



## Starting a Food Business in Placer County

*What you need to do to obtain a Health Permit to Operate a Food Facility*

### Step 1. Beginning the Process

*Pick up an Environmental Health Application for Food Facility Plan Review. Read the attached Plan Review and Construction Guide, Helpful Hints, and General Construction and Equipment Requirements. Contact other required agencies such as the Building and Planning Departments, Public Works, Business License, etc. for their requirements.*

### Step 2. Submittal of Application, Plans, and Fee

*Turn in your completed Application for Food Facility Plan Review, Fee Disclosure Statement, and plans to Environmental Health. Environmental Health requires one set of plans for review. At this time the plan check fee will be required. The plan check will not begin until after the fee is received. Your facility will be logged in the system and assigned to the Environmental Health Specialist (EHS) who is responsible for the district in which your facility is located.*

### Step 3. Plan Review Process

*The proposed facility is plan checked according to the requirements of the California Retail Food Code (Cal Code). Plans are reviewed in the order they are received. Allow at least twenty (20) working days for review of the plans. Inadequate plans may result in a delay of approval.*

**NOTE:** If any changes on the approved plans are required, revised plans must be submitted to Environmental Health for review and approvals prior to construction. Identical sets of plans must be submitted to Environmental Health and the Building Department concurrently for review and final approval.

### Step 4. Construction and/or Final Inspection

*Placer County only requires a final inspection which is to be called in at least three (3) working days prior to the requested inspection date. At this time all construction shall be completed and equipment operational. Accepting of product or food preparation will NOT be allowed until a valid health permit is issued by the EHS. Health permit must be applied for and fees paid prior to final inspection.*

**NOTE:** Some circumstances may require a construction inspection prior to the final inspection to check rough plumbing and equipment installation. A courtesy walk through prior to final inspection can be made, contact your district EHS to schedule.

### Step 5. Routine Facility Inspections

*After you are open for business, your assigned EHS will be making periodic, unannounced inspection of your facility. A permitted food facility is required to maintain a clean, organized environment in good repair meeting all requirements under Cal Code. Employees are, at all times, to practice safe and sanitary methods of food handling and are required to possess a Food Safety Certificate or Food Handler's Card. If you have any questions or concerns, contact your district EHS.*

# Plan Review and Construction Guide

## INTRODUCTION:

*This construction guide was created for those who intend to construct or remodel a retail food establishment within Placer County. It is intended to provide you with general overview of the State requirements found in the California Retail Food Code (Cal Code). This guide only addresses health aspects of your operation. Other agencies such as local Planning, Building, Public Works, and Fire Departments may have additional requirements. Owners and agents are advised to simultaneously contact all appropriate agencies to obtain permits and to clarify other codes and regulation regarding your food facility.*

- A remodel is an alteration to the structure and or changing or adding equipment to an existing food establishment under permit. Per Cal Code, a remodel means construction, building, or repair to the food facility that requires a permit from the local building authority. For purposes of mobile food facilities, temporary food facilities, and satellite food services, “remodel” means any replacement or significant modification of an integral piece of equipment.
- Before construction or altering any building for used as a food establishment, detailed plans and specification must be submitted to the Environmental Health Department for approvals.

## PLAN CHECK APPLICATION AND FEES:

*When your plans are ready to be submitted the following must also be submitted to initiate the plan check process:*

- A completed Application for Food Facility Plan Review
- Plan check fee <http://placer.ca.gov/departments/environmental-health/permits-forms-fees>
- Fee Disclosure Form

## PLAN SUBMITTAL:

*Plans must be drawn to scale (minimum ¼ inch=1foot) and may be prepared by an architect, draftsman, contractor, or owner. Incomplete plans will be returned for corrections, which may result in a delay of plan approval.*

- Environmental Health (Auburn and Tahoe offices) requires one (1) set of plans.

### ***All plans must be accompanied by the following:***

- A. **Vicinity Map** showing the building and structure locations along with two cross streets
- B. **Site Plan** including dumpster pad and waste receptacle location.
- C. **Floor Plan** of the entire facility (total square footage and proposed seating capacity).
- D. **Proposed Menu**
  - 1. Indicate whether customer eating and drinking utensils will be single-serviced (all disposable) or multi-use.
  - 2. Clarify types of foods to be prepared and served.
  - 3. Indicate whether alcoholic beverages will be served.
- E. **Floor Plan** showing equipment lay-out
- F. **Complete Equipment list** (must correlate to floor plan/equipment lay-out)
  - 1. Equipment manufacturer’s specifications sheets with descriptions and model numbers on all equipment, including all dishwashers and hot water heaters.
  - 2. All equipment must be NSF or ANSI Certified or classified for Sanitation.

G. **Plumbing layout** page that includes:

1. Key of Symbols
2. Hot and cold water lines
3. Waste water lines
4. Floor drains and floor sinks locations (floor sinks must be flush with the floor)
5. Equipment that will have direct and indirect waste connections
6. Water heater location and specifications (cut sheet) showing:
  - a) # of gallons
  - b) Gas or Electric
  - c) BTU Input or KW Input
  - d) Recovery Rate (# gallons/hr. and degree rise)
  - e) Complete hot water demand worksheet. Refer to the *Guidelines for Sizing Water Heaters* by CCDEH.

H. **Electrical layout** and lighting plan. Lighting shall have shatterproof bulbs or covers.

I. **Room Finish Schedule:** Detailed finish scheduled of all surfaces. Specify material finishes for walls, ceilings, floors, counters and cabinets. Give specific brands and manufacturer's specification numbers, samples maybe required. (NOTE: For flooring requirements please refer to the *Flooring Materials for Retail Food Facilities*).

J. **Restroom locations** : in relation to the food facility and building must include:

1. Restroom equipment.
2. Finish specifications (included in finish schedule).
3. Restrooms shared with other businesses require a written agreement detailing maintenance cleaning, and stocking responsibility.
4. Number of sinks and toilets; and ADA requirements are determined by the Building Department.

K. **Exhaust Hood Ventilation and Make-Up Air System:** All facilities that are required to have exhaust hoods must submit an Exhaust Hood Worksheet. Refer to the *Requirements for Hood Plans*. Fill this form out in its entirety and submit it with the plans. Mechanical plans must include the following:

1. Type I or Type II Hood
2. Total CFMs of exhausted and make up air (must be 100 %)
3. Hood size and dimensions
4. Duct size and air flow information
5. If air conditioning units are being used to provide make up air, this must be interlocked with the hood. (NOTE: Include a table showing total exhaust flows and total make up air showing a positive air balance)

L. **Grease trap** requirement is determined by the Building Department or sewer district. If required, grease trap or grease interceptor shall not be located on a food or utensil handling area and shall be easily accessible for servicing and cleaning. If located within food and utensil handling area, it shall be the self-cleaning type.

**REMINDERS:**

1. Facilities with food preparation must meet minimum sink requirements for hand sink, prep sink, warewashing sink and mop sink.
2. Food Facilities shall provide facilities exclusively for hand washing in food preparation and in warewashing areas, that are sufficient in number and conveniently located so as to be accessible at all times for use by food handlers. This Division considers a travel distance of 15 feet in one direction to be the maximum distance a food handler could travel and be convenient.
3. Plans shall be approved (if complete) or rejected within 20 working days after receipt by the Enforcement Agency.

**DISCLAIMER:**

*The above has been prepared to provide information and to assist the reader in meeting State and local requirements for the preparation of food establishment plans. Please be advised that the applicant is responsible to meet all codes and ordinances as may be enforced by this department and by other agencies.*

# General Construction and Equipment Requirements

Excerpt from the California Retail Food Code

## Section 114268 Floors:

- (a) Except in sales areas and as otherwise specified in subdivision (d), the floor surfaces in all areas in which food is prepared, prepackaged, or stored, where any utensil is washed, where refuse or garbage is stored, where janitorial facilities are located in all toilet and hand washing areas, except with respect to areas relating to guestroom accommodations and the private accommodations of owners and operators in restricted food service facility, shall be smooth and of durable construction and nonabsorbent material that is easily cleanable.
- (b) Floor surfaces shall be coved at the juncture of the floor and wall with a 3/8 inch minimum radius coving and shall extend up the wall at least 4 inches, except in areas where FOOD is stored only in unopened bottles, cans, cartons, sacks, or other original shipping containers.
- (d) Except for dining and serving areas, the use of sawdust, wood shavings, peanut hulls, or similar materials is prohibited.
- (e) This section shall not prohibit the use of approved dust-arresting floor sweeping and cleaning compounds during floor cleaning operations or the use of anti-slip floor finishes or materials in areas where necessary for safety reasons.

## Section 114271 Walls and Ceilings:

- (a) Except as provided in subdivision (b), the walls and ceilings of all rooms shall be of a durable, smooth, nonabsorbent, and easily cleanable surface.
- (b) This section shall not apply to any of the following areas:
  - (1) Walls and ceilings of bar areas, in which alcoholic beverages are sold or served directly to the consumers, except wall areas adjacent to bar sinks and areas where FOOD is prepared.
  - (2) Areas where FOOD is stored only in unopened bottles, cans, cartons, sacks, or other original shipping containers.
  - (3) Dining and sales areas.
  - (4) Offices.
  - (5) Dressing room, dressing areas, or locker areas.
- (c) Acoustical paneling may be utilized if it is installed not less than six feet above the floor. The paneling shall meet the other requirements of this section.
- (d) Conduits of all types shall be installed within walls as practicable. When otherwise installed, they shall be mounted or enclosed so as to facilitate cleaning.
- (e) Attachments to walls and ceilings, such as light fixtures, mechanical room ventilation system components, vent covers, wall mounted fans, decorative items, and other attachments, shall be easily cleanable.

## 114256 Designated Employee Areas/Lockers:

- (a) Areas designated for employees to eat and drink shall be located so that food, equipment, linens, and single-use articles are protected from contamination.
- (b) Lockers or other suitable facilities shall be located in a designated room or area where contamination of food, equipment, utensils, linens, and single-use articles cannot occur.

## 114250 Toilet facilities

Clean toilet rooms in good repair shall be provided and conveniently located and accessible for use by local employees during all hours of operation. The number of toilet facilities required shall in accordance with supplies, applicable building and plumbing ordinances. Toilet rooms shall not be used for the storage of food, equipment, or supplies. Toilet tissue shall be provided in a permanently installed dispenser at each toilet.

## 114279 Curbed Cleaning Facility

At least one curbed cleaning facility or janitorial sink equipped with hot and cold water and a drain shall be provided and conveniently located for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste.

## Section 114281 Storage area for cleaning equipment and supplies

A room, area, or cabinet separated from any food preparation or storage area; or ware washing or storage area; shall be provided for the storage of cleaning equipment and supplies.

### **114252.1. Light bulbs, protective shielding**

- (a) ...light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is nonprepackaged ready to eat food, clean equipment, utensils, and linens, or unwrapped single-use articles.
- (b) Shielded, coated, or shatter-resistant bulbs need not be used in areas used only for storing prepackaged foods in unopened packages, if the integrity of the packages cannot be affected by broken glass onto them and the packages are capable of being cleaned of debris from broken bulbs before the packages are opened.

### **114245.3. Indoor Storage Area for Refuse, Recyclables, and Returnable's**

If located within the food facility, a storage area for refuse, recyclables, and returnables shall meet the requirements for floors, walls, ceilings, and vermin exclusion as specified in this part.

### **114245.4 &.5 Outdoor refuse area/ Outside receptacle**

- (a) If provided, an outdoor storage area or enclosure used for refuse, recyclables, and returnable's shall be constructed of nonabsorbent material such as concrete or asphalt and shall be easily cleanable, durable, and sloped to drain.
- (b) Receptacles and waste handling units for refuse and recyclables shall be installed so that accumulation of debris and insect and rodent attraction and harborage are minimized and effective cleaning is facilitated around and, if the unit is not installed flush with the base pad, under the unit.

### **114197. Approved liquid waste disposal system**

Liquid waste shall be disposed of through the approved plumbing system and shall discharge into the public sewerage or into an approved private sewage disposal system.

### **114199. Equipment compartments, drainage**

Equipment compartments that are subject to accumulation of moisture due to conditions such as condensation, food or beverage drip, or water from melting ice, shall be sloped to an outlet that allows for complete draining.

### **114269. Floor drains**

- (a) Upon new construction or extensive remodeling, floor drains shall be installed in floors that are water-flushed for cleaning and in areas where pressure spray methods for cleaning equipment are used. Floor surfaces in areas pursuant to this subdivision shall be sloped 1:50 to the floor drains.
- (b) Upon new construction or extensive remodeling, floor sinks or equivalent devices shall be installed to receive discharges of water or other liquid waste from equipment.

### **114193. Back-siphonage prevention**

- (a) All steam tables, ice machines and bins, food preparation sinks, walk-in refrigeration units, and other similar equipment that discharge liquid waste shall be drained by means of indirect waste pipes, and all wastes drained by them shall discharge through an air gap into a floor sink or other approved type of receptor.
- (b) Drainage from reach-in refrigerator unit shall approved device by an indirect connection or to a properly installed and functioning evaporator.
- (c) Indirect waste receptors shall be located to be readily accessible for inspection and cleaning.

### **114201. Grease trap/interceptor**

- (a) If provided, grease trap or grease interceptor shall not be located in a food or utensil handling area unless specifically approved by the enforcement agency.
- (b) Grease traps and grease interceptors shall be easily accessible for cleaning and servicing.

### **114259. Exclusion of vermin**

A FOOD FACILITY shall at all times be constructed, equipped, maintained, and operated as to prevent the entrance and harborage of animals, birds, and VERMIN, including, but not limited to, rodents and insects.

### **114259.2. Pass-thru window service openings**

Pass through window service openings shall be limited to 216 square inches each. The service openings shall not be closer together than 18 inches. Each opening shall be provided with a solid or screened window, equipped with a self-closing device. Screening shall be at least 16 meshes per square inch. Pass through windows of up to 432 square inches are approved if equipped with an air curtain device. The counter surface of the service openings shall be smooth and easily cleanable.

### **114149.2. Ventilation hood system**

- (a) Every hood shall be installed to provide for thorough cleaning of all interior and exterior surfaces, including, but not limited to, the hood, filters, and piping, lights, troughs, hangers, flanges, and exhaust ducts.
- (b) 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-use articles. **(Submit Hood Worksheet)**
- (c) Filters or other grease extracting equipment shall be designed to be readily removable for cleaning and replacement if not designed to be cleaned in place.
- (d) Every joint and seam shall be substantially tight. No solder shall be used, except for sealing a joint or seam.
- (e) When grease gutters are provided they shall drain to a collecting receptacle fabricated, designed, and installed to be readily accessible for cleaning.
- (f) Exhaust hood ducting shall meet the following requirements:
  - (1) All seams in the duct shall be completely tight to prevent the accumulation of grease.
  - (2) The ducts shall have sufficient clean-outs to make the ducts readily accessible for cleaning.
  - (3) All ducts in the exhaust system shall be properly sloped.
  - (4) Intake and exhaust air ducts shall be cleaned and filters changed so they are not a source of contamination by dust, dirt, and other materials.

### **114130. Equipment and utensils**

- (a) Equipment and utensils shall be designed and constructed to be durable and to retain their characteristic qualities under normal use conditions.
- (b) Except as specified in subdivision (c), all new and replacement food-related and utensil-related equipment shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program. In the absence of an applicable ANSI certified sanitation standard, food-related and utensil-related equipment shall be evaluated for approval by the enforcement agency.
- (d) All new and replacement electrical appliances shall meet applicable Underwriters Laboratories standards...

### **113953. Handwashing facilities**

- (a) Handwashing facilities shall be provided within or adjacent to toilet rooms. The number of handwashing facilities required shall be in accordance with local building and plumbing codes.
- (b) (1) Except as otherwise provided in Section 114358, food facilities constructed or extensively remodeled after January 1, 1996, that handle nonprepackaged food, shall provide facilities exclusively for hand washing in food preparation areas and in warewashing areas that are not located within or immediately adjacent to food preparation areas. Handwashing facilities shall be sufficient in number and conveniently located so as to be accessible at all times for use by food employees.
  - (2) The hand washing facility shall be separated from the warewashing sink by a metal splashguard with a height of at least 6 inches that extends from the back edge of the drain board to the front edge of the drain board, the corners of the barrier to be rounded. No splashguard is required if the distance between the handwashing sink and the warewashing sink drain boards is 24 inches or more.
- (c) Handwashing facilities shall be equipped to provide warm water under pressure for a minimum of 15 seconds through a mixing valve or combination faucet.

### **114095. Warewashing facilities**

- (a) All food facilities in which food is prepared or in which multiservice utensils and equipment are used shall provide manual methods to effectively clean and sanitize utensils as specified in section 114099.
- (b) Warewashing sinks shall have at least three compartments (large enough to accommodate immersion of the largest equipment and utensils) with two integral metal drainboards

### **114163. Food preparation sinks**

- (a) Except as specified in subdivision (b), a food preparation sink shall be provided in permanent food facilities for the washing, rinsing, soaking, thawing, or similar preparation of foods.
  - (1) The food preparation sink shall have a minimum dimension of 18 inches by 18 inches in length and width and 12 inches in depth with an integral drainboard or adjacent table at least 18 inches by 18 inches in length and width.
  - (2) The food preparation sink shall be located in the food preparation area, provided exclusively for food preparation, and accessible at all times.
  - (3) The sink shall be equipped with an adequate supply of hot and cold running water through a mixing valve.
- (b)(1) Food facilities that were approved for operation without a food preparation sink prior to the effective date of this part need not provide a food preparation sink unless the food facility makes a menu change or changes their method of operation.