

1. Submit Plans for Review

When a new building is proposed, an existing building is converted/remodeled, or changes are made in the operation of a food establishment, plans must be submitted for review and approval **before the start of construction or remodel**. The plans must include:

- A completed Food Establishment Plan Review and Approval Form accompanied by the appropriate fee and the License application (license fee not required until 15 days prior to opening.)
- A floor plan showing: walls, doors, windows, fixtures, and equipment layout.
- A plumbing plan with a diagram of: pipes, drains, vents, traps, and fixtures.
- A finish schedule for: wall coverings, ceilings, floors, doors, and light fixtures.
- Specifications on equipment for: refrigerators, freezers, dishwashers, sinks, and etc.
- The anticipated volume of food to be prepared, stored, and sold or served.
- The intended menu.

An Environmental Health Specialist (EHS) will review the plans; if satisfactory, approval will be granted with a clearance to proceed with the construction or remodel.

2. Meet Code Requirements for Building and Equipment

The food establishment must meet the following minimum standards prior to approval being given for opening:

Floors, walls, and ceilings -- Floors in food preparation, processing, storage, ware-washing, and restrooms must be durable, smooth, non-absorbent, and easily cleanable. Acceptable materials are durable sealed concrete, terrazzo, quarry tile, durable grades of vinyl or plastic tile, and tight-fitting wood impregnated with plastic.

Floors in food establishments in which water-flush cleaning methods are used shall be graded to drain, provided with drains (one for each 400 square feet), covered and sealed.

The juncture between walls and floors shall be covered so that no seam will be open more than 1/32 inch.

Walls and ceilings shall be light-colored, non-absorbent, and cleanable. Walls in splash zones shall be waterproof; and behind cooking equipment they shall be fireproof.

Acoustical materials shall not be used for ceilings in food preparation and processing rooms, ware-washing rooms, and refuse storage rooms.

Floor sinks: Floor sinks are required to receive wastewater from food preparation sinks, dishwashers, ice machines, dipper wells, salad bars, steam tables, steam kettles, walk-in refrigerators, and freezers, and refrigeration equipment with condensate drains. Neither floor sinks nor floor drains may be located inside walk-ins.

Dishwashing sinks: A three-compartment stainless steel sink with double drain boards and splash back is required for ware-washing/utensil washing. It must be NSF approved or equivalent, with hot and cold running water supplied to all three compartments. A two-compartment sink may be approved for very limited utensil washing. Utensil wash sinks may not be used for hand washing, food preparation, or mop sinks.

Mechanical dishwashers: Commercial dishwashers shall be NSF approved or equivalent, capable of sanitizing either with hot water in the final rinse (180°F) or by means of feeding a chemical sanitizing solution in the final rinse, with a pre-rinse sink and scraping area provided.

Food preparation sinks: Establishments that wash vegetables, fruit, pasta, poultry, or fish must have one or more food preparation sinks. These sinks may be single-compartment, stainless steel, with wastewater draining to a floor sink. Food prep sinks are not to be utilized for washing hands or utensils.

Mop sink: A utility sink or 6-inch curbed sink with hot and cold running water shall be provided in the janitorial area for filling and emptying mop buckets.

Hand washing sinks: Hand washing sinks are required adjacent to food preparation areas, ware-washing areas, behind bars, in wait stations, and in toilet rooms. These sinks are to be used for no other purpose except hand washing. **NOTE:** Hand washing sinks in restrooms do not substitute for hand washing sinks in food preparation areas.

Toilets and restrooms: Must be provided for men and women (only one needed for small retail markets), with an adequate number of urinals, toilets, lavatories with hot and cold running water (mixing faucets), soap and towel dispensers, and self-closing doors. If customer restrooms are provided (required for restaurants, pubs, and lounges), they shall be situated so that the customer does not walk through the kitchen.

Dipper wells: Must be provided for ice cream or frozen dessert scoops, with an indirect connection to the sewer (i.e.: floor sink).

Laundering facilities: Washing machines and dryers shall be located in a separate room and utilized only for washing and drying work clothes, linens, and wiping cloths used in the operation of the restaurant.

Grease traps: If a grease trap is required by Public Works or Sewer District (and they are required if any food preparation is done), then it is preferred that the trap be located outside the building and a minimum of 5 feet from sinks. Grease interceptors must be installed down line from floor sinks.

Water heads: Must be adequately sized and capable of heating to 140°F. A booster hot water heater capable of heating to 180°F is required for hot water sanitation and must be less than 5 feet from the dishwasher.

Food display, refrigeration, hot holding and storage: Convenient and adequate storage, display, and preparation facilities shall be provided for ice, frozen food (0-10°F), cold foods (less than 41°F), and hot foods (greater than 135°F). Storage shelves must be provided to keep all foods and paper products 6 inches off the floor. Protection is required for food from dust, flies, sneezes, flooding, splash, and overhead leakage. Sneeze guards shall be properly designed (54-60 inches from floor to represent customer mouth height).

Commercial equipment, (NSF approved or equivalent) is required for refrigeration and hot holding of foods. Home style, domestic refrigerators, and crock-pots are not acceptable.

Food contact surfaces: All work counters and surfaces shall be of non-toxic, food grade (bakeries), durable material (not painted). Cutting boards shall be hard maple or equivalent non-absorbent wood, plastic, or marble (moist food preparation).

Cooking equipment and hoods: Commercial ovens, ranges, grills, fryers, and cookers are required (NSF approved or equivalent); and, if necessary to remove vapors, grease, smoke and heat, there shall be adequately designed ventilation hoods with grease filters, grease cups, and shielded lights in the hoods that are UL approved.

Other ventilation: Ventilation is required for restrooms without openable windows, in laundry rooms, and over mechanical dishwashers with hot water sanitation.

Lighting: All working areas must have 30 foot-candles; toilets and equipment rooms must have 20 foot-candles; and all other areas must have at least 10 foot-candles.

Lockers: Employees must have a place for storing personal items -- purses, coats, etc.

Garbage and refuse: Inside containers should be clean, adequate, and convenient; liners should be used. A covered container shall be provided in each women's restroom. Outside containers shall be adequately sized, leak-proof, with tight-fitting lids, and shall be on a slab of concrete or asphalt sloped to allow drainage.

Water and sewage: Water shall be from a safe, approved water supply, and sewage shall be disposed of in a public sewer or through an approved private sewage disposal system.

Backflow prevention: Appropriate vacuum breakers are required on all hose connections and chemical feeders.

When construction is completed, all equipment should be checked by the installer to assure it is working properly. Refrigerators, freezers, ovens, ranges, grills, fryers, dish machines, hot water heaters, and ventilation equipment shall be operational. Everything should be thoroughly cleaned, and then you are ready for the next step.

3. Call for a pre-opening inspection, fill out Health Permit Application, and complete the food safety training.

The EHS must inspect the finished food facility prior to opening, so it is best to call the two weeks before your planned grand opening. Corrections are required to be completed before opening.

A License Application must be submitted at the time the Plans Review is submitted and paid for. The license fee may be paid at that time or be submitted 15 days prior to the pre-opening inspection. Please complete with the top portion of the application with current information, contact person, phone-number, and emergency phone-number.

Food safety training is available on line at www.foodsafety.idaho.gov or at our local offices. Please call the local office to schedule. The schedule for food safety training classes is available on our website at www.phd5.idaho.gov.

****PLEASE NOTE - Licenses/Permits are non-transferable** and must be renewed every year in December for the following year.

4. Open for business and follow the Idaho Regulations Governing Food Sanitation Standards for Food Establishments (Idaho Food Code)

You will be inspected 30 days after your opening to determine how well your food operation is functioning and then once every year. Please use your local Public Health District office and EHS as source of information and assistance in your food business. **GOOD LUCK!!!**

**SOUTH CENTRAL PUBLIC HEALTH DISTRICT
ENVIRONMENTAL HEALTH DIVISION**
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