



Schenectady County Public Health Services

Environmental Health Division
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FOOD SERVICE ESTABLISHMENT PLAN REVIEW AND PERMIT INSTRUCTIONS

A plan review must be completed for all new facilities, or when any significant changes to an existing facility including changing out equipment or any construction affecting the kitchen, food preparation, or food storage areas. Also, any facility that has been closed for over 6 months needs to complete a plan review.

Plan reviews need to be submitted prior to construction to ensure compliance. **Preparation of plans by a design professional, such as an architect, engineer, or food service consultant, is highly recommended.** Our office needs at least four weeks to review plans. There may be updates needed prior to our approval. Prior to permitting and opening your establishment, a pre-operational inspection will need to be conducted.

In addition to a plan review, a permit application must be submitted for a permit to operate.

PLAN REVIEW CHECKLIST:

- Submit plans at least 30 days prior to construction
 - Plans must include all elements in the Guidance for Completion of Plan Review below
- Plan Review Fee Schedule completed and signed with contact information.
- Applicable plan review fee. Checks should be made payable to ***Schenectady County***.
- Floor plan of facility
 - All plans must be drawn to scale (minimum ¼ inch = 1 ft.)
- Specification list of food service equipment
 - All equipment must be NSF approved or equivalent (commercial type equipment)
- Finish schedule
- Ventilation schedule
- Plumbing schedule
- Description of operation:
 - Number of seats
 - Estimated number of meals per day
 - Approximate number of employees
 - Menu
 - Method of food service - single service articles or multi-use tableware
 - Method- of garbage storage and disposal
 - Method of insect and rodent control
- All facilities with private water and/or private sewage must submit schematics of new or existing systems with food service plans.
- All applicable building, electrical and plumbing permits must be secured and satisfied, and zoning approval granted before issuance of a permit from this office.

For plan review materials:

<p><u>Mail or drop off at:</u> Schenectady County Public Health Services Environmental Health Division 107 Nott Terrace, Suite 300 Schenectady, NY 12308</p>	<p><u>Apply online at:</u> 1. https://www.sdlportal.com/towns/ny/schenectady/schenectadycounty, create an account for <u>Schenectady County</u> or log in 2. Click on Requests at the top of the page and select Plan Review Application 3. Complete the form and upload requested documents 4. Pay by debit, credit card or e-check</p>
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APPLICATION CHECKLIST:

To receive a permit to operate, the materials below should be submitted at the time a plan review is submitted, or at least 2 weeks prior to a desired opening date.

- Complete, signed application
- Appropriate fee based on the seating capacity. Checks should be made payable to **Schenectady County**.
- A copy of a legal DBA (doing business as) must be submitted for a food service establishment owned by a private owner(s)
- Copies of corporation papers with a listing of the corporation officers must be submitted for food service facilities owned by a corporation
- Proper proof of insurance (Workers' Compensation AND Disability OR CE-200 is required)
 - o Workers' Compensation o Disability Insurance
 Form C-105.2 or Form DB-120.1 or
 Form U-26.3 or Form DB-155
 Form SI-12 or
 Form GSI-105.2 and
- OR
- o Form CE-200 Certificate of Attestation of Exemption, **signed and dated** if the food service establishment is owner/operator run, with no other employees (instructions how to obtain CE-200 are attached below)
- At least one person from the food service establishment must possess a valid food service training certificate (ServSafe Food Protection Manager Certification or similar food sanitation course acceptable to the Schenectady County Environmental Health Division). Visit our website at <https://www.schenectadycountyny.gov/env-health/food-safety-training> for more information or to take an online course.
- A copy of the food service establishment's menu

For application materials:

<p><u>Mail or drop off at:</u> Schenectady County Public Health Services Environmental Health Division 107 Nott Terrace, Suite 300 Schenectady, NY 12308</p>	<p><u>Apply online at:</u> 1. https://www.sdlportal.com/towns/ny/schenectady/schenectadycounty, create an account for <u>Schenectady County</u> or log in 2. Click on Requests at the top of the page and select Food Service Permit Application 3. Complete the form and upload requested documents 4. Pay by debit, credit card or e-check</p>
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Guidance for Completion of a Food Service Establishment

Plan Review

- A. Include in your plan submittal the following:
 - a. Title Block
 - Name of Food Service Establishment
 - Street Address
 - City, Village, or Township
 - Owner's Name
 - Author of plan
 - Date of plan completion
 - b. Floor Plan (inside information)
 - i. Scale: minimum $\frac{1}{4}$ inch = 1 foot
 - ii. All rooms and intended use
 - iii. Location of prefabricated and custom-built equipment
- B. Specification list of food service equipment
 - a. Prefabricated: unit name and manufacturer's name
 - b. Custom built: unit name, capacity or size, description, and finish materials
- C. Plumbing schedule- listing or showing the location of hot and cold-water lines, vented drain lines, sewage lines, the source of the water supply, and the method of sewage disposal
- D. Description of operation
 - a. Number of seats
 - b. Estimated number of meals per day
 - c. Estimated number of employees
 - d. Menu
 - e. Method of food service -single service articles or multi-use tableware
 - f. Method-of garbage storage and disposal
 - g. Method of insect and rodent control

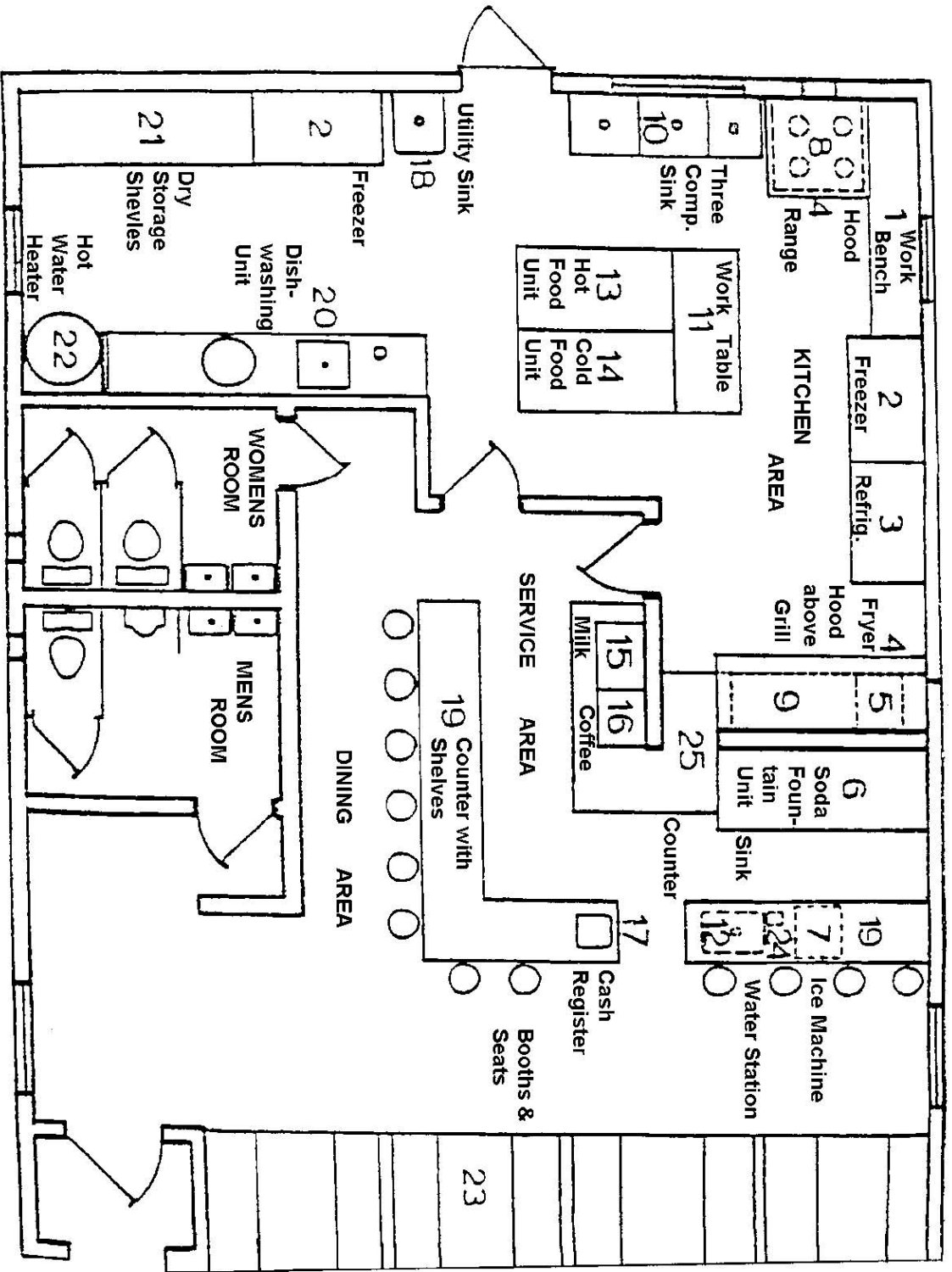
Additionally, the specifications listed below are to be incorporated into the plans as applicable:

1. All areas shall be constructed of smooth, durable, nonabsorbent, and easily cleanable materials such as sealed concrete, terrazzo, ceramic tile, durable grades of linoleum or plastic: provided, that in areas subject to spilling or dripping of grease or fatty substances, such floor coverings shall be of grease resistant material.
2. The walls of all food preparation, utensil washing, and hand washing rooms or areas, shall have light colored, smooth, easily cleanable, nonabsorbent surfaces, and such surfaces shall be washable up to at least the highest level reached by splash or spray. Acoustical materials may be used on the ceiling, provided ventilation is adequate to minimize grease and moisture absorption.
3. Floors -should be sloped $\frac{1}{8}$ " to $\frac{1}{4}$ " per ft. to a drain. A trapped floor drain should be provided for every 400 sq. ft. of floor area with the length of travel to drain not more than 15 ft. Floor drains are not necessary in dry storage areas.
4. Coving -junction of walls with a floor should be coved to facilitate cleaning.

5. Adequate aisles around equipment must be provided. A minimum aisle width of 36" is recommended with 42" where persons must pass each other.
6. Windows, if they are openable, must be provided with screens.
7. Equipment, which is placed on tables or counters, unless readily movable, must be sealed to the table or counter or mounted on legs or feet at least 4" high.
 - a. Unless the equipment is designed so that it may be placed on a raised island or sealed to the floor, one or more of the following provisions shall be made for cleaning this area:
 - i. The unit shall be mounted on tubular legs of sufficient height to provide a clear space of not less than 6" between the lowest horizontal member of the unit and the floor, or:
 - ii. The unit shall be mounted on casters or rollers of such material, design, and construction as to permit its being easily moved by one person.
8. Space behind, between and beside units -Equipment other than readily removable equipment shall be installed with sufficient unobstructed space behind equipment and between adjacent equipment and walls to permit cleaning, or the equipment sealed to the wall. The width of space to be provided is dependent upon the distance from either end to the farthest point for cleaning.
 - a. When the distance to be cleaned is less than 2 ft. in length, the width of the clear unobstructed space shall not be less than 6".
 - b. When the distance is greater than 2 f t., but less than 4 ft. in length, the width of the clear unobstructed space shall not be less than 8".
 - c. When the distance to be cleaned is greater than 4 ft. but less than 6 ft. in length, the width of the clear unobstructed space shall not be less than 12".
 - d. When the distance to be cleaned is greater than 6 ft., the width of clear unobstructed space shall be 18".
9. Piping such as water pipes from walls to equipment should be located a minimum of 8" from the floor to facilitate cleaning in that area.
10. Studs, joints, and rafters shall not be left exposed in food preparation or utensil washing areas, or utensil rooms. If left exposed in other rooms or areas, they shall be finished and shall be kept clean and in good repair.
11. A minimum of 30 foot-candles of light is required on all working surfaces and at least, 30 foot-candles on all other surfaces and equipment, in food preparation, utensil washing and hand washing areas, and toilet rooms. Sources of artificial light shall be provided and used to the extent necessary when being cleaned. At least 20 foot-candles of light at 30 inches from the floor shall be required in all other areas, including dining areas during cleaning operations.
12. Exhaust systems for cooking equipment -The face of the opening of canopy hoods shall not be more than 7 ft. from the floor and the hood should over -hang or extend a horizontal distance of not less than 6" on all sides beyond the edge of the cooking surface. An adequately sized fan(s) and grease extraction filters are required. The ventilation system must be installed in compliance with applicable State and Local Fire

Regulations. Discharge air shall not create a nuisance.

13. Where food and drink are served in dishes, glasses, silverware and cutlery, they shall be washed in a commercial dishwasher or a three-compartment sink with adequate drain boards. Even with the use of single service materials, a three-compartment sink must be provided for the kitchenware. A stainless-steel sink is recommended.
14. Every kitchen shall be installed with at least one hand wash station for the use of kitchen employees. This station should be centrally located in the kitchen and must be used exclusively for handwashing. The handwashing sinks must have hot and cold or tempered running water, soap, and paper towel dispenser or hot air dryer.
15. All food service equipment should be National Sanitation Foundation (N.S.F.) approved or equivalent.
16. At least one utility sink or curbed cleaning facility with a floor drain is to be installed for the cleaning of mops and disposal of mop water.
17. A separate food preparation sink is required. Food preparation sinks, ice machines, refrigerators, steam kettles and similar types of equipment in which food is placed, shall not be directly connected to the drainage system. Each waste pipe from such equipment shall discharge into an open, accessible, individual waste sink, floor drain, or other suitable indirect connection. Indirect connections of drain lines from other equipment used in the preparation of food or washing of equipment and utensils may be required by the health authority when, in their opinion, the installation is such that backflow of sewage is likely to occur.
18. Toilet Facilities -Each food service establishment shall be provided with adequate, conveniently located toilet facilities for its employees. Toilet fixtures shall be of sanitary design and readily cleanable. The doors of all toilet rooms shall be self-closing.
19. A hand wash sink shall be located within or immediately adjacent to all toilet rooms and each shall be provided with hot and cold or tempered running water, soap, and a paper towel dispenser or hot air dryer.
20. Garbage:
 - a. All garbage and rubbish containing food waste shall be kept in containers constructed of durable metal or other approved types of material, which do not absorb liquids.
 - b. All containers shall be provided with tight-fitting lids or covers and shall, unless kept in a special vermin-proof room or enclosure, be kept covered when stored or not in continuous use.
 - c. Storage rooms or enclosures shall be constructed of easily cleanable, washable materials and shall be vermin proofed. The floors and the walls, up to at least the level reached by splash or spray, shall be of nonabsorbent materials.
21. Enough lockers or other suitable facilities are to be provided and used for the orderly storage of employee clothing and other belongings.



**EXAMPLE
FLOOR PLAN**

Herman's Coffee Bar
 123 State Street
 Schenectady, NY 12335
 Owner: Herman Jones
 Drawn by: Joe Planner, P.E.

Scale 1/4" = 1'0"
 Date: 3/1/98
 Note: Numbers on plan
 correspond to specification
 list item numbers on next page

PLAN EXAMPLE

<u>EQUIPMENT SPECIFICATION LIST</u>	
Item and Unit Name	Manufacturer
1. Work Bench w/cabinets	'A' Co.
2. Freezer	'B' Co.
3. Refrigerator	'C' Co.
4. Ventilation Hood	'D' Co.
5. Fryer	'E' Co.
6. Soda Fountain	'F' Co.
7. Ice Machine	'G' Co.
8. Range	'G' Co.
9. Grill	'G' Co.
10. Three Compartment Sink	'H' Co.
11. Work Table	'I' Co.
12. Under Counter Sink	'H' Co.
13. Hot Food Table	'E' Co.
14. Sandwich Unit	'C' Co.
15. Milk Dispenser	'C' Co.
16. Coffee Machine	'K' Co.
17. Cash Register	'J' Co.
18. Utility Sink	'H' Co.
19. Counter w/ Shelves	Custom built
20. Dishwashing Unit	'H' Co.
21. Shelves - dry storage	Custom built
22. Hot Water Heater	'L' Co.
23. Booths and Seats	'M' Co.
24. Water Station	'N' Co.
25. Counter w/ Shelves	Custom built

<u>DESCRIPTION OF BUSINESS</u>
Seating Capacity - 36
Estimated number of meals per day - 300
Number of employees - 5
Menu: <i>Breakfast:</i> juices, coffee, milk, eggs, bacon, toast, pastries, ham, sausage, cereal <i>Lunch:</i> hot and cold sandwiches, limited hot dinners, coffee, ice cream various beverages, pies, cakes, daily specials <i>Dinner:</i> limited selection of hot dinners, coffee, ice cream, pies, cakes, specials
Method of <i>food service:</i> regular meals will be served on multi-use tableware while carry out will be served on single service articles.
Method of <i>garbage disposal:</i> garbage inside will be kept in plastic bags inside covered metal garbage cans. The outside garbage will be kept in a metal dumpster which will be serviced 2x week, or as needed by XYZ Company.
Method of <i>insect and rodent control:</i> The Bug Pest Control Company has been contracted to service and exterminate as needed. Kitchen windows are screened All other windows are not openable. All outside doors will be self-closing.

<u>FINISH SCHEDULE</u>			
Room	Floor & Base	Wall	Ceiling
Kitchen	Quarry tile	light colored painted sheetrock	acoustic on sheetrock
Service Area	Quarry tile	painted sheetrock	suspended acoustic
Dining Area	Quarry tile	painted sheetrock	suspended acoustic
Restroom	Ceramic tile	ceramic tile	suspended acoustic

<u>VENTILATION SCHEDULE</u>	
Restroom	Mechanical
Kitchen	Screened windows
Dining Area	Air-conditioned
Grill, Fryer, Stove	Filtered hood, mechanical ventilation to outside

<u>PLUMBING SCHEDULE</u>
Hot water lines to restroom sinks and units 10,12,18,20
Cold water lines to restroom sinks, toilets, urinals and units 6, 7, 10, 12, 16, 18, 20, 22, 24
Vented drain lines from units 6, 7, 20
Sewage lines from restroom sinks, toilets, urinal, and units 10, 12, 18, 20, 24
Water supply - Schenectady Municipal System
Sewage Disposal - Schenectady Sewer System