



## Food Service Plan Review Information

New or remodeled food preparation facilities, and those changing ownership, must undergo a plan review process prior to a health permit being issued. The purpose of a plan review is to verify that your facility's structure and equipment and their capacities are in compliance with sanitation codes. Properly prepared plans to scale and specifications must be submitted for review and approved by this department before construction or remodeling can begin.

The plans and specifications shall be submitted to the DeKalb County Division of Environmental Health at least fourteen (14) business days prior to beginning construction or when submitting applications for a change of ownership. A copy of the proposed menu is also required to complete the plan review.

A completed plan review application and a plan review fee may be mailed or dropped off for review. The normal response time for the plan review to be completed is within 7 to 10 business days. The most common reason the process may take longer is due to incomplete plans. The environmentalist reviewing the plans will notify the owner/agent of any items that need to be addressed further.

Plans are not required for cosmetic changes to the facility such as painting or replacing dining room carpet. If you are uncertain if a plan review is necessary please contact the Division of Environmental Health at (404) 508-7900.

The following items are to be included on all food service establishment's plans:

1. Floor plan of the establishment drawn to scale.
2. Layout of all food service equipment including preparation, storage, dishwashing, service and bar area equipment, and plumbing fixtures (hot water heater size, water riser diagram, grease trap). Information regarding restrooms, dining areas, and wait stations must also be identified.
3. Complete equipment list (stove, mop sink, front-line refrigerator, food preparation sink, etc.) and a method of identifying each item on the equipment layout.
4. Finish schedule of floors, walls and ceilings, including type of material. In some cases, a sample finish may be required.

The following guidelines will assist you in completing your plans and complying with requirements.

### **Equipment**

- Indicate where equipment will be located on the plans. This includes all sinks, tables, refrigerators, etc.
- All refrigeration units must maintain potentially hazardous foods at 41°F or below. All refrigerators, freezers, and hot-holding equipment must be provided with accurate thermometers ( $\pm 2^\circ\text{F}$ ).
- Store clean equipment, food and paper goods at least six inches above the floor. Specify the location, design, and size of dry storage facilities and refrigeration. Stainless steel, Formica, heavy-duty plastics and non-porous materials are very durable for shelving. Any exposed wooden or porous materials shall be sealed with polyurethane or an equivalent sealant.
- Install equipment that is not easy to move either with enough space around it to allow cleaning or sealed to adjacent surfaces.
- Protect foods on display, such as buffet lines, with sneeze guards or other protective device.
- If an ice machine is installed identify the location and how it will drain. Beverage and cold – plate cooling devices and tubing may not be installed in contact with ice intended for drink service. Drainage tubes may not pass through an ice storage bin.
- Provide running water dipper wells for bulk ice cream service unless you provide individual scoops.

### **Mop/Service Sinks**

- Mop sinks must be installed to dispose of wastewater. It must be equipped with hot and Cold water and connected to sanitary sewer. Provide splash protection if sink is located whereby contamination may occur. Provide an area for proper storage of cleaning equipment. Hoses shall not be attached to any faucet unless a backflow prevention device is installed.

### **Sinks**

- Three compartment sinks are required with drain boards at each end for utensil washing purposes. Adequate storage space to air dry dishware must be indicated. This sink may be used for non-produce food item preparation once properly sanitized before and after usage.
- If raw fruits and vegetables are apart of the menu, they shall be thoroughly washed in water, in a sink designated for that purpose only, to remove soil and other contaminants before being cut, combined with other ingredients, cooked, served, or offered for human consumption in ready-to-eat form.

### **Water and Wastewater**

- All sinks must be equipped with hot and cold water. The water heater shall be sized to the maximum use demands of all plumbing facilities utilizing hot water. Specify that the facility is on county sewer. Food service establishments are not permissible with onsite sewage (septic) methods.

## **Hand washing**

- A separate sink used only for hand washing to allow convenient use by employees in food preparation, food dispensing, and warewashing areas; and in, or immediately adjacent to, toilet rooms.
- It shall be equipped with running hot and cold water under pressure and soap and sanitary hand-drying devices.

## **Plumbing**

- Specify on water riser diagram hot and cold water supplies and waste water disposal. All equipment used for food contact must be installed indirectly to sewer via an air gap or an air break. In addition please specify the size of the hot water heater, whether it is gas or electric and the overall BTU's or watts. The specific size of the grease trap must also be listed.
- Food contact surfaces shall not be located under exposed sewer lines.

## **Lighting**

- Light fixtures must be shielded, coated or covered where food is stored, prepared and displayed.
- At least 10 foot candles (108 lux) 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;
- At least 20 foot candles (215 lux):  
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; Inside equipment such as reach-in and under-counter refrigerators; At a distance of 30 inches (75 cm) above the floor in areas used for hand washing, warewashing, and equipment and utensil storage, and in toilet rooms; and
- At least 50 foot candles (540 lux) at a surface where a food service employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.

## **Restrooms**

- Specify restroom locations used by employees and patrons.
- *Except where a toilet room is located outside a food service establishment and does not open directly into the food service establishment such as a toilet room that is provided by the management of a shopping mall, a toilet room located on the premises shall be completely enclosed and provided with a tight-fitting and self-closing door.*
- A supply of toilet tissue shall be available at each toilet.
- In toilet facilities that have exit doors with handles or knobs that must be touched to open, sanitary towels must be provided.

## **Finishes of Floors, Walls and Ceilings**

- Materials for indoor floor, wall, and ceiling surfaces use shall be smooth, durable, and easily cleanable for areas where food service establishment operations are conducted
- Nonabsorbent for areas subject to moisture such as food preparation areas, walk-in refrigerators, warewashing areas, toilet rooms, mobile food service unit servicing areas, and areas subject to flushing or spray cleaning methods.

- Floors, floor coverings, walls, wall coverings, and ceilings shall be designed, constructed, and installed so they are smooth and easily cleanable.
- The floors in food service establishments in which water flush cleaning methods are used shall be provided with drains and be graded to drain, and the floor and wall junctures shall be coved and sealed.
- A floor covering such as carpeting or similar material may not be installed as a floor covering in food preparation areas, walk-in refrigerators, warewashing areas, toilet room areas where hand washing sinks, toilets, and urinals are located, refuse storage rooms, or other areas where the floor is subject to moisture, flushing, or spray cleaning methods.
- Wall and ceiling covering materials shall be nonabsorbent, light colored, and attached so that they are easily cleanable.

### **Premises**

- The outdoor walking and driving areas shall be surfaced with concrete, asphalt, or gravel or other materials that have been approved by the Health Authority and have been graded to drain.
- The premises shall be free of items that are unnecessary to the operation or maintenance of the establishment such as equipment that is nonfunctional or no longer used and litter.

### **Ventilation**

- 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-service and single-use articles.
- If necessary to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes, mechanical ventilation of sufficient capacity shall be provided.
- 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. If vented to the outside, ventilation systems may not create a public health hazard or nuisance or unlawful discharge.

There are a number of guidelines involved with opening a food service operation. There are various agencies within the county responsible for regulating different aspects of the restaurant business. Here is a quick resource of DeKalb County agencies that are frequently contacted prior to opening a food service operation:

**DeKalb County (unincorporated) Business License:**

**(404) 371-2461 or 371-2462**

<http://www.co.dekalb.ga.us/buslic/index.htm>

**Fire Marshal: (404) 371-9256 for general questions. Once the fire inspection has been paid for you must call (404) 371-3010 to schedule an inspection.**

<http://www.dekalbfirerescue.org/>

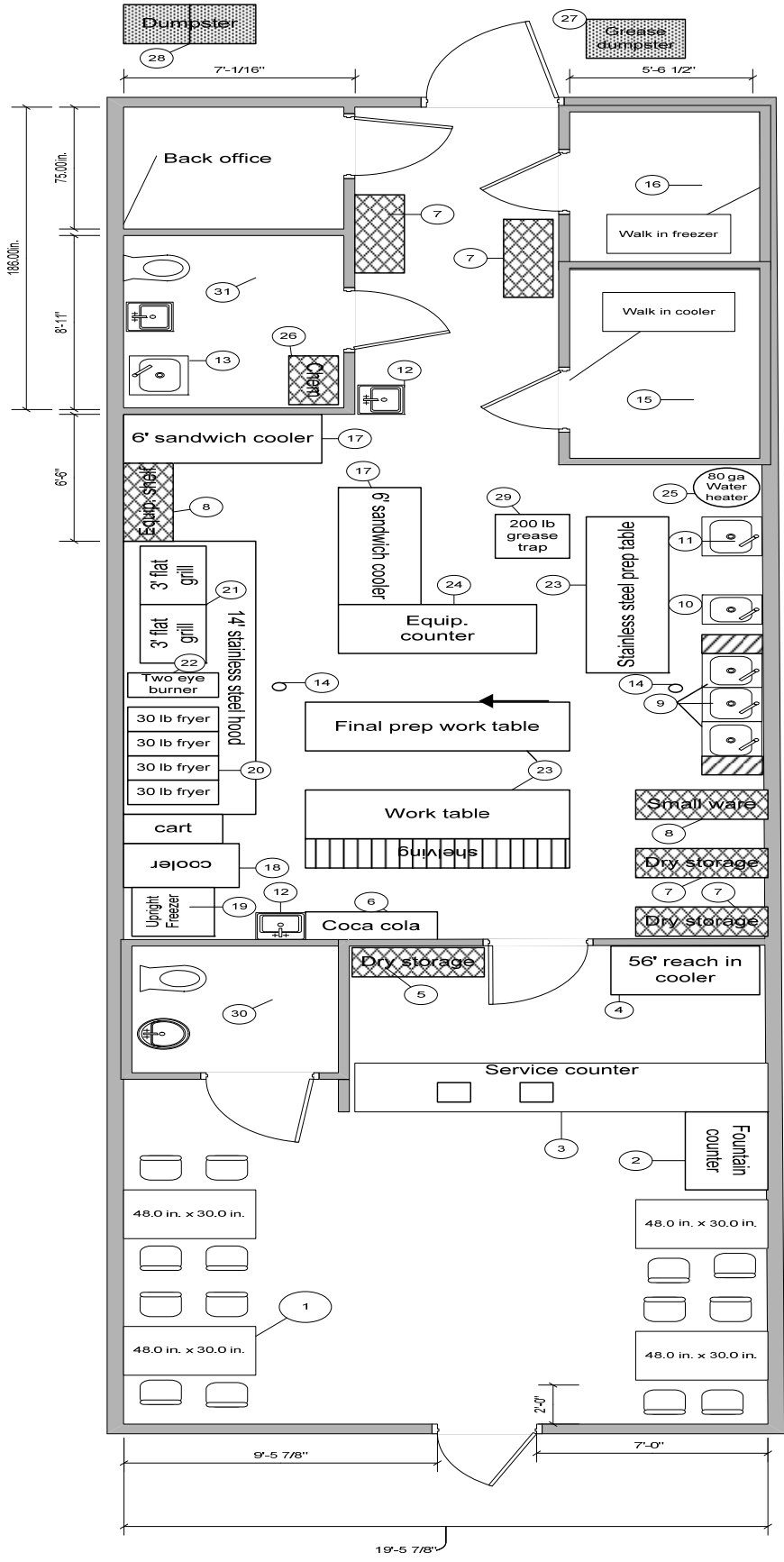
**Planning and Development: 404)371-6208**

