

Starting a Food Business in Mendocino County

What you need to do to obtain a Health Department Permit to Operate

1 Beginning the Process

Pick up an Environmental Health application and design a plan for your food facility guided by the "Plan Review/Construction Guide". Contact other agencies including your local Planning and Building Department for information on their requirements. If your facility is or will be connected to an on-site sewage system, contact the Land Use Program in Environmental Health to evaluate sewage system issues and requirements.

2 Submittal of Application, Plan and Fees

Turn in your completed application, and one copy of your plan to Environmental Health for review. At this time a plan check fee will be required to review the information. An Environmental Health Specialist (EHS) will be assigned according to the geographical area of your business. You may request a consultation at this time.

3 Plan Review Process

Your plan will be reviewed by the District EHS. The proposed facility is plan checked according to the requirements of the California Uniform Retail Food Facilities Law (CURFFL). New businesses and change of ownership on all facilities will be required to meet the current laws. Allow at least fifteen (15) working days (three weeks or more) for review of plans. Inadequate plans may result in a delay of approval. In this case, a letter may be mailed to you outlining the deficiencies and/or requesting additional information. NOTE: If any changes on the approved plans are desired, revised plans must be submitted to the Division of Environmental Health for review and approval *prior* to construction.

4 Construction and Pre-opening Inspections

One or more construction inspections may be necessary to ensure the installation is completed to the specifications. After construction and before opening for business, a final inspection is required. At this time all construction should be completed and equipment



operational. No accepting of product or food preparation will be allowed until a valid health permit is issued by the EHS.

5 Routine Facility Inspections

After you are open for business, your assigned EHS will be making periodic, unannounced inspections of your facility. An operating food facility is required to maintain a clean, organized environment in good repair. Employees are, at all times, to practice safe and sanitary methods of food handling and are encouraged to attend "Safe Food Handling" trainings. If you have any questions, your District EHS is available during office hours to take your calls.

**County of Mendocino
Environmental Health Division**

**501 Low Gap Road, Room 1326
Ukiah, CA 95482**

**Phone: (707)463-4466
Fax: (707)463-4038**



**Community Health Services Branch
Environmental Health Division
Application for a Permit to Operate a Food Facility**

Date Rec'd	_____
Rec'd By	_____
Payment #	_____
Amount Rec'd	_____

Approved By: _____

Date: _____

FD# _____

501 Low Gap Road, Room 1326 Ukiah, CA 95482

Phone: (707) 463-4466

Fax: (707) 463-4038

Facility Name: _____ Facility Phone #: _____

Facility Site Address: _____ City: _____

Facility Owner(s) Name(s): _____ Contact Phone: _____

Facility Mailing Address: _____ City, Zip: _____

Previous Name of Facility (if known): _____

Number of Months of Operation: ☐ **Annual** (12 months / year) ☐ **Seasonal** (6 months or less)

Source of Water Supply: ☐ **Individual** (private well or system) ☐ with **Chlorinator** ☐ **Public** (City)

Method of Sewage Disposal: ☐ **Septic System** ☐ **Public or City Sewer**

Facility Building Status: ☐ **New** construction of a food facility ☐ **Remodel** of existing facility
☐ **Existing Facility** with no Remodel

Please Note:

1. If you checked either 'New' or 'Remodel' above, you must contact a health inspector to determine whether a plan check and plan check fee will be required. Plan checks shall include the following:

☐ **Plan check fee(if applicable)** ☐ **Plans** ☐ **Equipment Cut Sheets**

Plans and equipment MUST be approved by Environmental Health prior to beginning any construction.

2. Change of Ownership or type of operation of a food facility requires a new application, a one-time administrative fee of **\$126.00** (per BOS Resolution **10-050**), and determination by the health inspector that the facility meets current code requirements prior to a new permit being issued.

Total square footage of facility (including storage, restrooms, dining area, etc...): _____

Food Certification Requirement:

Per Article 2, Section 113947(a) of the California Retail Food Code (Cal Code)...each food facility shall have an owner or employee on staff who has successfully passed an approved and accredited food safety certification examination.

