

Food Establishment Plan Review & Approval Form

TWIN FALLS OFFICE
1020 Washington St. N.
Twin Falls, ID 83301-3156
734-5900
FAX - 734-9502

BELLEVUE OFFICE
117 E. Ash St.
Bellevue, ID 83313
788-4335
FAX - 788-0098

MINI-CASSIA OFFICE
485 Roger Avenue
Heyburn, ID 83336
678-8221
FAX - 678-7465

GOODING OFFICE
255 N Canyon Dr
Gooding, ID 83330
934-4477
FAX - 934-8558

JEROME OFFICE
951 E. Ave. H
Jerome, ID 83338
324-8838
FAX - 324-9554

phd5.idaho.gov

food@phd5.idaho.gov

☐ New	☐ Remodeled or Altered	☐ Change in type of food served or operations	☐ Planning & Zoning Approval
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Food Establishment Name:			
Physical Address:	City: _____	State: _____	Zip: _____
Mailing Address:	City: _____	State: _____	Zip: _____
Manager/Contact:	Title: _____	Phone: _____	
Establishment Phone:	Emergency Phone:		
Email Address:			
Owner/Parent Company:	Phone: _____		
Mailing Address:	City: _____	State: _____	Zip: _____
Email Address:			
Designer/Equipment Supplier:			

Establishment Type: _____ Food Processor (615)	Menu: Full menu to be attached. (Menu changes may require additional equipment.)
_____ Food Service (605) _____ Mobile (602)	
_____ Retail Market (610) _____ Other: _____	

Seating Capacity	Sq. Footage	No. Employees Per Shift	Date of Opening	Hours of Operation
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- A. **Submit plans along with the appropriate plans review fee prior to construction.** Properly prepared plans and specifications for construction, remodeling, or alteration must be submitted to the District Health Department for review and approval. Such plans should include a floor plan of the food establishment, plumbing and mechanical plans, and equipment list with make, model and specifications. **(Section 8-201.11 and 8-201.12 of the Idaho Food Code) All fees are non-refundable and non-transferable.**
- B. **Submit**, if applicable, scale drawing of sewage system and well construction.
- C. **APPROVAL of the plans and specifications is required PRIOR to the start of construction/remodel.**
- D. **Submit a Food Establishment License Application** along with the appropriate fee thirty (30) days prior to the anticipated opening. **(Idaho Food Code 8-302.11)** (Low risk/cottage food establishments do not submit an application or fee; if the operation is determined to be low risk, it is not required to be licensed or inspected.) **All fees are non-refundable and non-transferable.**
- E. **Preoperational/Final inspection:** South Central Public Health District must be notified of a request for preoperational inspection prior to the opening of the establishment. The preoperational inspection must verify that the food establishment is constructed and equipped in accordance with the approved plans. **(Idaho Food Code 8-203.10)**
- F. **Separate approvals:** Contact the local zoning, building, fire, plumbing, and electrical departments for their requirements. If alcoholic beverages are to be sold, contact the Alcohol Beverage Control Bureau (Idaho Department of Law Enforcement) for approval.

Note: After plans are reviewed and approved, applicant must sign final page accepting responsibility and verifying that it is understood that the establishment will be built in accordance with the approved plans.

OFFICE USE ONLY

Establishment Number:					
Prog Code:	SubProg Code:	County #	Water:	Sewer:	(1-Public, 2 Private)
Risk:	High ☐ Med ☐	EHS: _____	Status:	Active ☐ Inactive ☐	
Fee Paid:	Receipt:	Date:			

A - FOOD PROTECTION

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. Convenient and adequate storage, display, and preparation facilities for ice, frozen food (0-10°F), cold food (<41°F), hot foods (>135°F), other foods and foods on display. (4-301.11) Type and number of cold holding units: _____, freezers: _____. Type and number of hot holding units: _____.
			2. Adequate dry food storage provided in a clean, dry location and not located in locker rooms, toilet rooms, dressing rooms, garbage rooms, mechanical room, under sewer lines, under stairwells. (3-305.11 and 12)
			3. Storage provision to keep all food in non-waterproof containers a minimum of 6" above floor. Bare wood allowed only in dry goods storage area, unopened foods. (3-305.11)
			4. Provision for attached thermometers for all refrigerators, freezers, and heat units. (4-204.112)
			5. Sneeze guards properly designed on self-serve hot/cold buffets/bars. (Measure 54" to 60" from floor to represent customer mouth height.) Guard must block line between mouth and food on display, including end plates. (3-306.11)
			6. Dipper wells provided for ice cream scoops (frozen desserts). (3-304.12-D)
Comments: _____			

