answer plan review comment letter in writing.**
 - F. **Pay the required plan review fee.**
 - G. **Submit a Restaurant Emergency Plan (highly recommended).**
3. **FEES:** A plan review fee is assessed by the Howard County Health Department to defray the costs of the plan review process. The fee includes: review of plans, equipment and menu; pre-opening inspection(s). Fees are based on Hazard Analysis of Critical Control Points (HACCP) priority assessment.

HIGH priority facility FEE: \$385.00
A HIGH priority facility serves foods, which have a history of being frequent vehicles of food-borne disease; serves potentially hazardous foods prepared a day or more in advance; or utilizes any combination of two or more preparation processes (cooking, hot-holding over more than a four-hour period, cooling, or reheating).

MODERATE priority facility FEE: \$220.00
A MODERATE priority facility serves within 4 hours of preparation or is a commercially processed food that will subsequently be discarded.

LOW priority facility FEE: \$77.00
A LOW priority facility serves foods that are commercially packaged potentially hazardous or non-potentially hazardous.

Single equipment change FEE: \$22.00
4. **PRE-OPENING:** Call for a pre-opening inspection two weeks prior to anticipated opening of completed facility with equipment functioning and no food present. For assistance or to schedule inspections call the Food Protection Program at 410-313-1772.
5. **FOOD ESTABLISHMENT LICENSE:** Submit license application and fee prior to operating. Complete the Worker's Compensation Insurance information.

**HOWARD COUNTY HEALTH DEPARTMENT
CHECK LIST FOR SUBMITTING PLANS FOR FOOD FACILITIES**

1. FINISH SCHEDULE: Specify by area. Finishes must, in general, be smooth, easily cleanable, durable, grease resistant. Refer to the Regulations for specific requirement.
 - A. Floors. Specify material. Sample may be required.
 - B. Base. Specify coving for concrete, quarry tile or ceramic tile floors. Specify all other floor/wall junctures to be closed.
 - C. Walls. Specify material and finish. Samples of vinyl or wood wall coverings must be submitted.
 - D. Ceiling. Specify material and finish. If acoustical tile, sample may be required.
 - E. Specify that all piping, conduit, box cable and similar construction will be either located inside a wall or installed with a minimum ¾-inch space from the wall.

2. DOORS: Specify that all doors to the outside are self-closing and rodent proof. Include a statement that there will be no gap in or around the doors 1/4 inch or greater. During hours of non-operation, all access to facilities located in shopping malls must be rodent-proof.

3. LIGHTING: Specify the type of lighting and type of shielding when located over open food and open storage and utensil washing areas. Specify that a minimum of 20 foot-candles of light will be provided at all work surfaces, in storage areas, utensil washing areas, toilet rooms, in garbage and rubbish storing areas and in walk-in refrigeration units. Specify that a minimum of 50 foot-candles of light will be provided at food preparation areas or areas with equipment such as knives, slicers, grinders and saws.

4. COOKING EXHAUST VENTILATION: Complete scaled shop drawings showing a minimum 12 inch overhang (18-inch overhang required for charbroiler), position of equipment underneath, filter placement and type, plenum air chamber, duct openings. cfm of fan, duct velocity, gauge of materials, etc. Specify source of make-up air. Contact the Howard County Dept. of Inspections, Licensing and Permits at 410/313-2455. If charbroilers with more than 5 square feet of cooking area are planned, they must meet state air pollution control regulations. Contact the MD Department of the Environment, Air and Radiation Management Administration, 1800 Washington Blvd, Baltimore, MD 21230-1720.

5. TOILET FACILITIES:
 - A. Location. Show on plans.
 - B. Required for public when on-premise consumption is proposed.
 - C. Required for employees when NO on-premise consumption is proposed.
 - D. Door(s) must be self-closing.
 - E. Mechanical exhaust ventilation (2 cfm per square foot of floor area minimum) must exhaust directly to the outside of the building with provisions made to introduce make-up air or the system.
 - F. Provide waste receptacles in both toilet rooms. The receptacle(s) in the women's toilet room must be covered.

