

**CITY OF HERMITAGE
DEPARTMENT OF HEALTH**

800 NORTH HERMITAGE ROAD, HERMITAGE, PA 16148
724-981-0800

APPLICATION FOR FOOD SERVICE FACILITY PLAN REVIEW

Chapter 151, Food Establishments, of the Rules and Regulations of the Department of Environmental Resources, issues under the Act of May 23, 1945, P.L. 926 (Act 369), requires that properly prepared plans and specifications for construction, remodeling or alteration of an eating and drinking facility must be submitted to and approved by the Hermitage Health Department before food can be prepared and served.

Please complete and submit the following information to the Hermitage Health Department:

Name of Facility: _____ County: _____

Address: _____ City & Zip: _____

Owner's Name: _____ Telephone: _____

Name of Responsible Agent if Other than Owner: _____

Manager Contractor Designer Supplier Other (Specify) _____

Mailing Address: _____

Facility Information: New Remodeled Conversion

Type of Service: Provide a description of the proposed food and beverage service and nature of operation:
(also attach a menu if available)

Take Out Sit Down Service

Employee Information: Provide information on number and category of workers anticipated: Total and per shift:

Projected Service Capacity:

Seats: _____ Patrons Served: _____

Type of Water Supply:

Community: Yes No ; Name of Public Water Company: _____

Non-Community: Yes No ; Is Brief Description Form completed: Yes No Attached

Non-Community water supply new source sampling requirements include:

1. Organics
2. Inorganics
3. VOC's
4. Turbidity
5. Microbiological
6. Secondaries
7. Radiological

Type of Sewage Disposal:

Public: Yes No ; Name of System: _____

Private: Yes No ; Has Sewage Disposal Permit been obtained: Yes No

Copy of Sewage Permit or SEO approval attached _____

Have Zoning Requirements been met? Yes No

Have Code Requirements (electrical, plumbing, building, etc.) been met? Yes No

Name of Solid Waste Collector (If Known) _____

Refuse Disposal Site is (If Known) _____

Construction: Anticipated Starting Date: _____

Anticipated Completion Date: _____

Signature of Applicant: _____

Date: _____

Attach to Plans and Specifications and submit to:

GUIDELINES FOR PREPARATION OF PLANS Food Service Facilities

Preplanning

- Review thoroughly a copy of the rules and regulations pertaining to the specific type of food service facility planned prior to and during preparation of plans and specifications.
- Discuss any unanswered questions regarding licensing and requirements for licensing and plan review with your local Health Officer.
- Complete an "Application for Food Service Facility Plan Review" which is to be submitted with the plans and specifications.
- Do not begin construction of the facility prior to submitting acceptable plans and prior to receiving approval of the submitted plans from the local Health Officer.
- All local planning, zoning, building, etc., codes must be considered as well as requirements of the Department of Labor and Industry, Department of Agriculture, and the Liquor Control Board, if the facility will also be regulated by these agencies.

Preparation of Plans

Plans and specifications for food service facilities must include, where applicable, data relating to the grounds, building exterior, building interior, and such other information as may be required by the licensor.

The plans must be clear, concise, legible, to scale, and be of such size as to enable all information to be clearly shown. All information must be submitted in duplicate to the local representative of the licensing agency for review.

The following information must be included in plans and specifications for food service facilities:

- A. **Water Supply** - Approval of the water supply shall be based on satisfactory compliance with the latest edition of the Public Water Supply Manual for Construction Standards and Chapter 109 for Water Quality, of Pennsylvania Department of Environmental Resources. Please show construction and location details. A site survey should be arranged with the sanitation prior to site approval or well location. If a non-community water supply is to be utilized, a Brief Description Form, ER-BCEC-47, should be required to accompany the plans.
- B. **Sewage Disposal** - Approval of all sewage disposal systems will be based upon satisfactory compliance with Chapter 71 and 73 of this title (relating to the administration and standards for sewage disposal facilities) the Clean Steams Law, Act of June 22, 1937, P.L. 1987, as amended (35 P.S. 691.1 *et seq.*). Show construction and location details. A copy of the Sewage Permit or other approval from the SEO should be included.
- C. **Refuse**
 - a. Describe method of refuse storage. List type of container and number of containers.
 - b. Describe facilities to be provided for storage of refuse containers - garbage room, storage rack or platform, etc.
 - c. Indicate facilities provided for cleaning of refuse storage containers. Wastes generated in the cleaning of refuse containers must be disposed of in an approved manner (sewage system).
 - d. If refuse is to be disposed of on site, technical details of disposal method must be indicated. Disposal of garbage and refuse shall conform to the Solid Waste Act, Act of July 31, 1968; P.L. 788, (No. 241), Section 6, (35 P.S. Section 6006) and the regulation adopted pursuant thereto, Chapter 75 of this title (regulating to Solid Waste Management).
 - e. If disposal is to take place off site, list name of collector, frequency of collections, and name and location of disposal site.