B - FOOD EQUIPMENT AND UTENSILS

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. ALL FOOD CONTACT EQUIPMENT must be safe, durable, corrosion-resistant, and nonabsorbent; sufficient in weight and thickness to withstand repeated warewashing; finished to be smooth and easily cleanable; resistant to pitting, chipping, or distortion; and not allow the migration of deleterious substances or impart colors, odors, or tastes to food. (4.101.11) Food equipment certified by an ANSI-accredited program meets this standard. (4-205.10)
			2. All used or existing equipment requires approval prior to installation and be in good repair and capable of being maintained in a sanitary condition. (8-101.10)
			3. Counter-type equipment: movable, on 4" legs, or sealed to counter. (4-402.12) Floor-type equipment: movable, on 6" + legs, or sealed to floor/base. (4-402.12)
			4. Space between units or walls closed or opened sufficient distance for easy cleaning along sides, behind, or above. (4-402.11)
			5. Aisles – sufficient width: minimum 36"; 42" for two or more workers; wider for mobile equipment. (Uniform Building Code)
			6. Raw food prep table and food preparation sink provided (if applicable per menu). Prep sinks must be indirectly wasted to sewer. (3-302.11)
DISH AND UTENSIL WASHING AND SANITIZATION			
			7. Adequately sized multi-use utensil and pot wash sinks for manual dishwashing. (3-302.11)
			8. Properly designed drain-boards or dish tables provided for soiled and clean utensils. (4-301.13)
			9. Dish machine type: Low temperature, chemical feed; or high temperature. Equipped to automatically dispense detergents and sanitizers, with low level alarm. (4-204.117) 1/4" IPS (Iron pipe size) valve for pressure gauge required on the hot water supply line for the hot water sanitizing rinse (4-204.117)

B- FOOD EQUIPMENT AND UTENSILS (Dish and utensil washing and sanitation cont.)

			10. Ware-washer machine(s) provided with a readable data plate indicating the machine operating specifications: Temperature, pressure, and conveyor or cycle speed. Machine make: _____; Model number: _____ (4-204.113)
			11. Accurate temperature measuring devices that indicate the temperature of the water in the wash and rinse compartments of the warewashing machines. (4-204.115)
			12. If no warewashing sinks or mechanical warewashing machines are provided, then only single-use kitchenware and tableware may be used by food employees and consumers. (4-502.12)
			13. Storage for cleaned equipment, utensils, and single-use and single serve ice articles shall be in a clean, dry location not exposed to splash or contamination, and 6"+ above floor. (4-903.11)
Comments: _____			

C - WATER SUPPLIES AND SEWAGE DISPOSAL

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. Public water supply (name of approved supplier/system): _____ (5-101.11)
			2. Non-municipal supply type: _____ Treatment: _____ PLANS AND SAMPLE MUST BE SUBMITTED AND APPROVED PRIOR TO FINAL INSPECTION. (5-101.11)
			3. Hot and cold water provided under pressure to all fixtures and hot water system sufficient to meet the peak hot water demands throughout the food establishment. (5-103.11-12)
			4. 140°F water capacity: _____ gallons. (5-103.11 - adequate) Recovery rate: _____ gals/°F degree rise
			5. 180°F water and/or booster heater for high temp dish machines. (4-501.113)
			6. Public sewer - name: _____ (5-403.11)
			7. Septic system or other type disposal. PLANS MUST BE SUBMITTED AND APPROVED PRIOR TO FINAL INSPECTION. (Rules for Subsurface Disposal call for AIR COOLED ice making equipment, refrigeration equipment, and wok ranges.) (5-403.11, 12)
			8. Grease interceptor or trap sized in accordance to Uniform Plumbing Code (UPC), and located to be easily accessible for cleaning. (5-402.12)
Comments: _____			