No person who is employed at a food facility as the certified food handler may serve at any other food facility as their certified food handler. The certified owner or employee need not be present at the food facility for which they are certified during all hours of operation, but must be available during their regularly scheduled work hours at the facility.

Per Section 113947.3(a) certified individuals **shall be Re-Certified every 5 years** by passing an approved and accredited food safety examination.

Continue to the Back ► ► ►

Please check the category below which best describes your facility's type of operation:

- | | |
|---|---|
| <input type="checkbox"/> Restaurant > 650 sq ft or Large Facility (i.e., jail, juvenile hall, or school main kitchen) | |
| <input type="checkbox"/> Restaurant < 650 sq ft or Medium Facility (i.e., most schools) | |
| <input type="checkbox"/> Restaurant and Bar > 650 sq ft | <input type="checkbox"/> Restaurant and Bar < 650 sq ft |
| <input type="checkbox"/> Seasonal Restaurant (< 6 months) | <input type="checkbox"/> Low Risk pre-packaged minimal food preparation |
| <input type="checkbox"/> Small Retail Market < 2,000 sq ft | |
| <input type="checkbox"/> Medium Retail Market 2,000 to 10,000 sq ft | <input type="checkbox"/> Medium Retail Market with Unit(s) – (bakery, deli, etc) |
| <input type="checkbox"/> Large Retail Market > 10,000 sq ft | <input type="checkbox"/> Large Retail market with Unit(s) – (bakery, deli, etc) |
| <input type="checkbox"/> Bed and Breakfast – Full Breakfast | <input type="checkbox"/> B & B – continental Breakfast |
| <input type="checkbox"/> Fee Exempt – Non-Profit Fed Tax ID#: | ** <input type="checkbox"/> Fee Exempt–Veteran (Attach a readable copy of DD214) ** |

****If either 'Fee Exempt' box above is checked, you must also check the 'Facility Type' which best fits your facility****

- | | |
|---|---|
| <input type="checkbox"/> Bar | |
| <input type="checkbox"/> Mobile Food Prep Unit | <input type="checkbox"/> Mobile Food Facility (Vehicle) |
| <input type="checkbox"/> Temporary Non-Hazardous Food; Single Event | <input type="checkbox"/> Temporary Non-Hazardous food; 3 or more events / yr |
| <input type="checkbox"/> Temporary Potentially Hazardous Food; Single Event | <input type="checkbox"/> Temporary Potentially Hazardous Food; 3 or more events |
| <input type="checkbox"/> Catering Kitchen (also permitted rental kitchen) | <input type="checkbox"/> Catering in a permitted Kitchen |
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Bakery with Unit(s) – (deli, restaurant, etc) |
| <input type="checkbox"/> Produce Stand, Truck or Certified Farmers Market | |
| <input type="checkbox"/> Organized Camp | |
| <input type="checkbox"/> Vending Machines (1-10) | <input type="checkbox"/> Vending Machines (11 or more) |

Please include (If Applicable): ☐ Floor Plan ☐ Equipment Cut-Sheets ☐ Plan Check Fee

In applying for this permit:

The applicant agrees to allow inspections by the health inspector in order to ascertain compliance with food laws.

Applicant Signature: _____ Date: _____

Applicant Name (Printed): _____ Food Facility ID#: _____

Resolution No. 10-050

**RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS APPROVING FEES BASED ON THE
COST OF PROVIDING SPECIFIC COUNTY HEALTH SERVICES - ENVIRONMENTAL HEALTH**

The following service fees are hereby adopted for the Health and Human Services Agency, Community Health Services Branch, Environmental Health Division effective July 1, 2010 and the fees in Resolution No. 09-135 are superseded.