D. Structural Facilities

1. Floors - All construction details must be clearly shown or indicated, including:

- a. Construction materials
 - b. Location of floor drains
 - c. Details on juncture between floors and walls
- (Information can be presented on attached "Room Finish Schedule" form)

2. Walls and Ceilings - Complete details must be provided, including:

- a. Materials
 - b. Finish
 - c. Color
- (Information can be presented on attached "Room Finish Schedule" form)

3. Doors and Windows

- a. Indicate self-closing devices on doors where required
- b. Indicate screening or other insect-control devices (include size of screening)

4. Lighting

- a. Indicate placement of all fixtures (In relation to equipment)
- b. Indicate illumination level (In foot-candles) for all areas; including toilet rooms, storage areas, etc. Specific intensities must be shown for food preparation areas and utensil-washing areas.

5. Plumbing - A detailed plan of the plumbing system must be provided, including:

- a. Water connections to all food service equipment (steam tables, potato peelers, etc.)
- b. Drainage or condensate lines from equipment such as ice-making equipment, walk-in refrigerators, etc., showing clearly the method of discharge to the sewer.
- c. Mixing valves on all lavatory fixtures.
- d. A complete plan of the hot water generating system must be included where hot water is to be used as a sanitizing agent.
- e. All drinking fountains must be shown in detail.
- f. Cross connection control.

6. Toilet and Handwashing Facilities

- a. Indicate construction details of floors, walls, and ceilings.
- b. Indicate method of ventilation to outside.
- c. Indicate location of all lavatory sinks (at least one must be located in the food preparation area not more than 50 feet from any work area).
- d. Indicate soap dispensers, towel dispensers, and waste receptacles for each toilet room and/or sink.

Note: Covered waste receptacles are required in women's rest rooms.

- e. Indicate dressing and/or locker rooms for employees (some type of storage facilities for personal items are required).

7. Food Storage Areas

- a. Indicate construction of floors, walls, ceilings.
- b. Indicate ventilation of store rooms.
- c. Indicate height and depth of storage shelves (distance from lowest shelf to floor must be no less than 6").
Also indicate the finish of the storage shelves, and their location (not under overhead water or sewer pipes).

8. Food Displays

- a. Indicate counter sneeze guards or other protective devices.

E. Equipment

1. Design and Construction

- a. A list of all equipment must be prepared as an addendum to the plans showing the manufacturer and the model for all equipment. This information can be presented on the attached "Equipment Schedule."
(Note: All equipment must be designed and constructed in accordance with the criteria set forth by the National Sanitation Foundation, Baking Industry Sanitation Committee, or other appropriate testing agency.) If the equipment does not bear the seal of approval of any of these agencies, a set of detailed shop drawings may be evaluated to determine compliance with these standards.

2. Thermometers

- a. Numerically scaled thermometers, accurate to a ± 3 F., must be indicated for each cold storage facility to be used in the storage of potentially hazardous foods.

3. Equipment and Utensil Storage

- a. Adequate storage facilities for all equipment such as tableware, kitchenware, utensils, etc., must be clearly shown.
Note: Utensil storage containers must be designed so that the utensils are protected from contamination, and so that only the handle of the utensil can be grasped by employees or customers.
- b. Complete details must be included for running water dipper wells for frozen dessert dippers, including water inlet, waste connection, etc.

F. Ventilation

The complete plan of the ventilation system must show the location and size of duct work, location of hoods, grease filters, volume of air exhausted (CFM), etc. A detail of the final exhaust outlet must be provided.

Note: All kitchen ventilation equipment must be designed in accordance with the National Fire Protection Association (NFPA Code NO. 96-1984), and must be installed according to the NSF "Manual on Sanitation Aspects of Installation of Food Service Equipment."

EQUIPMENT SCHEDULE

Provide a scaled layout drawing of all equipment in the kitchen, serving area, and dining area. Complete the following list of equipment and submit with your plans. All equipment is to meet National Sanitation Foundation specifications (NSF)
Provide separate information on hood canopy filter-fan system.

Item No.	Type of Equipment	Manufacturer's Name	Model No.	Quantity

**FEATURES OF THE ESTABLISHMENT
COMPLETE AND SUBMIT WITH YOUR PLANS**

MATERIALS AND CONSTRUCTION

	Wall Finishes	Construction (coving)	Floor Finishes	Construction	Ceiling Finishes	Construction
Kitchen: Cooking						
Food Prep						
Dry Storage						
Warewashing						
Serving						
Rest Room						
Janitor Closet						
Dining Area						
Other:						

Notes: _____

LIGHTING

	Foot Candles	Arrangement	Cleaning and Service	Shielding or Protection
Work Area				
Storage				
Serving				
Dining Area				
Special				

Notes: _____

FLOOR DRAINS (number, Location and Construction)

Notes: _____

PLAN REVIEW CHECKLIST

The following items are of importance in the safe and sanitary operation of an eating and drinking place. Review the plan for the inclusion of these items and any others that may be necessary to the operation.