- G. Supply with soap and paper towels.
6. HANDWASHING FACILITIES:
- A. Location. Show on plans. Maximum allowable, unobstructed, walking distance is 25 feet.
 - 1. Must be in or adjacent to toilet facilities.
 - 2. Must be in each food preparation, utensil washing and food handling area.
 - B. Supply:
 - 1. Mixing valve for hot and cold water or combination faucet.
 - 2. Soap and paper towels.
7. EQUIPMENT:
- A. Complete list of manufacturer and model number including cut sheets. Must be National Sanitation Foundation (NSF) listed or equivalent except per "C" below.
 - B. For custom-built equipment by a NSF listed manufacturer and equivalent specify "Custom". To be built to all applicable NSF standards, or equivalent, and specify the manufacturer's name. Shop drawings may be required.
 - C. For custom-built equipment by a non-NSF or equivalent list manufacturer, submit complete shop drawings showing intended compliance with the applicable NSF standards.
 - D. Floor plan. Show equipment either sealed to adjacent surfaces, on NSF approved casters, or equivalent, or spaced as follows:

<u>Length of side</u>	<u>Width of space</u>
2 feet	6 inches
2-4 feet	8 inches
4-6 feet	12 inches
over 6 feet	18 inches
 - E. Specify that all floor-mounted equipment will be either placed on NSF approved 6-inch legs, or equivalent and properly spaced from adjacent equipment or walls, or placed on NSF approved casters, or properly sealed to the floor. Installation on hollow masonry curbs is not permitted.
 - F. Indicate that all counter mounted equipment (weighing in excess of 80 pounds) will be placed on NSF approved 4-inch legs, or equivalent, or properly sealed to the counter at all adjacent surfaces.
 - G. Shelving intended for storage or holding of open foods or utensils should be a **minimum of 18 inches from the floor.**
 - H. The floors of walk-in boxes are to be graded to drain to the outside through a waste pipe, doorway, or other opening when flushing with water is the method of cleaning.
 - I. No overshelves or salamanders are allowed above cooking surfaces.
 - J. Submit shop drawings for all food guards.
 - K. Aisles or working spaces must be 3ft if food preparation occurs on one side, 4ft if food preparation occurs on both sides of the aisle and employees work back to back, 5 ft if food preparation occurs on both sides of the aisle and employees work back to back, and other employees must pass through the area (*remodeled and new facility*).

8. UTENSIL WASHING:
 - A. Three (3) compartment sink.
 1. Must be equipped with integral left and right drainboards.
 2. Each sink must be individually and indirectly drained and provided with an air gap.
 3. Must be of adequate length, width and depth to accommodate the largest piece of equipment or utensil necessary for the operation of your facility. The floor sink must capture the discharge from the three filled sinks (no splash or overflow). Provide sanitizer and appropriate test kit.
 - B. Dishwashers.
 1. A pressure gauge is required immediately upstream from the final rinse control valve and downstream from a line strainer. The pressure gauge must read between 15 psi and 25 psi. The gauge must be installed on a 1/4 inch IPS petcock.
 2. If a hose spray is needed for scraping, indicate backflow prevention.
 3. If a booster heater is used, indicate the operating temperature of the building's water heater.
 4. If the booster heater is located more than (5) feet from the dishwasher, specify that a recirculating pump will be installed in the booster heater system.
 5. Provide properly installed vacuum breaker for backflow prevention.
 6. Specify the manufacturer and model number of the NSF or equivalent, approved detergent and chemical feeders. Submit plans for ventilation.
 7. Undercounter dishwashers are not permitted unless installed on NSF approved 6-inch legs.
 8. The chemical dishwasher must have a visual or audible indicating device, or other means obvious to the operator, to easily verify the chemical flow. Test papers must be present to check the sanitizer concentration.

9. WATER AND PLUMBING SPECIFICATIONS:
 - A. Show capacity of hot water storage supply. **(Minimum 50 gallons).**
 - B. Indirect connections are required (except when precluded by Plumbing Code) on dishwashing machines, sinks, refrigerators, steam kettles, potato peelers, ice machines, walk-ins and all food service equipment generating waste. Show open site drains with a minimum one-inch air gap.
 1. Indicate separate drain lines from each compartment of multi-compartment sink to open site drains.
 2. Shut off valves are not allowed on salad bar drain lines.
 - C. Water feedlines to hot and cold drinks dispensing equipment, dishwashers and ice makers plus all submerged water inlets and hose bibb connections must be protected by a properly installed vacuum breaker or backflow prevention device (meeting A.S.S.E. 1012 standards).
 - D. All backflow prevention devices must be a vented double check valve meeting A.S.S.E. 1012 standards, which exceed Howard County Plumbing Code.

