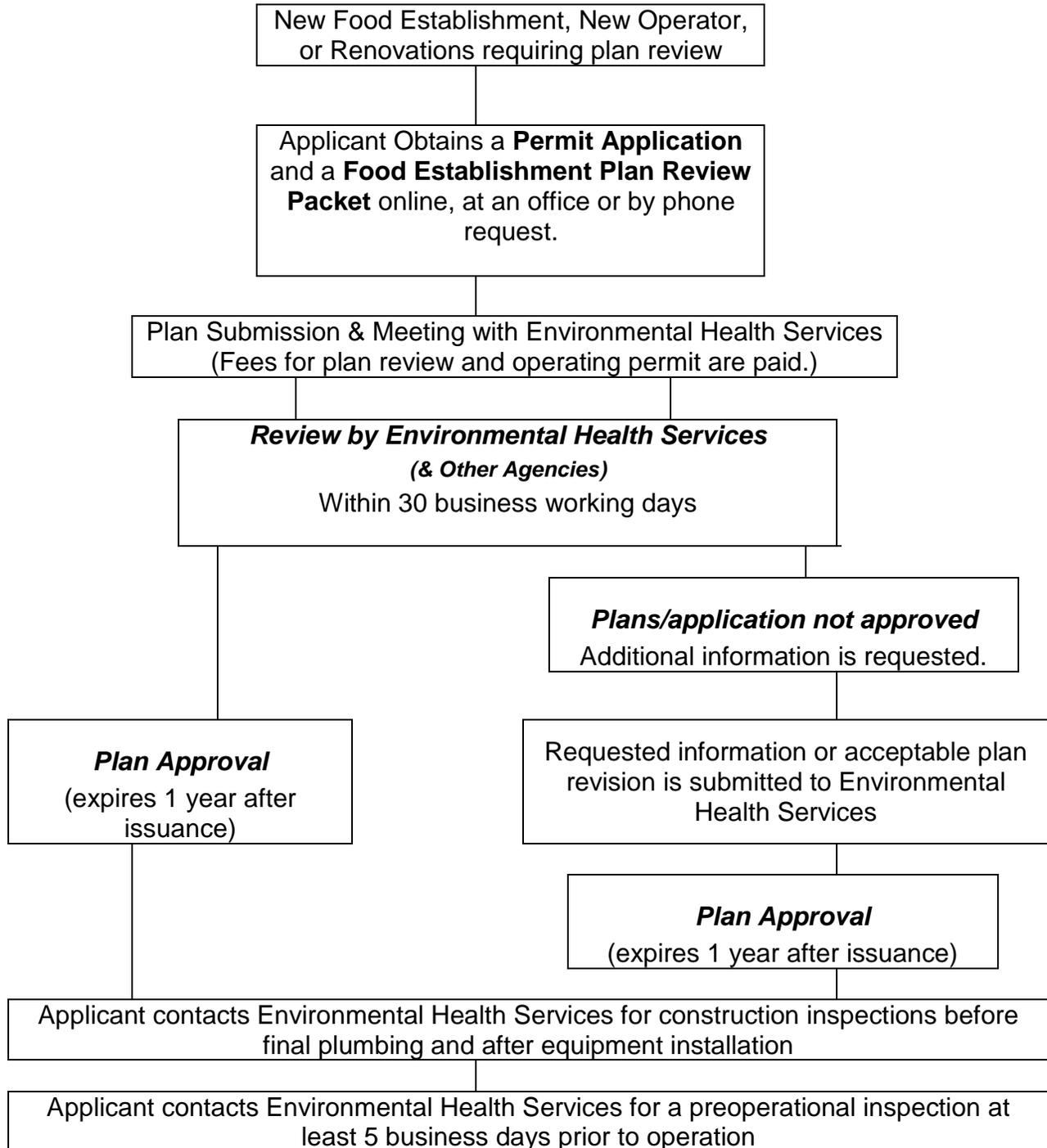


Food Establishment Plan Review Packet

PLAN REVIEW PROCESS FLOW CHART



Please call us if you have any questions. A copy of the food code s available at:

<http://www.pinalcountyz.gov/EnvironmentalHealth/Pages/SanitaryCodeRevisionProcess.aspx>

CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

1. Provide accurately drawn plans that are a minimum of 8.5 x 11 inches in size, with a minimum scale of ¼ inch = 1 foot. If plans are not to scale, all dimensions must be shown. Plans must be neatly drawn and easy to read. Indicate room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
2. Plans should also include:
 - Site plan (plot plan).
 - Proposed menu.
 - Seating capacity.
 - Projected daily meal volume for food service operations.
 - Food equipment schedule. This should include the make and model number of any equipment. Equipment must be commercial-grade certified or classified for sanitation by an ANSI accredited certification program such as NSF, in good repair, properly installed and designed for its intended use. Cut sheets provided by the manufacturer are preferred. Show the proposed locations for all food equipment, including self-service areas, hot and cold holding units, and dispensing units. Each piece of equipment must be clearly labeled on the plan with its common name or numbered in reference to the equipment list. Include elevated drawings of sneeze guards, when applicable. Sneeze guard requirements are available upon request.
 - Plumbing schedule including location of all plumbing fixtures, sinks, floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention devices, and wastewater line connections; etc.
 - Clearly designate all food preparation sinks.
 - Clearly designate adequate hand-washing lavatories in the immediate area of food preparation and dishwashing, and for each restroom.
 - Clearly designate a mop sink or curbed cleaning facility with facilities for hanging wet mops.
 - Clearly designate the locations of proposed or existing grease traps/interceptors, including type and size. Grease traps/interceptors must be located so that they are easily accessible and are located outside of the building.
 - Finish schedules for each room including floors, walls, ceilings and coved juncture bases (Note: floors, walls and ceilings in food preparation, food storage and ware-washing areas must be smooth, nonabsorbent and easily cleanable).
 - Lighting schedule. All fixtures should be shatterproof or include appropriate light shields.
 - Source of water supply. Provide the location of these facilities and submit evidence of compliance with state and local regulations.
 - Method of sewage disposal. Provide the location of these facilities and submit evidence of compliance with state and local regulations.
 - Ventilation schedule for each room.
 - Auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or pantries used for storage or food preparation. Locations of dressing rooms, locker areas and or personal item storage areas including employee break areas, etc. Include all features of these rooms as required by this guidance manual. Include locations of cabinets for storing toxic chemicals, entrances, exits, loading/unloading areas and docks, Refuse container storage area located on concrete or machine-laid asphalt, and any can washing area/facility.
3. Flow charts *may* be requested by reviewer, which demonstrate anticipated flow patterns for:
 - Food (receiving, storage, preparation, service).
 - Warewashing (soiled, wash area, storage).
4. Additional elevated drawings of food equipment may be requested as deemed necessary by the Department.

Please attach **Permit Application** and **Plan Submittal Checklist** (Appendix A) with plan submittal.

Appendix A

Plan Submittal Checklist

FOOD:

The menu is included with the plan review application (required). Note: Changing the menu after plan review could result in denial of permit or required changes to the design and construction of the facility.

Meat and poultry must be from ADA or USDA inspected facilities.

Are all food supplies from approved commercial sources? Yes No If not, explain:

Will only prepackaged commercially prepared food items be sold?

Yes No (If yes, please mark n/a on those items regarding food preparation.)

What types of foods will be served? (check all that apply)

- Cold foods such as sandwiches and salads.
- Cooked raw meats and poultry such as roasts, hamburgers, sausage, and rotisserie chicken.
- Hot foods such as soups, stews, rice, noodles, gravy, chowders, and casseroles.
- Baked goods such as pies, custards, cookies, bread, cream fillings, and toppings.
- Wild game or exotic foods.
- Raw or undercooked meats or fish.
- Foods that are canned or bottled on-site.
- Other: _____

PREPARATION:

Please list categories of foods prepared more than 12 hours in advance of service.

Describe the procedure used for minimizing the length of time Potentially Hazardous Foods (PHF) will be kept in the temperature danger zone (41°F – 135°F) during preparation.

Will any specialized processing methods be utilized for food items prepared on-site, such as vacuum packaging, canning or reduced oxygen packaging?

Yes No Not sure

If yes, provide a HACCP plan for the specialized processing methods as required by the regulatory authority.

Will the facility be serving food to a highly susceptible population (such as a nursing home or daycare)?

Yes No Not sure

THAWING:

Please describe how frozen PHF's will be thawed and where thawing will take place:

COOKING:

Please list types of cooking equipment:

What type of temperature measuring device/thermometer will be used to measure final cooking/reheating temperatures of PHF? Please refer to Appendix B for specific temperature requirements.