ENVIRONMENTAL HEALTH DIVISION

FOOD PROGRAM

PERMIT TO OPERATE / INSPECTIONS:

Restaurant & Bar over 650 square feet	\$769.00
Restaurant & Bar under 650 square feet	\$517.00
Restaurant over 650 square feet (including large school kitchens)	\$690.00
Restaurant under 650 square feet (including medium school kitchens)	\$443.00
Bed & Breakfast	\$320.00
Continental Breakfast Only	\$250.00
Bars	\$422.00
Seasonal Restaurant (6 months or less)	\$290.00
Mobile Food Preparation Unit	\$413.00

Temporary Food Facility:

Temporary Hazardous Food Booth (submitted 5 working days prior to the event)	\$64.00
Temporary Hazardous Food Booth (submitted < than 5 days before the event)	\$113.00
Three or more events / year	\$163.00

Temporary Non-Hazardous Food Facility:

Temporary Non-Hazardous Food Booth (Submitted 5 working days prior to the event)	\$47.00
Temporary Non-Hazardous Food Booth (Submitted < 5 days before the event)	\$84.00
Three or more events / year	\$91.00

Catering Kitchen (not covered in other fee category)	\$307.00
Catering in a Permitted Facility	\$149.00
Bakery	\$415.00
Bakery with Units (Deli / Restaurant / etc.)	\$715.00
Large Retail Market (over 10,000 square feet)	\$651.00
Large Retail Market (over 10,000 square feet) with units	\$1,672.00
Medium Retail Market (over 2,000 square feet but under 10,000 square feet)	\$527.00
Medium Retail Market (over 2,000 square feet but under 10,000 square feet) with units	\$663.00
Small Retail Market (under 2,000 square feet including units)	\$336.00
Mobile Food Facility (Vehicles)	\$122.00

Farmers Market, Produce Stand, Produce Trucks	\$56.00
Low Risk Minimal Food (includes small school kitchens)	\$182.00
Plan Review, Major	\$565.00
Plan Review, Minor	\$246.00
Vending Machines, per year (9.08.150 MCC)	
1-10 Machines	\$87.00
11 or more Machines	\$175.00
Organized Camps	\$376.00
Community Event Application (<15 Food Vendors)	\$158.00
Community Event Late Application (<15 Food Vendors)	\$256.00
Community Even Application (15 or more Food Vendors)	\$303.00
Community Event Late Application (15 or more Food Vendors)	\$384.00
Food Handler Certification Class (with Book and Exam)	\$152.00
Food Handler Certification (Exam Only)	\$78.00
Food Handler Certification Class Only (with Exam)	\$105.00
Additional fee for Private On-site Water System	\$135.00

GENERAL EH FEES

Transfer of Ownership/Registration	\$126.00
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PLAN REVIEW CONSTRUCTION GUIDE

I. INTRODUCTION

- A. This construction guide was created for those who intend to **construct** or **remodel** a retail food establishment within Mendocino county. It is intended to provide you with a general overview of State requirements found in the California Uniform Retail Food Facilities Law (CURFFL). You may specifically refer to the California Health and Safety Code, Part 7, Chapter 4, Section 113700 et seq. (CURFFL) for specific code requirements.
- B. This guide only addresses health aspects of your operation. Other agencies such as local planning, zoning, 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 regulations regarding your food facility.

II. PLAN CHECK FEES - SEE THE ATTACHED PLAN CHECK FEE SCHEDULE

- A. A plan check fee must be submitted with plans to initiate the plan check process.
- B. A remodel is an alteration to the structure or equipment of an existing food establishment currently under permit. Remodel fees will reflect the time necessary for our staff to review your proposed changes.

III. PLAN SUBMITTAL

- A. Before constructing or altering any building for use as a food establishment, one set of detailed plans and specifications must be submitted to the Mendocino County Division of Environmental Health (EH) for written approval.
- B. Plans may be prepared by an architect, draftsman, contractor or owner. Incomplete plans will be returned for corrections, which may result in a delay of the plan approval. All plans must be accompanied by a completed food facility application form, the plan check fee, equipment specifications with descriptions and model numbers, plumbing and electrical layouts, and a detailed finish schedule of all surfaces (walls, ceilings, floors and counters).
- C. *Any changes to approved plans will require that our staff review and approve the changes prior to construction.*
- D. All construction and equipment installation shall be subject to field inspection. The food facility shall not be open for business until final EH approval and an EH permit is issued. Call (707) 463-4466 for inspection appointments.
- E. Plans shall be drawn to a recommended scale of 1/4 inch = 1 foot and shall include the following:
 - 1. **A Vicinity Map** showing the building locations with two cross streets.
 - 2. **A Site Plan** which includes dumpster pad and remote restrooms if applicable.