D - PLUMBING

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. All plumbing of safe materials, sized, installed in accordance with the Uniform Plumbing Code (UPC). (5-201.11, 5-202.11)
			2. Water flushed, walk-in box floor sloped to proper drain. Drain outside walk-in box. Condensate wastes to floor sink or approved hub drain outside walk-ins. (UPC 801.2)

D – PLUMBING (cont.)

			3. Floor sinks must be 50% exposed if under equipment for cleaning. (UPC 804.1) Floor sinks or drains not enclosed in cabinets – may have unseen flooding, humidity damage. Box out with cabinet base and toe kick. (4-202.17)
			4. Dipper wells; air gap supply line; open (indirect) drain. (UPC 801.2.3d)
			5. Dishwasher: air gap fill, vacuum breaker rinse line; open (indirect) drain. (5-402.11) (No direct drain unless in compliance with 5-402.11-B)
			6. Food sinks for draining/washing ready-to-serve food: air-gapped indirect drain. (UPC 801.2.3)
			7. Garbage grinder/disposal/drain-board/scupper: vacuum breaker supply water. (UPC 603)
			8. Ice bin and machine: open (indirect) drain; air gap supply line to reservoir. (UPC 801.2)
			9. Janitorial faucets/hose bibs/threaded faucets: vacuum breaker required if threaded faucet for hoses. (UPC 603.4.7)
			10. Soap dispensers when located on approved faucets: Approved backflow preventer required. (UPC 603)
			11. Soda fountain water line to carbonator: Reduced pressure device required, installed upstream from carbonating device and downstream from any copper in the water supply line. (5-203.15) (UPC 603.4.13) (6 th Edition Cross-Connection Manual)
			12. Hood, self-clean type: Approved backflow protection required. (UPC 603)
Comments:			

BACKFLOW AND BACK SIPHONAGE PROTECTION FOR: (UPC 603.0 AND 801.1) Backflow or back siphonage prevention devices installed on water supply lines shall meet ASSE standards for construction, installation, maintenance, and testing for the specific application and type of device. (5-202.14) Air gaps between the water supply inlet and the equipment or fixture shall be twice the diameter of the supply inlet and not less than 1". (5-202.23)

E - TOILET AND HAND-WASHING FACILITIES FOR PATRONS AND EMPLOYEES

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. Patron toilet rooms located so that customers do not pass through food preparation, warewashing, or food storage areas. (2-103.11)
			2. Employee toilet rooms conveniently located and accessible for employee use. (6-402.11)
			3. Fully enclosed toilet rooms, self-closing doors. (6-202.14)
			4. Adequate ventilation: ____ Window ____ Mechanical (6-304.11)
			5. Hand washing lavatory sinks with hot and cold water through mixing faucets. (5-202.12) (15-second water flow required if faucet has automatic shut-off.)
			6. Adequate number of urinals, water closets, and lavatories in toilet rooms. (5-203.12) ____ Female ____ Male
			7. Waste receptacles provided. (5-501.16) Covered waste receptacles required for disposal of sanitary napkins in toilet rooms used by females. (5-501.17)
			8. Hand washing cleanser, paper towels, hand dryers, or continuous towel rollers provided for hand sinks. (6-301.11,12)
Comments:			

F - EMPLOYEE HANDWASHING FACILITIES

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. A number of hand washing lavatories necessary for their convenient use shall be provided. (5-203.11) (Required in food preparation area, dishwashing area, wait stations, and restrooms.)
			2. Hand cleanser, paper towels, hand dryers, or continuous roll towels provided for hand sinks. (6-301.11, 12)
Comments:			