ENVIRONMENTAL HEALTH

HOT/COLD HOLDING:

How will hot PHF's be maintained at 135°F (57°C) or above during holding for service?

Indicate type and number of hot holding units:

How will cold PHF's be maintained at 41°F (5°C) or below?

Indicate type and number of cold holding units:

COOLING:

Please describe how PHF's will be cooled. PHFs must be quickly cooled from 135°F to 70°F in 2 hours and then from 70°F to 41°F* in 4 hours. Approved cooling methods may include reducing the volume or size of the food item, using shallow pans ice baths or rapid chill equipment, etc. Also, indicate where the cooling will occur, and what type of equipment will be used:

Thick meats (such as roasts)

Thin meats

Thick soups/gravies/refried beans, etc.

Thin soups/broth:

Noodles, pasta, etc.:

Rice:

Other:

REHEATING:

How will PHF's that are cooked and cooled, be reheated for hot holding?

(Note: food must be reheated rapidly so that all parts of the food reach a temperature of at least 165°F for 15 seconds.)

Indicate type of equipment and number of units used for reheating foods.

COLD STORAGE:

Adequate and approved freezer and refrigeration is available to store foods hard frozen and refrigerated foods at 41°F* (5°C) and below:

Number of refrigeration units: _____

Number of freezer units: _____

Provide the method used to calculate cold storage requirements.

Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods?
Yes No

If yes, how will cross-contamination be prevented?

Will date-marking be used? Yes No

Please explain:

Each refrigeration unit has an accurate thermometer located in a conspicuous location.

SMALL EQUIPMENT:

Please specify the number and types of each of the following:

Slicers: _____

Cutting boards: _____

Can openers: _____

Mixers: _____

Other: _____

DRY GOODS STORAGE:

What is the projected frequency of deliveries? _____

Appropriate dry goods storage space is provided for based upon menu, meals and frequency of deliveries.

Most food and single-service items must be stored at least 6" above the floor. What type and number of shelving units will be used?

All bulk food containers are constructed of approved food grade materials to store bulk food products.

EMPLOYEES:

How will food employees be trained in good food sanitation practices? (Method of training):

How will bare hand contact with ready-to-eat food be prevented? Note: Food handler gloves must be non-latex.

There is a written policy to exclude or restrict food workers who are sick or have infected cuts or lesions. Describe:

Describe storage facilities for employees' personal belongings (i.e., purses, coats, boots, umbrellas, etc.).

Describe how employees' personal food items will be kept separate from retail food items:

PLUMBING:

Check which of the following food equipment items will be installed and describe method of indirect drainage (floor sink, floor drain, hub drain, air gap device):

- Ice machines _____
- Ice storage bin _____
- Ware-washing (3 comp) sink _____
- Ware-washing machine _____
- Culinary (food preparation sink) _____
- Steam table _____
- Running-water dipper well _____
- Refrigeration condensate/drain lines _____
- Beverage stations _____
- Steamer _____
- Other equipment requiring indirect drainage _____

Is ice made on premises or purchased from a commercial source ?

(If made on premises, the specifications for the ice machine must be provided, and location of ice machine shown on plans with provisions for indirect drainage. If purchased commercially, show where ice will be stored.)

Will ice be bagged for sale*? Yes No

(*Note: All bagged ice for retail sale must be properly labeled with the name and address of bagging establishment.)

The hot water generator must be sufficient for the needs of the establishment.
What is the size and type of hot water generator? _____

Are floor drains provided & easily cleanable? If so, please indicate locations:

WAREWASHING FACILITIES:

Will sinks or a dishwasher be used for ware washing?

- Dishwasher
- Two compartment sink (Only allowed under very specific circumstances.)
- Three compartment sink

Dishwasher:

Type of sanitization used:

- Hot water temperature: _____
Booster heater? Yes No
Ventilation (hood) provided? Yes No
- Low temperature:
Chemical type: _____
Concentration: _____
- Test kit

- All low temperature dish-washing machines must have a visual or auditory signal indicating when sanitizer level falls below the required concentration.
- All dish-washing machines must have templates with operating instructions.
- All dish-washing machines must have functioning and accurate temperature and pressure gauges.
- The largest pots and pans are fully submersible into each compartment of the 3 compartment sink.
 - drain boards on both ends of the pot sink, or
 - one drain board and an overhead drying rack

What type of sanitizer is used for cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in sinks or put through a dishwasher? You must provide a test kit for chemical sanitizer.