10. STORAGE: Specify shelving, dunnage racks, etc. by manufacturer and model number. Must be NSF approved or equivalent. NOTE: Exposed storage of food and

utensils is prohibited less than 18 inches from the floor. Sealed wooden pallets approved only if a pallet jack is maintained and used on the premises.

11. UTILITIES: Specify:
 - A. Water - Public or private supply.
 - B. Sewerage - Public sewer or on-site sewage disposal system.
 - C. For all private water and sewerage systems, submit a drawing showing the location of the well and the on-site sewage disposal system. For new installations contact the Well and Septic Program, Howard County Health Department at (410) 313-1771.
 - D. Provide the location of the grease interceptor.
12. DRESSING ROOMS AND LOCKERS: Specify location and type.
13. REFUSE STORAGE: Note type of facilities on plan. Specify that the outside storage of refuse will be in rodent-proof containers located on a paved surface. Refuse compactors should be NSF approved or equivalent.
14. MOP SINK: Specify location. Indicate location for the hanging storage of mops and brooms. A floor-mounted shower stall basin is an approved mop sink.
15. TYPE OF FACILITY: Specify what products will be prepared and type of service. Supply a menu.
16. WALK-IN COOLER: Walk-in coolers located outside of a facility must be placed on a cement pad. A plan review must be completed for a walk-in cooler.
17. SEATING: Approval for seating, or changes in seating requires that a plan review be completed. Note: Seating for a facility served by an on-site sewage disposal system will be limited to the design capacity as determined by the Well and Septic Program.
18. EQUIPMENT ADDITIONS/CHANGES: Addition of equipment or changes of equipment requires that a plan review be completed.

PLEASE NOTE: The following statements should be included on all plans submitted.

1. SEALING: All joints, annular spaces, or openings into hollow or inaccessible areas will be closed to 1/32 inch or less. Proper construction of cabinetry will prevent cracks and voids to inaccessible spaces, and will seal or paint any raw wood surfaces. Cabinet maker and other installers have been advised of these requirements.

2. EXTERIOR DOORS: All exterior doors will be self-closing and rodent proof.

LIGHTING: A minimum of 20 foot-candles of light will be provided at all work surfaces, in storage areas, utensil washing areas, toilet rooms, in garbage and rubbish storing areas and in walk-in refrigeration units. **Specify that a minimum of 50 foot-candles of light will be provided at food preparation areas or areas with equipment such as knives, slicers, grinders and saws.**

3. RESTROOMS: All restrooms will be equipped with mechanical exhaust ventilation sized at a minimum rate of two (2) cubic feet per square foot of floor areas and exhausting directly to the outside.

4. SPACING: All adjacent perimeters of cabinet-type equipment will be sealed; made mobile; or placed on 6 inch legs, spaced from walls and adjacent perimeters as follows:

<u>Length of side</u>	<u>Width of space</u>
0-2 feet	6 inches
2-4 feet	8 inches
4-6 feet	12 inches
6 + feet	18 inches

(NOTE: Please provide a list stating method of installation to meet this requirement for all cabinet-type equipment.)

5. COUNTER TOP EQUIPMENT: Counter top equipment if not portable will be equipped with 4-inch legs, a tilt device or be sealed to the counter to facilitate cleaning (meatslicer, soda tower countertop refrigerators etc.).

6. SPLASHGUARD: If exposed food or clean utensils will be within 15 inches of the handsink OR the handsink is mounted in the countertop, a guard at least 18 inches high will be provided to contain the splash in the sink area.

7. DRINK RUNS: The soda tower drink runs will be sealed at both ends.

8. CLEANING SPACE: Electrical conduits and plumbing pipes will be kept as high as possible above the floor to provide adequate space for cleaning. Piping, conduit, and similar construction, located outside a wall, will be installed so that there is a minimum of 3/4 inch space between it and the wall. Plumbing, electrical and other installation contractors are to be made aware of this requirement.

9. PAINTING: All painting will be with lead-free, non-metallic enamel paint or a high quality varnish.

10. WASTE WATER: All applicable food service equipment will be individually plumbed to an open site drain with a minimum one-inch air gap.

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