

**CITY OF HERMITAGE
DEPARTMENT OF HEALTH
800 NORTH HERMITAGE ROAD
HERMITAGE, PENNSYLVANIA 16148
724-981-0800
rpenn@hermitage.net**

Dear Retail Food Facility Applicant:

Enclosed are the necessary forms and applicants for obtaining a license or registration from the Pennsylvania Department of Agriculture. Please note that, per Act 369, the Public Eating and Drinking Law, "...it shall be unlawful for any proprietor to conduct or operate a public Eating and Drinking establishment without first obtaining a license..." and according to Act 70, The Food Act, "...it shall be the duty of every person operating a food establishment within this Commonwealth to register..."

The enclosed material must be fully completed, returned with all necessary accompanying documentation, and reviewed by the appropriate Hermitage Health Department Officer prior to work begun in construction, remodeling, alteration of a facility, change in type of food operation, new ownership or the preparation/sale of foods from a retail food facility. Please note, failure to provide all required information could delay your license or registration approval. RETURN COMPLETED FORMS TO: City of Hermitage, Department of Health, 800 North Hermitage Road, Hermitage, Pennsylvania 16148.

The City of Hermitage Department of Health, will review the plans and notify you of its approval/disapproval. Once you receive your approval, notify the City of Hermitage Health Office at least ten (10) days prior to operation to arrange a licensing inspection.

Sincerely,

Your Hermitage Health Officer

RVP/lb

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GUIDELINES FOR PREPARATION OF PLANS FOR A RETAIL FOOD SERVICE FACILITY

These guidelines are for your review and possible use. Tables herein may be used as is or you may submit your own tables and information, along with the above application.

I. Preplanning

1. 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. Applicable laws may include Act 70, the Food Act and Act 369, the Public Eating and Drinking Places Law. Regulations governing food safety in retail food facilities are Title 7, Chapter 46, PA Food Code.
2. Discuss any unanswered questions regarding licensing or registration and requirements for plan review with your local Department of Agriculture representative.
3. Complete an "Application for Retail Food Service Facility Plan Review" which is to be submitted with the plans and specification.
4. Do not begin construction, remodel or conversion of the facility prior to submitting acceptable plans and prior to receiving approval of the submitted plans from the regional PA Department of Agriculture office or the licenser office*. New owners and change of ownerships are required to submit plans and gain approval *prior to* sale and preparation of foods.
5. All local planning, zoning, building, fire etc., codes must be considered as well as requirements of the Department of Labor and Industry, Department of Environmental Protection, and the Liquor Control Board, if the facility will also be regulated by these agencies. It is your responsibility to assure compliance with other applicable laws and regulations.

*County, township, cities or boroughs may have local health offices. As such, they may have jurisdiction for issuing Public Eating and Drinking licenses under Act 369. Registrations, under Act 70, are issued solely by the PA Department of Agriculture. Retail food facility plan reviews may need to be submitted to both agencies. All facilities should discuss this issue with their local PA Department of Agriculture regional office sanitarian. Phone numbers for regional offices are located on the second page of the Plan Review Application.

II. Preparation of Floor Plans

Plans must include, where applicable, data relating to the grounds, building exterior, building interior, equipment and such other information as may be required by the Department of Agriculture (PDA).

Plans must be clear, concise, legible, to scale, and of such size to enable all information to be clearly shown. Architectural or engineering drawings or blue prints are recommended, although, hand drawn plans may be submitted if carefully and accurately drawn to scale.

III. Requested information

The following information must be included in the application/plans:

- 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 Title 25, Chapter 109 for Water Quality, Pennsylvania Department of Environmental Protection (DEP). Contact your local DEP office for water system approval. Verification of this approval must be submitted. Facilities shall also comply with Chapter 46, PA Food Code sections relating to water, 46.810 – 46.806 and 46.841 – 46.844 (mobile water tanks), if applicable. A non public water system (one not regulated by DEP) shall be required to conform to the construction, maintenance, and operation requirements established for a transient non-community water system as defined in 25 Pa. Code Chapter 109. Those water systems will need to submit initial sampling of the water supply to include, all 3 sequential coliform samples and one nitrate/nitrite to PDA prior to licensing or registration. Continued testing of the water supply for non-public systems (non-DEP regulated), shall continue with quarterly Coliform and annual Nitrate/Nitrite testing.
- B. Sewage Disposal:** A copy of the Sewage Permit or other approval from the SEO should be included if the facility is on an on-lot sewage system. Approval of all sewage disposal systems will be based upon satisfactory compliance with Chapter 71 and 73 of this title, The Clean Streams Law, Act of June 22, 1937, P.L. 1987, as amended (35 P.S. 691.1 et seq.), and/or as determined by the local governing sewage enforcement agency or local Sewer Enforcement Officer (SEO) and with Food Code sections 46.861 – 46.863.