- Chlorine concentration: _____
- Iodine concentration: _____
- Quaternary ammonium concentration: _____
- Other (specify): _____
- Test kit

FOOD PREPARATION SINKS:

Will produce be washed on-site prior to use? Yes No

Is there a designated culinary sink used for washing produce? Yes No

If not, describe the procedure for cleaning and sanitizing multiple-use sinks between uses:

HANDWASHING:

- A hand washing sink is conveniently located in each food preparation and ware washing area.
- Hot and cold running water under pressure is available at each hand washing sink.
- All hand washing sinks, including those in the restrooms, have a mixing valve or combination faucet.
- All self-closing metering faucets provide a flow of water for at least 15 seconds without the need to reactivate the faucet.
- Hand cleanser and hand-drying facilities (paper towels, air blowers, etc.) are available at all hand washing sinks.
- Signs instructing employees on proper hand washing procedures are available at all hand washing sinks.
- Hand washing sinks have splashguards or a 2 foot special barrier from food preparation and/or food, single-service item, clean equipment storage areas, etc.

UTILITY SINKS:

A utility sink or curbed floor drain must be provided for cleaning of mops and other equipment:

Please describe: _____

Will automatic chemical dispensers be installed at any of the sinks*? Yes No

If so, where _____

*If yes, a dedicated line must be provided or other approved method of installation.

RESTROOMS:

- Covered waste receptacles are available in each restroom.
- All restroom doors are self-closing and tight fitting.
- All restrooms are equipped with mechanical ventilation to the outside air.

WATER SUPPLY:

Is water supply public or private (hauled or well) ?

If private, has source been approved? Yes No Pending

Please attach copy of written approval and/or permit.

Is there a water treatment device? Yes No

If yes, how will the device be inspected & serviced?

What type of backflow prevention devices are used and where are they located*?

*Please note: Any equipment with a direct connection to the water supply must have a backflow prevention device.

How are backflow prevention devices inspected & serviced*?

*Please note: A copy of the backflow testing results must be provided to the Regulatory authority prior to final approval to operate being given.

SEWAGE DISPOSAL:

Is building connected to a municipal sewer? Yes No

If not, is the private disposal system approved? Yes No Pending

Please attach copy of written approval and/or permit.

Is a grease trap/interceptor provided? Yes No

ENVIRONMENTAL HEALTH

Type and size _____

- The grease trap/interceptor is located so that it is easily accessible and is located outside of the building.

How often will grease trap/interceptor be emptied or pumped? _____

- If no grease trap/interceptor is provided, a letter from the appropriate jurisdiction is included to waive the requirement for grease trap/interceptor installation.

VENTILATION:

- Any/all areas where ventilation hoods are installed are drawn on plans.
- Specification sheets or shop drawings are provided for ventilation hoods.
How is the ventilation hood system cleaned? _____
- The ventilation hood extends at least 6" beyond all vented equipment.
- The ansul system piping is located inside the hood plenum.

GENERAL:

- Only pesticides labeled for use in food establishments are used/stored onsite.
- All toxic items for use on the premise or for retail sale (including employee medications) are stored away from food preparation and storage areas.
Indicate location: _____

- All containers of toxic items including sanitizing spray bottles are clearly labeled.

Will linens be laundered on site? Yes No
If yes, what will be laundered and where? _____
If no, how will linens be cleaned? _____

LIGHTING:

- At least 10 foot candles (100 lux) are provided at a distance of 30 inches (75 cm) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning. Overhead lighting is recommended inside walk in refrigerators to ensure that all areas are well lit.
- At least 20 foot candles (220 lux) are provided:
At a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption;
a. Inside equipment such as reach-in and under-counter refrigerators;
b. At a distance of 30 inches (75cm) above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms; and
- At least 50 foot candles (540 lux) are provided at surfaces where employees prepare food or work with utensils or equipment such as knives, slicers, grinders, or saws where safety is a factor.

INSECT/RODENT EXCLUSION:

- All entry/exit doors, including screen doors, are self closing and tight fitting.
- All open-able windows have a minimum #16 mesh screening.
- All pipes and electrical conduit chases are sealed and any ventilation systems exhaust and intakes are protected.
- Floor drain covers are in place and tight fitting.
- The area around the building is kept clear of unnecessary brush, litter, boxes and other harborage.