<http://www.co.dekalb.ga.us/planning/index.html>

**Sanitation Division: 404-294-2400**

<http://www.co.dekalb.ga.us/sanitation/Getting%20Started/INDEX.HTM>

**Watershed Management: 770-621-7200**



## **Equipment Schedule**

1. Tables & chairs (4 tables, 14 chairs)
2. Soda Fountain dispenser with top mounted ice machine  
Drain hole located within 3' feet of unit
3. Service Counter
4. Reach in Cooler (56"wide)
5. Paper Goods Storage rack
6. Soda syrup dispensing shelf
7. Dry food Storage
8. Small ware storage (i.e. bowls, small hand equipment, etc..)
9. 3 compartment double drain board sink
10. Meat sink w/ drain board (min 8" gap b/w sinks)
11. Vegetable sink
12. Hand wash sink
13. Mop sink (curbed floor mop sink)
14. Floor drain
15. Walk in cooler (6' x 10')
16. Walk in freezer (6' x 8")
17. 6' sandwich prep cooler (x2)
18. Chest cooler (poultry only)
19. Upright freezer
20. 30 lb fryers (x4) gas
21. 3' flat grill (x2) gas
22. 12" 2 eye burner gas
23. 96" x 30" S.S. work tables (x3)
24. 72" x 30" S.S. work table
25. 80 gal. Water heater 75 btu (Kw if electric heater)
26. Chemical storage shelf
27. Recycled oil dumpster
28. Dumpster w/ drain plug
29. 200 Grease interceptor
30. Public restroom
31. Employee restroom

\*Paper storage will be stored underneath the counter (pre-fabed counter) and also on stainless steel shelving units attached to the 6' sandwich prep units.

**Floor schedule:** CVT (commercial grade vinyl tiles) with cove base throughout except for walk-in freezer and cooler.

**Wall Schedule:** stainless steel wall covering for hood area, FRP boards to be placed in sink area.

**Ceiling Schedule:** kitchen area will have vinyl face lay -in tiles (easily cleanable surface) in the drop in ceiling

**Storage and equipment installation:**

1. All equipment shall have six inch legs or casters for adequate cleaning of facility.
2. Chemical storage shall be located separately from food items at all times.
3. All natural gas powered equipment shall be placed in a properly/approved hood ventilation system.

**Plumbing installation:**

1. Curbed Floor mop sink will have a vacuum breaker
2. 3 compartment sink will have drain boards on both sides.
3. Meat and vegetable sink will be separated by at least 8 inches or have a splash board if closer than 8 inches. Will have drain board if necessary.
4. Water heater will be 80 gallons 75,000 BTU (Kw if electric heater). Unit will be on 6" legs
5. Hand wash sink will be equipped with soap and paper towel dispenser
6. Grease Trap: 200 Lb. inside/ in floor
7. Grease trap
8. Floor drain located in sink & hood area

All drains from equipment shall be plumbed indirectly to sanitary sewer via air gap to a hub drain. All drain lines from sinks in kitchen with grease contamination will be conducted through grease trap.

All hose connections will have a vacuum breaker on the faucet or hose bib.