3. **A Floor Plan** of the entire facility which includes plumbing and electrical layouts, reflected ceiling plan, equipment layout details and equipment elevations. (Remodel plans shall identify all existing structures, spaces, and equipment.)
4. **Total Square Footage** and proposed seating capacity.
 - a. Indicate whether customer eating and drinking utensils will be single-service (all disposable) or multi-use.
 - b. Clarify types of foods to be prepared and served. A copy of a menu is very helpful. Indicate whether alcoholic beverages will be served.
5. **A Finish Schedule** specifying materials, finishes and colors for floors, bases, walls, ceilings, shelving and cabinets. Samples of proposed finish materials may be required. Give specific brands and manufacturer's specification numbers. (Refer to "Flooring Requirements for Food Establishments".)
6. **Hoods:** Exhaust ventilation plans with all calculations need to be provided to and approved by both Environmental Health and the local building department. (Refer to the Uniform Mechanical Code and "Kitchen Exhaust System Design".)
7. **Grease Traps** may be required by your governing sewage disposal agency. Sizing and location needs to be approved by the building agency and located on your plans to EH.
8. **Site plan** should show the location and accessibility for the proposed waste storage (garbage) receptacle location.

IV. GENERAL CONSTRUCTION AND EQUIPMENT REQUIREMENTS

The plans shall show and specify, in detail, the following:

A. **FLOORS:**

1. Floors in food establishments (except in sales and dining areas) shall be durable, smooth, impervious and easily cleanable. Floor surfaces in all areas where food is prepared, packaged, 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 and in employee change and garment storage areas, shall be an approved type that continues up the walls at least four (4) inches, forming a 3/8 inch minimum radius seamless coved base as an integral unit. Toe-kicks shall meet the same standards. **Topset base is not acceptable**, except in customer areas. Examples of approved floors include quarry tile, commercial grade sheet vinyl and/or seamless epoxy floors. [CURFFL 114150 (a)]
2. Floor drains are required in floors that are water-flushed for cleaning and/or where pressure spray methods for cleaning equipment are used. Where floor drains are utilized, the entire floor surface shall be sloped 1:50 (1/4 inch per foot) to the floor drains. Area depressions are not acceptable. [CURFFL 114150 (b) (2)]

B. WALLS AND CEILINGS:

1. Walls and ceilings of all rooms, (except bars, rooms where food is stored in unopened containers, and dining areas), shall be smooth, nonabsorbent, and washable. Walls and ceilings in food preparation and dishwashing areas, and in walk-in refrigeration units shall also be light colored. Light colored means having a light reflectance value of 70% or greater. [CURFFL 114155 (a)]
2. Brick, Concrete block, rough concrete, rough plaster or textured gypsum board is not acceptable. [CURFFL 11415 (a)]
3. All surfaces shall be sealed with a gloss or semi-gloss enamel, epoxy, varnish, or other approved sealer as necessary.[CURFFL 114155 (a)]
4. Provide a durable, cleanable, smooth, noncorrosive and nonflammable material (e.g. stainless steel, ceramic tile, etc.) On wall surfaces behind the cooks line and to any sidewalls that are adjacent or in close proximity. [CURFFL 114155(a)]
5. Wall and ceiling surface requirements are less stringent in the customer areas.

C. CONDUIT:

1. All plumbing, electrical, and gas lines shall be concealed within the building walls, floors and ceiling or within approved conduit runs or chases.[CURFFL 114155(d)]
2. Where conduit or pipe lines enter a wall, ceiling or floor, the opening around the lines shall be tightly sealed. [CURFFL 114155 (d)]
3. Provide typical wall and cabinet details on the plans.