Will air curtains be used? Yes No
If yes, where? _____

GARBAGE AND REFUSE

Will a dumpster be used? Yes No
Number: _____ Size: _____
Frequency of Pickup: _____
Waste Disposal Company: _____

Describe the surface where the dumpster/compactor/grease storage containers are stored:

The location is shown on the plot plan where all dumpster/compactor/cans/grease storage containers/recycling containers are stored.

Is there a labeled, designated area to store returnable damaged goods? Yes No

FINISH SCHEDULE:

Materials must be nonabsorbent, smooth and easily cleanable. Please indicate which materials (i.e., quarry tile, stainless steel, 4" plastic covered molding, etc.) will be used in the following areas:

	FLOOR	COVING	WALLS	CEILING
Kitchen				
Bar				
Food Storage				
Toilet Rooms				
Garbage & Refuse Storage				
Mop Service Basin Area				
Warewashing Area				
Walk-in Refrigerators and Freezers				

OTHER:

Is there any other pertinent information that would be helpful in the review of your plan submittal? (Please attach additional sheets if necessary):

Appendix B

Some Important Food Safety References*

The 2013 Food Code is available at:

<http://www.pinalcountyz.gov/EnvironmentalHealth/Pages/SanitaryCodeRevisionProcess.aspx>

Topic	2013 Food Code Reference	Page
Employee Health	2-201	32
Responding to Contamination Events	2-501	52
Approved Food Source	3-2	54
Cooking	3-401	80
Reheating	3-403	87
Holding, Thawing, Cooling Food	3-501	88
Special Processes Requiring HACCP and or a Variance	3-502	96
Special Requirements for Highly Susceptible Populations	3-801	106
Poisonous or Toxic Materials	Chapter 7	189

*Note: This list is not complete but is meant as a handy reference for common items of concern. Refer to the 2013 Food Code for a comprehensive reference.

A construction guide appropriate for food establishments may be found on the FDA's website at:

<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm101639.htm>.

Any equipment in a food service establishment must be designed and constructed to be durable and meet specific equipment specifications. For example, in a food establishment we would require refrigeration equipment certified to NSF/ANSI standard 7 to meet this requirement. For more information on equipment standards at food establishments please refer to this link (<http://www.nsf.org/services/by-type/standards-publications/food-equipment-standards/>).

Within 30 days of hire, all food employees must obtain food service worker certification by completing a food service worker sanitation course or test. Pinal County Environmental Health will accept any of the accredited programs. At least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service shall be a certified food protection manager who has passed a test that is part of an accredited program. You may find more information and a link to the accredited programs on our website at:

<http://www.pinalcountyz.gov/EnvironmentalHealth/Pages/FoodServiceTraining.aspx>.

Appendix C

Licensing Time Frames

Pursuant to A.R.S. § 11-1605, Pinal County Environmental Health Services has established timeframes for each type of license (permit) that it reviews. The overall time frame for each type of permit states separately the administrative completeness review time frame and the substantive review time frame.

Review time frames may be temporarily suspended under the following circumstances provided by A.R.S. § 11-1605.

1. Temporary suspension for public hearings.
2. Temporary suspension for state or federal approvals of licenses (permits).
3. Temporary suspension to wait for the applicant to submit additional information as requested by Pinal County.

Applications that have been inactive for more than one year since the date of a suspension notice will be administratively closed.

Pinal County has considered a number of factors including, staffing and budgetary constraints, and the overall complexity of the licenses that we issue in formulating these time frames. These time frames may be subject to modification in accordance with state statutes. These time frames include Pinal County's review time and not the time the applicant takes responding to notices of deficiencies for either the administrative or substantive review.

An applicant may receive a clarification from the county of its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement as provided in section A.R.S. § 11-1609.

Table 1. Licensing Time-frames (in calendar days); See A.A.C. Title 9, Chapter 8, Chapter 1, Table 1.1

Type of Approval	Statutory Authority	Overall Time-frame	Administrative Completeness Review	Respond to Deficiency Notice	Substantive Review
Application	A.R.S. 36-136(1)(4)	90	45	180	45
License Renewal	A.R.S. 36-136(1)(4)	90	45	180	45