G - GARBAGE AND REFUSE

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. Inside containers adequate, convenient, durable, insect-and rodent-resistant, leak proof, and nonabsorbent. (5-501.13) Floor, wall, and ceiling in garbage storage areas must be smooth, durable, and easily cleanable. (6-101.11)
			2. Outside receptacles for refuse, recyclables, and returnables shall be designed to have tight-fitting lids, doors, or covers. (5-501.15) Outside garbage area is concrete or asphalt and is smooth, durable, and sloped to drain. (5-501.11)
			3. At least one mop sink or service sink or curbed cleaning facility equipped with a floor drain shall be provided and conveniently located for cleaning of mops and for the disposal of mop water or similar liquid waste. (5-203.13)
			4. Mop/broom storage provided; rack or hooks for hanging mops to dry. (6-501.16)
Comments:			

H - VERMIN CONTROL

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. Outer openings screened (vents, windows) with 16 mesh or smaller screen; outer doors self-closing. (6-202.15)
			2. Air screens, plastic curtains provided on doors if needed to control flying insects. (6-202.15)
			3. Building rodent proof. Wall openings closed. (6-202.15)
Comments:			

I - STRUCTURAL DESIGN AND MATERIALS

	AREA	FLOOR*	BASE**	WALL***	CEILING***
	Dining Area				
	Kitchen				
	Walk-in Refrigerator				
	Dishwashing Area				
	Food Storage Areas				

I – STRUCTURAL DESIGN AND MATIERALS (cont.)

	Toilet Rooms****			4 foot wainscot	
	Locker Rooms/Areas				
	Janitorial Room/Area			4 foot wainscot	
	Stairway (in kitchen or storage must have cleanable, non-absorbent surface)				
	Outside Areas (700.09) - walking and driving areas surfaced to minimize dust and pooling of water.				
Comments:					

***Floors and floor coverings** shall be durable sealed concrete, terrazzo, quarry tile, ceramic tile, and durable grades of vinyl or plastic tile or tight-fitting wood impregnated with plastic. Floors of non-refrigerated dry food storage need not be sealed. Carpet may not be used in food preparation or processing areas, walk-in refrigerators, warewashing areas, refuse storage rooms, and toilet rooms where hand washing lavatories, urinals, and toilets are located. (6-101.11)

****Base** - junctures between walls and floors shall be coved and constructed so that no seam will be open more than 1/32 inch. Where water-flush cleaning methods, the floor shall be graded to a drain, coved and sealed. (6-201.13)

*****Walls, wall coverings and ceilings** shall be nonabsorbent, finished, and sealed to be easily cleanable and light colored in food preparation and processing areas, food storage areas, warewashing areas, walk-in refrigerators, dining areas, food display areas, retail sales areas, food service areas, dressing rooms, locker rooms, toilet rooms, servicing areas, and refuse storage rooms. Walls and ceilings of non-refrigerated dry food storage areas and rooms need not be finished and sealed; ceiling studs, rafters may be exposed and rough-surfaced materials used in dining areas. Acoustical materials shall not be used in food preparation and processing rooms, warewashing rooms, and refuse storage rooms. (6-201.11)

******Floors and walls in restrooms** shall be smooth, hard, nonabsorbent surfaces such as Portland cement, concrete, ceramic tile, or other approved material. Floor material must extend upward onto the walls at least 5". Walls shall be of said materials not adversely affected by moisture. Bars, paper dispensers, and soap holders that are provided on or within walls shall be installed and sealed to protect structural elements from moisture. (Uniform Building Code, 807.1 & 2)

J - LIGHTING, Artificial/Natural

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. All surfaces where food employees are working with food or with utensils such as knives, slicers, grinders, or saws – 50 ft. candles. (6-303.11)
			2. At surfaces where food is provided for consumer self-service such as buffets and salad bars, and at hand washing, warewashing equipment/utensil storage areas and toilet rooms - 20 ft. candles. (6-303.11)
			3. All other areas, 30" from floor - 10 ft. candles (6-303.11-i)
			4. Light shielding provided in all food handling, warewashing, open food storage, utensil storage, and single service storage areas. (6-202.11)
			5. Lights in hoods UL approved. (National Fire Protection Administration)
Comments:			