Those facilities on municipal sewage systems need only supply the name of the sewage enforcement municipality.

C. Refuse, Recyclables, & Returnable:

- a) If refuse is to be disposed of on site, technical details of disposal method must be included. Disposal of garbage and refuse shall conform to the Solid Waste Act, Act of July 31, 1968, P.L. 788 (No. 241), Section 6, (35P.S. Section 6006) and the regulation adopted pursuant thereto, Chapter 75 of this title (relating to Solid Waste Management).
- b) If disposal is to take place off site, list the name of the collector, frequency of collections, and name and location of disposal site.
- c) The handling of refuse, recyclable and returnable shall comply with all applicable sections of Chapter 46, Food Code.

D. Structural Facilities

- a) **Floors:** all construction details must be clearly shown or indicated, including:
 - 1) Construction and finish materials (Information can be presented on the attached “Room Finish Schedule” form). For existing building, finish coats should be listed. (Ex: linoleum, concrete sealed with high gloss paint, etc...)
 - 2) Location of floor drains
 - 3) Materials for the juncture between floors and walls
- b) **Walls and Ceilings:** complete details must be provided, including:
 - 1) Materials (Information can be presented on the attached “Room Finish Schedule” form)
 - 2) Finish
- c) **Doors and Windows**
 - 1) Indicate self-closing devices on doors where required.
 - 2) Indicate screening or other insect-control devices (include size of screening)

d) **Lighting**

- 1) Indicate the placement of all fixtures (in relation to equipment)
- 2) Indicate illumination levels (in foot-candles or numbers/wattages of lights) for all areas; including toilet rooms, storage areas, food preparation areas, etc... Specific intensities must be shown for food preparation and utensil and ware washing areas. See Chapter 46, Food Code, sections 46.943.
- 3) Provide protection for light fixtures to ensure shattered glass does not become a food safety hazard.

e) **Plumbing:** A detailed plan of the plumbing system must be provided, including;

- 1) Water connections to all food service equipment
- 2) Drainage or condensate lines from equipment such as ice-makers, walk-in coolers etc... showing clearly the methods of discharge of the waste waters
- 3) Mixing valves on all lavatory fixtures.
- 4) A complete plan of the hot water generating system must be including where hot water is to be used as a sanitizing agent, ware washing facilities and hand wash sink locations
- 5) Cross connection and backflow control at all necessary areas

f) **Toilet and Handwashing Facilities**

- 1) Indicate the construction detail of the floors, walls and ceilings in restrooms. (Information can be presented on the attached "Room Finish Schedule" Form).
- 2) Indicate method of ventilation to outside air.
- 3) Indicate location of all handwash sinks.
 - i. A minimum of one handwash sink for food employees must be accessible and conveniently located in the food preparation areas.
 - ii. If seating for the public is available on the food facility premises, a minimum of one handwash sink must be available for patrons. Provision of public restrooms will meet this requirement.
- 4) Indicate soap dispensers, towel dispensers, waste receptacles and employee hand washing signage for each toilet room and/ or sink. NOTE: Waste receptacles in women's restrooms for sanitary napkin disposal shall be covered.
- 5) Indicate dressing/locker rooms or storage areas for employee's personal effects (some type of storage facilities for personal items is required).

g) **Food Storage Areas**

- 1) Indicate construction of floors, walls, and ceilings in these areas. (Information can be presented on the attached "Room Finish Schedule" form)
- 2) Indicate height and depth of storage shelves (distance from the 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).

h) **Food Displays** - Indicate counter sneeze guards or other protective devices (sneeze guards are required for all consumer self service operations or areas within any food facility).

E. Equipment

- a) **Design and Construction** - 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." Equipment must meet a minimum requirement as stated in Food Code sections 46.521--46.523, 46.541--46.544, 46.561--46.563 & 46.581--46.595. A set of detailed shop drawings may be evaluated to determine compliance with these standards. Food equipment that had been unaltered and has been certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program shall be deemed to comply with Chapter 46, sections as listed above.
- b) **Thermometers –ambient air or water** - Numerically scaled thermometers measured in Fahrenheit must be accurate to +/- 3 °F and must be accessible and readable for each cold storage

unit to be used in the storage of potentially hazardous foods for measuring ambient air or water temperature. (+/- 1.5 °F for Celsius devices or Celsius/Fahrenheit devices). Note: *Food* temperature measuring devices that are scaled only in Fahrenheit shall be accurate to +/- 2 °F in the intended range of use OR +/- 1 °F for Celsius thermometers.

c) Equipment and Utensil Storage

- 1) 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 the employee or customer.
- 2) Complete details must be included for running water dipper wells, including water inlet, waste connection, etc.

F. Ventilation: The complete plan of the ventilation systems must be provided. A detail of the final exhaust outlet must be provided. If necessary to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes in a food facility, mechanical ventilation of sufficient capacity and made of approved materials shall be provided. Ventilation hood systems and devices shall be sufficient in number and capacity to prevent grease or condensation from collecting on walls, ceilings and fixtures. Exhaust ventilation hood systems in food preparation and warewashing areas (including components such as hoods, fans, guards and ducting) shall be designed to prevent grease or condensation from draining or dripping onto food, equipment, utensils, linens and single-service and single-use articles. On new installations or hood remodels, galvanized metal hoods are not acceptable in situations where grease-laden vapors are being produced. If vented to the outside, ventilation systems may not create a public health hazard or nuisance or unlawful discharge. It is the food facility operator or owner's responsibility to assure compliance with all state and local building and fire codes.

G. Consumer Advisory, if applicable: If a retail food facility intends to sell ready to eat animal-derived foods in a raw or undercooked form (Examples; sushi, rare steak, sunny side up eggs, raw egg coddled dressing) then a consumer advisory must be offered to patrons. A sample of the facility's compliance with the consumer advisory section of Food Code section 46.423 should be submitted with this plan. Your action plan to comply with this section or the actual menu showing compliance with this section is acceptable. Both *disclosure* of the specific food items affected and a *reminder* of the risks must be contained in the consumer advisory to be considered approved. Guidelines are available to aid you in the development of this section.

H. Room Finish, Lighting, Floor Drain, and Equipment Schedules: below listed tables and charts. These schedules can be used as is, or this information can be submitted in other formats along with facility prints.

CITY OF HERMITAGE
DEPARTMENT OF HEALTH

APPLICATION FOR RETAIL FOOD FACILITY
PLAN REVIEW

Chapter 46, Food Code, the Rules and Regulations of the PA Department of Agriculture issued under the Act of May 23, 1945, P.L. 926 (Act 369) and Act 70 of July 7, 1994, requires that properly prepared plans and specifications for construction, remodeling or alteration of a retail food facility must be submitted to and approved by the Department before food can be prepared, served and sold.

PLEASE COMPLETE ALL INFORMATION AND SUBMIT TO THE DEPARTMENT

SECTION 1 (COMPLETE AND MOVE TO SECTION 2)

PURPOSE OF THE PLAN REVIEW

APPLICATION FOR: (circle one) Permanent License OR Temporary License (valid 14 days or specific event)

THIS FACILITY IS A: (circle one) Permanent Structure OR Mobile Unit / Structure

PLEASE SELECT ANY THAT APPLY:

- New Food Facility
- Remodel of an Existing Facility
- Other, Describe _____
- Change of Ownership for an Existing Facility
- Change of Food or Operation Type for an Existing Food Facility

SECTION 2 (COMPLETE AND MOVE TO SECTION 3)

FACILITY INFORMATION

NAME OF FACILITY _____

ADDRESS OF FACILITY:

Street Number and Name	City	State	Zip Code
County	Township/Borough		
() Phone Number	() Fax Number		
Email Address	() Cell Number or Alternate Phone Number		

MAILING ADDRESS (If Other Than Above):

Street Number and Name	City	State	Zip Code
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BUSINESS OWNER, COMPANY OR CORPORATE NAME _____

Street Number and Name	City	State	Zip Code
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RESPONSIBLE OFFICIAL AT THE FACILITY _____

SECTION 3: (IF A CHANGE OF OWNERSHIP FOR EXISTING FACILITY ONLY IN SECTION 1, SKIP THIS SECTION AND MOVE TO SECTION 5. IF A REMODEL ONLY IN SECTION 1, SIGN, ATTACH PLANS AND MOVE TO SECTION 5. ALL OTHERS SIGN, ATTACH PLANS, AND MOVE TO SECTION 4.)

FACILITY FLOOR PLAN & EQUIPMENT LIST

All facilities, except for CHANGE OF OWNERSHIP FOR AN EXISTING FACILITY **ONLY**, must submit a copy of a facility floor plan. This plan must include the basic lay out of the facility, the location of all food service equipment, a listing of the equipment (including manufacturer's names and model numbers), water and sewer connection locations, restroom locations and fixtures, lighting schedules, surface or finish coat materials of floors, walls and ceilings, and site plan showing exterior building structures (including storage areas, trash receptacles, outside refrigeration units, etc...). Commonwealth regulations prohibit the use of lead pipe, lead-based solder and fitting in potable water drinking systems after January 6, 1991. The Department has provided a guideline for your assistance in complying with this section of the application.

Remodel facilities only, need only submit a floor plan and the list of equipment for the specific area(s) of the food facility that is affected by the remodel.

I have attached the appropriate floor plan AND equipment list to this application.

Applicant Signature _____

SECTION 4 (COMPLETE THIS SECTION THEN MOVE TO SECTION 5)

WATER, SEWER, WASTE INFORMATION

WATER: The facility is on, or will use: (Check which one applies)

_____ A public / municipal water supply. Supplier: _____

_____ A non-public / non-municipal / private water supply (example: well water). These water supplies must be approved by DEP, Department of Environmental Protection (717-783-2300). Written documentation must be provided. **A current water test must be provided.**

_____ Various water supplies because it is a mobile unit.

A Current Water Test is Attached and / or I Understand that it is My Responsibility to use ONLY Approved & Tested Water Supplies if Mobile.

Applicant Signature _____

SEWER: The facility is on: (Check which one applies)

_____ A municipal/public sewage disposal system. Name of Sewage Authority : _____

_____ A non-public sewage disposal system (examples; Sand mounds, holding tanks). For on-lot sewage disposal systems, written documentation from a certified Sewage Enforcement Officer stating that the sewage system is operating in a legal manner and with no apparent violations is required. This approval does not apply if the facility is connected to an approved municipal supply, as listed above.

I have attached written documentation for my on-lot sewage disposal system.

Applicant Signature _____

_____ appropriate sewage/waste holding tanks that will be disposed of at approved sewage disposal sites only.

REFUSE: (Check all that apply & complete fully)

_____ The food facility refuse collector is _____ (company name)

_____ List any other refuse or waste collection companies (ex: grease collection) _____

_____ This facility is a mobile unit and will use various approved refuse sites for disposal of refuse and waste.

SECTION 5 (COMPLETE AND MOVE TO SECTION 6. IF A REMODEL ONLY IN SECTION 1, SALES TAX INFORMATION IS NOT REQUIRED)

ZONING AND OTHER CODES

(Signature is required to affirm compliance with the appropriate requirements.)

_____ Facility is Compliant with Local Zoning requirements. **Home-based retail facilities** (only those allowed by the Department) **need to attach written documentation** from their municipality stating that a food type business can be conducted from the home.

_____ Facility is Compliant with All Building Code requirements (electrical, plumbing, ventilation, structural, etc).

_____ A license to collect sales tax has been obtained or applied for. For information on applying for a sales tax license, contact the Pennsylvania Department of Revenue - (717) 787-8201. A copy of the sales tax license or proof of application is attached to this application.

_____ According to the PA Department of Revenue, my business is exempt from collection of sales tax.

I certify that the facility is compliant with the above checked requirements and any required supporting documentation is attached.

Applicant Signature _____

SECTION 6 (COMPLETE AND MOVE TO SECTION 7)

CONSTRUCTION

_____ Equipment Change _____ Minor Construction _____ Major or New Construction

Briefly describe construction or change and anticipated time frame for start and completion.

SECTION 7 (COMPLETE AND MOVE TO SECTION 8)

FACILITY SERVICE INFORMATION

DAYS OF OPERATION & TIME (Check days which apply & complete time facility is open)

_____ Monday Time _____ _____ Friday Time _____
_____ Tuesday Time _____ _____ Saturday Time _____
_____ Wednesday Time _____ _____ Sunday Time _____
_____ Thursday Time _____

TYPE OF SERVICE (Check all that Apply)

Retail Grocery Retail Grocery / Salvage Farm Market Stand
 Dine In Food Service Take Out Food Service Catering
 Mobile Facility Church Bar / Club
 School Organized Camp
 Temporary Facility (14 days or less) Temporary Facility at event and festivals
 Other Describe: _____

TYPE OF MENU (Check which one Applies)

Full Service Menu ** attach menu Limited Menu ** attach menu
 Specific Food Items List items _____
 Full Service Grocery with Departments: _____ Bakery _____ Deli _____ Caf e _____ Produce _____ Meat
 _____ Seafood _____ Dairy _____ Other, list _____

Do you plan on serving any food undercooked or raw? List: _____

Do you have or have you applied for a liquor license? YES or NO

PROJECTED SEATING CAPACITY

_____ # of seats (mark "0" if there are no seats in the facility) _____ # of patron served (projected)

EMPLOYEE INFORMATION

_____ # of anticipated employees Do you have a PA Certified Food Handler on Staff? YES or NO

If YES, list name and PDA certificate number _____
If NO, you will have 90 days from the date your license/registration is issued to make arrangement to send a supervisory level employee to training. Visit our web site at www.agriculture.state.pa.us to obtain a list of approved courses in your county.

Do you have an employee health policy? YES or NO
(An employee health policy establishes how to handle ill employees, See Sections 46.111 thru 46.115 of the Food Code for clarification) If NO, prior to opening an employee health policy must be established, either in writing or verbal, and presented to every employee of the establishment.

SECTION 8 (TEMPORARY FOOD FACILITIES ONLY. IF NOT A TEMPORARY FOOD FACILITY, MOVE TO SECTION 9)

A Temporary Food Facility is a food facility operating ONLY at fairs, festivals, carnivals or other sponsored events.

Number of Temporary Events Anticipated Attending each Year in PA? _____
Note: If attending 3 or fewer events, a temporary license can be issued for each event. If attending more than three events, a permanent license must be obtained.

Name of Sponsoring Event(s), Celebrations(s), or Festival(s) Planned

SECTION 9 (COMPLETE AND MOVE TO SECTION 10)

FACILITY OPENING

Anticipated date of opening and/or ownership settlement of the facility and/or remodeling completed.

_____ date

SECTION 10 (COMPLETE)

This application, along with the floor plan and any other requested materials, as listed above, should be **submitted to you local Regional Office**, as listed on the cover letter.

By signing this application, you are confirming that all information is accurate and true. Failure to supply all requested information may result in a delay in licensing your facility.

Please allow two weeks for processing of your plan review from the date of post marking. You will be sent a letter via USPS with your approval or denial of this plan.

Signature, Title

Date

OFFICIAL USE ONLY

LICENSE TYPE: E & D _____ Retail Food Store REGISTRATION _____ Wholesale REGISTRATION _____ REG EXEMPT _____ TEMPORARY _____

STANDARDS FOR REVIEW PERMANENT _____ TEMPORARY _____ MOBILE _____ TFF W/ PERMANENT LIC. _____

APPROVAL

PLANS APPROVED, DATE _____ PLANS DENIED, DATE _____

Reasons for denial: _____

REVIEWING SANITARIAN _____

**ROOM FINISH SCHEDULE and OTHER FEATURES
COMPLETE AND SUBMIT WITH YOUR PLANS**

MATERIALS AND CONSTRUCTION:

	Wall Finishes	Coving- floor to wall area	Floor Finishes	Ceiling Finishes
EXAMPLE	Dry wall with semi gloss white paint	Rubberized 4" base coving	Linoleum	Drop ceiling- white
Kitchen/Cooking Food Prep.				
Dry Storage				
Warewashing				
Serving				
Rest Room				
Janitor Closet				
Dining Area				
Other:				

Notes: _____

LIGHTING SCHEDULE:

	Foot Candles (fc)	Arrangement	Cleaning and Service	Shielding and Protection
EXAMPLE	60 fc (or 35 fluorescent overhead lights)	35 fluorescent lights spaced 4' apart	Routine monthly cleaning	Protected by plastic sheaths and end caps
Preparation/Work Area				
Storage				
Serving				
Dining Area				
Special				

Notes: _____

FLOOR DRAINS (Number and Location)

List the numbers and locations of all floor drains.

Notes: _____

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. Provide separate information or specification sheets on hood systems.

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