1. Exterior to the Building

- a. Free of litter, rodent or insect harborage
- b. Property drained
- c. Dust control measures employed
- d. Clean, enclosed refuse storage

2. Water Supply

- a. Community _____ Non-Community _____
 - (1) Adequate supply
 - (2) On-site treatment required: yes no
 - (3) Type of treatment
- b. Hot and cold water requirements
 - (1) Adequate flow and pressure
 - (2) Cold water usage _____ GPH, estimated maximum
 - (3) General purpose hot water usage _____ GPH, estimated maximum
 - (a) Temperature
 - (b) Generation capacity and rate
 - (4) 180°F water
 - (a) Requirements _____ GPH, estimated maximum
 - (b) Generation capacity and rate
 - (c) Is recirculation required
 - (5) Steam
- c. Ice
 - (1) Produced on site _____ purchased _____
 - (a) If purchased, Name of Vendor
 - (b) Storage of ice
 - (c) Handling methods

3. Liquid Wastes

- a. Public Sewers: yes no Name of Authority: _____
 - (1) Adequate
- b. On-site system: yes no
 - (1) Type _____
 - (2) Effluent discharge
 - (3) Sewage system approved

4. Garbage and Refuse

- a. Can or container storage area
- b. Can or container cleaning
- c. Garbage grinding
- d. Incineration
- e. Compactor

5. **Insect and Rodent Control**
 - a. Outer openings screened or other controls provided
 - b. Outer doors self-closing
 - c. Building rodent proof
 - d. Harborage eliminated

6. **Ventilation (other than food preparation)**
 - a. Toilet facilities
 - b. Dressing rooms
 - c. Storage rooms
 - d. Janitors closets
 - e. Serving and dining areas

7. **Plumbing**
 - a. Complies with state or local laws or national plumbing code
 - b. Location
 - (1) Enclosed
 - (2) Space for cleaning
 - (3) Sealed through doors, walls and ceilings
 - c. Potable water
 - (1) No cross connections
 - (2) Back flow protection
 - d. Waste water drains
 - (1) Provision for indirect waste
 - (2) Overhead protections
 - (3) Grease traps

8. **Toilet and Handwashing Facilities**
 - a. Adequate number
 - b. Proper location
 - c. Sanitary design
 - (1) Fully enclosed room
 - (2) Self-closing doors
 - (3) Covered waste receptacles

9. **Lavatories in or near rooms and in food preparation area**
 - a. Adequate number
 - b. Conveniently located
 - c. Tempered water
 - d. Hand drying (paper towel or hot air)
 - e. Soap dispenser
 - f. Waste receptacles

10. **Dressing and locker rooms**
 - a. Separate dressing rooms (not in food preparation area)
 - b. Secure storage for employee's personal effects

11. Storage

- a. Dry
 - (1) Food stuffs
 - (2) Single service items
 - (3) Linens - clean and soiled
 - (4) Cleaning Supplies
 - (5) Toxic items
 - (6) Medication and first aid supplies
- b. Refrigeration and frozen
 - (1) Walk-ins
 - (2) Reach-ins
 - (3) Freezers
- c. Hot foods (140°F) or below
 - (1) Serving lines or self serve buffet
- d. Cold foods (45°F) or below
 - (1) Salad bars or serving lines
- e. Utensils and kitchenware
- f. Tableware
 - (1) Clean
 - (2) Soiled

12. Equipment

- a. Food preparation equipment installation
 - (1) Mounting (space/seal)
 - (a) Floor
 - (b) Masonry base
 - (c) Wall mounted
 - (d) Counter equipment
 - (e) Wheeled or portable

13. Ware washing

- a. Procedural flow
 - (1) Waste
 - (2) Wash (include pre-rinse and/or pre-soak)
 - (3) Rinse
 - (4) Sanitize
 - (5) Drainboards
- b. Pots, pans utensils, tableware
 - (1) Manual
 - (2) Mechanical (machine)
- c. Carts, mobile equipment and portable items
- d. Fire protection system (strongly recommended; a must for insurance coverage)

14. Cooking and heating (reheating)

- a. Ranges, stoves
- b. Steamers, ovens
- c. No crock pots (trade name) used as cooking equipment in public eating and drinking places

15. Food display

- a. Sneeze guards

16. Dispensing

- a. Scoops, tongs, dippers

17. Waitress stations

- a. Covered ice storage
- b. Flatware storage
- c. Wiping rag - storage

18. Living area

- a. Complete separation from preparation, storage, display and serving

19. Laundry facilities

- a. Location
- b. Vented