K - VENTILATION

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. Sufficient ventilation to all rooms to keep them free of excessive heat, steam, grease, vapors, condensation, obnoxious odors, and fumes which are a result of food preparation. (6-304.11) Commercial kitchen hoods shall be designed, constructed, and installed according to the Uniform Mechanical and Building Codes. (UMC Section 507 and 508)
			2. Type of hood: ___ Type I (grease filters/fire suppression) ___ Type II (No grease produced) ___ Wall hung ___ Island ___ Back-shelf ventilator ___ Self-cleaning Equipment under hood: ___ Charbroiler ___ Grill, range ___ Deep-fat fryer ___ Salamander ___ Oven, pizza oven, dishwasher ___ Cheesemelter Cfm exhausted: ___ length x ___ width x ___ multiplier = ___ cfm Is the hood and exhaust system listed? Yes/No Manufacturer and Model # _____ (If a listed unit, then manufacturer's listing terms and installation instructions are used, no calculations on exhaust are required.) Make-up air: ___ cfm into hood ___ cfm into kitchen (Interlocking switch with exhaust) Grease Filters: Rating _____ cfm Size: ___ x ___ Number _____ Duct size(s): cfm exhausted ÷ proposed velocity = ___ sq.ft. (x 144 = sq.in) Drawings provided: ___ elevated drawing of hood and duct system ___ floor plan showing hood, make-up air registers, equipment
			3. Hood construction: 22 gauge-Type I, 24 gauge-Type II. Welded joints and seams. (UMC 508.2) Six-inch overhang extending beyond cooking equipment. Hood exhaust outlets terminating two feet above room, ten feet from any air intake openings. (UMC 507.11)
			4. Restrooms vented or with openable, screened windows (to keep them free of objectionable odors). (6-304.11)
Comments: _____ _____ _____			

L - OTHER OPERATIONS

FINAL	PLANS	N/A	DESCRIPTION OF CRITERIA AND/OR REQUIREMENTS
			1. Dressing rooms or areas provided if employees change their clothes in the establishment. Lockers provided for storage of employees' possessions. (6-305.11)
			2. Cleaning materials/pesticides are not stored near food, food contact equipment, or containers, paper products. Separate storage, closed cabinets for pesticides. (7-201.11)
			3. A private home, a room used as living or sleeping quarters, or an area directly opening into a room used as living or sleeping quarters may not be used for conducting food establishment operations. (6-202.111) Living or sleeping quarters located on the premises of a food establishment shall be separate from rooms and areas used for food establishment operation by complete partitioning and solid self-closing doors. (6-202.111 and 112)
			4. Laundry equipment (washer/dryer) not located in area with exposed food, clean equipment, utensils, or unwrapped single-service and single-use articles. (4-401.11-C)
			5. Utility service lines and pipes not installed on the floors, not unnecessarily exposed on walls or ceilings; those that are exposed shall not obstruct nor prevent cleaning of the floor, walls, or ceilings. (6-201.12)

L – OTHER OPERATIONS (cont.)

Comments:

APPROVAL of the plans and specifications does not constitute endorsement or acceptance of the completed establishment, structure, or equipment installation. Any changes or deviations from these approved plans must be submitted in writing and approved by South Central Public Health District.

IF NOT OTHERWISE MENTIONED, THE RULES GOVERNING FOOD SAFETY AND SANITATION STANDARDS FOR FOOD ESTABLISHMENTS (IDAHO FOOD CODE) SHALL APPLY.

I have read and understand and agree to comply with the above listed requirements and accept responsibility for any changes needed when not in compliance.

Signed:

Firm/Company:

Date:

SCPHD Reviewer:

Key to abbreviations:

NFPA - National Fire Protection Association

IDAPA - Idaho Administrative Procedures Act

ASSE - American Society of Safety Engineers

ANSI - American National Standards Institute

UBC - Uniform Building Code

UMC - Uniform Mechanical Code

UPC - Uniform Plumbing Code

UL - Underwriters' Laboratories

Plans reviewed (date): _____

Approved by: _____
Environmental Health Specialist

Coding:

Initial Review:

Approval/Correspondence:

Corrections/Correspondence:

Revised Plan Review:

Other:

TOTAL: