



ADAMS COUNTY HEALTH DEPARTMENT

108 W. MAIN, RITZVILLE, WASHINGTON 99169 - TELEPHONE (509) 659-3315
425 E Main St. 700, OTHELLO, WASHINGTON 99344 - TELEPHONE (509) 488-2031

PLAN REVIEW APPLICATION FOR FOOD ESTABLISHMENTS

Fees are non-refundable

This application must be filled out completely and be submitted with all the additional information that is needed before the plans can be approved. This application must be approved before construction can begin

Projected opening Date: _____ Type of application: Remodel New Construction

Owner/Applicant Name: _____
Phone # _____ Cell # _____ Email _____

Establishment Name: _____ Phone: _____
Establishment's physical address (location): _____
Mailing Address: _____

Type of Sewage Disposal System: Public System _____
 On-Site System _____
Type of Water Source: Public System _____
 Private _____

INFORMATION THAT MUST BE SUBMITTED WITH PLAN REVIEW APPLICATION

- Scaled floor plan, showing complete layout of the food establishment with equipment, plumbing, ventilation system. Make sure to include restroom facilities, employee break room, storage areas, garbage and janitorial areas.
- Equipment layout; List manufacturer and model number of all equipment. Depending on Menu ANSI accredited equipment (e.g. NSF, UL, ETL) may be required
- Finished construction material list (floors, walls, ceiling, etc.)
- Complete menu
- Submit application and pay appropriate fees. **Fees are not refundable even if your application is denied.** The pre-opening inspection is \$63.00 and must be submitted with this application. New Construction Plan Review fees are \$68.00 per hour not including Annual Permit and are collected prior to permit issuance.
- A copy of the plan review must be submitted to the local building official for their review. No plan review approval will be given without local/state notifications.

Signature of Applicant _____ Date _____
I hereby certify that the above information is accurate and complete to the best of my knowledge.

*****For official use only*****

Date Rec'd: _____ Fee: _____ Receipt # _____ ACHD Official _____

NEW / REMODELED FOOD ESTABLISHMENT CONSTRUCTION GUIDELINES CHECKLIST

1. Cover Page

- Name of food service establishment and address
- Contact person or agent and phone number and address
- Ownership information (owner/manager)
- Site plan showing building in relation to streets, sidewalks, and parking

2. Menu

- List all food to be served

3. Equipment Floor Plan (Elevations of equipment sections may be required)

- Work station details (cutting blocks, tables, etc.)
- Shelving for adequate storage space
- Self-service areas with sneeze guards (buffet line, salad bars, etc.)
- Equipment layout; list manufactures, model number and location, of all equipment that pertains to food service.

Depending on menu ANSI accredited equipment (e.g. NSF, UL, ETL) may be required.

4. Seating

- Total number of seats
- Smoking and non-smoking designations

5. Finish Schedule

- Floors, walls, ceiling details
- All surfaces must be smooth, durable and easily cleanable

6. Sinks

- Hand washing sinks
- Prep sink
- 3 compartment sink and/or dishwashing machine and pre-rinse sink
- Mop sink
- Dipper well (if bulk ice cream) (optional)

7. Restrooms

- Design, location, number of fixtures
- Public
- Employee

8. Grease Traps

- Check with local building official to see if one is required.
 - If required, a grease trap must be located to be easily accessible for cleaning.

9. Ventilation

Exhaust ventilation hood systems in food preparation and ware washing areas including components such as hoods, fans, guards and ducting shall be designed in numbers and capacity to prevent grease or condensation from draining, dripping or collecting onto food, equipment, utensils, linens, single-server and single-use articles, walls and ceilings.

- Check with city Fire Marshal and/or jurisdictional building official for any additional requirements.

10. Employees

All employees must have a current food service worker's card within 14 days of being hired. Adams County Health Department will provide a bill to the applicant for the Plan Review. The charges must be paid for when the applicant comes to pay for the permit fees. The fee for the plan review is \$50.00 per hour.

Please be aware that you will need to schedule a pre-opening inspection with Adams County Health Department before you open. There is a penalty for beginning to operate without approval. The penalty is double the cost of the permit.

PLAN DETAILS

1. Sinks

- A. 3-compartment sink, with a drainboard large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation, or a commercial dishwasher is required. If a commercial dishwasher is provided, it must be equipped with a 2-compartment sink. The sinks and dishwasher must be large enough to accommodate the largest utensils/equipment used in the establishment. Provide make and model of the dishwasher before purchasing.
- B. Hand sinks are required in all food preparation areas. Handsinks must remain accessible and conveniently located to facilitate all areas where food is handled and prepped. This may require more than one handsink per food establishment. Handsinks must be equipped with mixing faucets, liquid hand soap, paper towels and water with a minimal temperature of 100 degrees. They must also be adequately sized to allow a food worker to wash both hands simultaneously.
- C. Hot water boosters may be required if temperature cannot be maintained for handwashing and warewashing.
- D. Sufficient food preparation sinks may be required if raw fruits and vegetables are washed or if meats are thawed. The food preparation sink must have an indirect waste drain line.
- E. A service sink (mop sink) is required.
- F. A running water dipper well for bulk ice cream service (optional).
- G. Liquor service bars or taverns must have a 3-compartment sink. An approved glass washing machine with a 2-compartment sink may be substituted for the 3-compartment sink.
- H. Indicate floor drains in all areas where floors are subject to wetting.

2. Restrooms

- A. Employee restrooms are required. Convenient, public restrooms, accessible without going outdoors, are required with on-premises consumption of food and beverages. Employees may use the same restrooms provided to the public.

3. Plumbing

- A. Every plumbing fixture and all sanitary drainage from a food establishment must be connected to a public sewer.
- B. Use of an on-site sewage (septic) system is permitted. You will need to contact Adams County Health Department for more information.
- C. All Ice machines and food prep sinks must be indirectly drained. All fountain drink dispensers with carbonation need approved/ tested backflow prevention device.
- D. For more information, contact Adams County Health Department at (509) 488 – 2031

4. Equipment

- A. Provide adequate refrigeration and freezer units (walk-in coolers, reach-in refrigerators, sandwich prep refrigerators, refrigerated display cases, freezers, etc.). Make and model of all refrigeration units (catalogue cuts) must be included.
- B. Provide location of equipment in food service areas (steam tables, soup pots, refrigerated display cases, etc.).
- C. Detail work areas (worktables, stationary cutting blocks, counter, etc.).
- D. Show storage areas and cabinetry
- E. Indicate self-service areas with sneeze guards (buffet lines, salad bars, self-service condiments, self-service beverage, etc.).

5. Finishes

- A. Specify the finish of the floors, walls and ceilings in all areas. Floors, walls and ceilings must be smooth and easily cleanable.
- B. Floor wall junctions must have a coved base.
- C. All wood surfaces (doors, trim, shelves, cabinets, etc.) must be sealed.
- D. No exposed plumbing, wiring or insulation.
- E. All equipment and cabinetry must be flush mounted to counters, walls or floors, or be raised/located to allow for cleaning.

6. Ventilation

- A. Show mechanical exhaust ventilation systems. Contact the local building department for specifications.

7. Miscellaneous

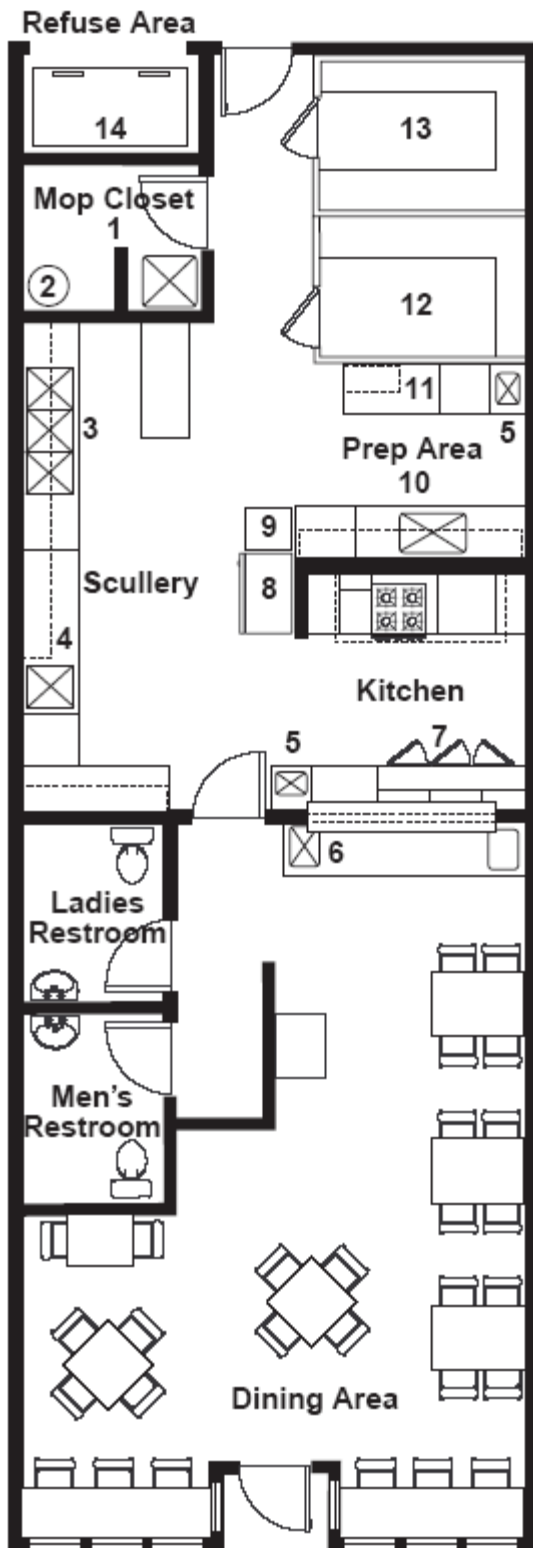
- A. All light fixtures must be shielded.
- B. Show employee locker areas or employee dressing rooms.

**Equipment Drawings
Plan Guide for Food Service Plan Review**





EXAMPLE OF EQUIPMENT/FINISH SCHEDULE



EQUIPMENT SCHEDULE

- 1 Mop Sink
- 2 Hot Water Heater
- 3 3 Compartment Pot and Pan Wash Sink
- 4 Dishwasher with Pre-Rinse Sink
- 5 Hand Sink
- 6 Water Fill Station
- 7 Sandwich Preparation Refrigerator
- 8 Reach-in Refrigerator
- 9 Ice Machine
- 10 Food Preparation Sink
- 11 Work Counter with Slicer
- 12 Walk-in Refrigerator
- 13 Walk-in Freezer
- 14 Garbage Area

FINISH SCHEDULE

Floor _____

- Kitchen** Vinyl Comp Tile with Base Coving
- Restroom** Vinyl Comp Tile with Base Coving
- Dining** Low Fill Carpet
- Garbage** Sealed Concrete

Wall _____

- Kitchen** Gypsum Board
- Cook Line** Stainless Steel
- Dishwash** Gypsum Green Board with FRP* BD**
- Restroom** Gypsum Board with FRP* BD**
- Dining** Gypsum Board with Enamel Paint

Ceiling _____

- Kitchen** Gypsum Board with Enamel Paint
- Dining** Suspended with Acoustical Tile
- Restroom** Suspended with Acoustical Tile

* FRP - Fiber Reinforced Plastic
 ** BD - Board

This plan meant to illustrate health requirements only