D. SNEEZE GUARD OR OPEN FOOD PROTECTION:

1. With the exception of produce displays in retail grocery stores, unpackaged foods shall be shielded so as to intercept a direct line between the customer's mouth and the food being displayed, or shall be dispensed from approved self-service containers. Provide detailed drawings (scale 1 inch = 1 foot) of all proposed sneeze guards. [CURFFL 114080 (b) (2) (A)]

E. STORAGE:

1. Adequate and suitable floor space and shelving shall be provided for the storage of food, beverages, and related products. [CURFFL 114080 (a)]
2. A designated storage area separated from any food preparation or storage area, or utensil washing or storage area, must be provided for non-food items such as paper products, chemicals and cleaning supplies. [CURFFL 114025 & 1141165 (a)]
3. Shelving shall be constructed in an easily cleanable design of smooth metal, plastic laminate, or wood which has been finished and sealed. All shelving shall meet or be equivalent to approved applicable sanitation standards. The lowest shelf shall be at least six (6) inches above the floor, with a clear unobstructed area below, or be the upper surface of a completely sealed continuously coved base, with a minimum height of four (4) inches. [CURFFL 114090 (g)]

4. EH recommends that storage areas comply with the following:
 - a. Be equal to 25% of the food processing area, or 100 square feet, whichever is greater.

-OR-

- b. Contain a minimum 96 linear feet of eighteen (18) inch wide shelving.

F. GARBAGE AND TRASH STORAGE AREA:

1. An area shall be provided for the storage and cleaning of garbage and trash containers. [CURFFL 114035]
2. The walls, floor and ceiling of this room or area shall be constructed so as to be smooth, impervious and easily cleanable. [CURFFL 114155]
3. Outside trash storage areas should be situated as far away from delivery doors as possible. All exterior trash (garbage) containers must be kept in leak proof and rodent proof containers. [CURFFL 114035]
4. Such facilities shall be connected to a sewer. [CURFFL 114165 (b) (2)]
5. The room or enclosure shall be well ventilated. (CURFFL 114140]

G. RESTROOMS:

1. Toilet facilities shall be provided within each food establishment, convenient for the employee. The number of toilet facilities shall be in accordance with the local building and plumbing codes. [CURFFL 114105 & 114110]
2. Toilet facilities shall be so situated that patrons do not pass through food preparation, food storage, or utensil washing areas when they are allowed access to the toilet facilities. [CURFFL 114105]
3. The floors, walls, and ceilings shall have surfaces that are smooth (non textured), nonabsorbent, light colored, and easily cleanable. [CURFFL 114150 & 114155]
4. Handwashing facilities shall be provided within or immediately adjacent to the toilet rooms, the handwashing facilities shall be provided with hot and cold running water from a mixing type faucet and hand cleanser and towels as specified in item W, "HANDWASHING SINKS", below. [CURFFL 114115 & 114120]
5. Toilet tissue shall be provided in a permanently installed dispenser at each toilet. [CURFFL 114105]
6. The restrooms shall be provided with self-closing, tight fitting doors. [CURFFL 114105]
7. All toilet rooms shall be provided with ventilation approved by this department. If adequate ventilation cannot be provided by an openable screened window, or

air shaft, mechanical ventilation will be required, such as a light switch activated exhaust fan. [CURFFL 114140]

8. Public toilet facilities shall be provided in each food establishment with more than 20,000 square feet of floor space. Separate men's and women's toilet facilities are required whenever possible. [CURFFL 114120]

H. CLOTHING CHANGE/STORAGE ROOM:

1. A room, lockable enclosure or designated area separate from toilets, food storage or preparation areas, shall be provided where employees may change and store their outer garments and personal belongings. [CURFFL 114135]

I. VERMIN CONTROL:

1. All exterior doors shall be well fitted and self-closing to effectively prevent the entrance of flies, rodents, and vermin. [CURFFL 114030]
2. All openable windows, such as restroom windows, shall be screened with not less than 16 mesh screening. [CURFFL 114030]
3. Except as provided above, all food establishments shall be fully enclosed to prevent the entrance of flies, rodents, and vermin. [CURFFL 114030]

J. PASS-THROUGH WINDOWS:

1. The pass-through opening must be fitted with an easily cleanable window which must be kept closed when not in use. [CURFFL 114030]
2. The minimum distance between pass-through openings may not be less than 18 inches. [CURFFL 114030]
3. The size of the opening shall not exceed 432 square inches. [CURFFL 114030]

K. LIGHTING:

1. All food preparation areas, dishwashing areas, bar and fountain glass washing sinks (Except where alcoholic beverage utensils are washed), shall be provided with at least 20 footcandles of light, as measured 30 inches above the floor. [CURFFL 114170]
2. Food and utensil storage rooms, refrigerated storage areas, toilet rooms, and dressing rooms shall be provided with at least 10 footcandles of light. [CURFFL 114170]
3. In areas where food is exposed, shatterproof covers shall be installed over all lights. [CURFFL 114170]

L. WATER:

1. An adequate, protected, pressurized, potable water supply of hot water at least 120° Fahrenheit and cold water shall be provided. Indicate the water heater capacity (gallons), BTU's or KW's, and the recovery rate. [CURFFL 114095]

2. The water supply shall be from a water system approved by the health officer or the State Health Department. [CURFFL 114095]

M. FLOOR SINKS:

1. All refrigeration units, steam tables, salad bars, ice machines, dipper wells and similar type equipment, e.g., espresso machines, soda and beer dispensers, and some coffee units, shall be drained by means of indirect waste pipes into an open floor sink via an air gap. Floor sinks shall be installed flush with the finish grade and in compliance with local plumbing ordinances. All floor sinks shall be located so that they are readily accessible for inspection, cleaning, and repair. Provide easily removable safety grates on exposed floor sinks. [CURFFL 11410] [UPC 601 (b)]
2. Self-contained equipment with evaporators are exempt from the above requirement.
3. Kitchen waste water may be required to be disposed of through a greasetrapp to the sanitary sewer or to an approved individual sewage system. Local Building Department approvals for grease traps may also be required.
4. Facilities located in areas not served by a public sewage system shall submit plans to EH for onsite wastewater treatment.

N. EXHAUST HOODS AND DUCTS:

1. Mechanical exhaust ventilation shall be required at or above all cooking equipment such as ranges, griddles, ovens, deep fat fryers, barbecues, gas-fired appliances, and rotisseries, and may be required at or above high temperature mechanical dishwashing equipment, to effectively remove cooking odors, smoke, steam, grease and vapors. An interlocked makeup air system is required. [CURFFL 114140]
2. All hoods, ducts and exhaust outlets shall be installed in accordance with Chapter 20 of the current edition of the Uniform Mechanical Code as adopted by the local building department. [UMC Chapter 20]
3. Detailed plans and specifications must be provided as required in the available handout, "Kitchen Exhaust System Design."
4. Provide an approved fire suppression system per local Fire Department Codes. (Check with local Fire Department.)

O. EQUIPMENT:

1. All equipment and utensils shall meet, or be equivalent to approved applicable sanitation standards. Equipment design, construction and installation are subject to approval by the enforcement officer. [CURFFL 114065]
2. Used equipment may be approved and will be evaluated on a case-by-case basis. [CURFFL 114090 (g)]

3. All cracks and crevices at construction joints of counters, cabinets, bars, and similar fixtures shall be sealed with a caulking type sealant. All finishes shall be smooth and washable. [CURFFL 114090 (g)]
4. Equipment shall be placed off the floor on six (6) inch high, round metal legs, where possible, or on a pedestal with continuously coved base at the floor juncture. [CURFFL 114020 & 114090 (g)]
5. Provisions must be made for the rapid cool down of any potentially hazardous food that has been heated. Such food shall be cooled from 140° Fahrenheit to 70° Fahrenheit within two (2) hours and from 70° Fahrenheit to 41° Fahrenheit within four (4) hours. [CURFFL 11402]

P. REFRIGERATION:

1. All refrigeration units shall be adequate in capacity for the needs of the proposed operation and shall comply with the following: [CURFFL 13995]
 - a. Be specifically constructed for commercial use (domestic model refrigeration units will not be accepted.) [CURFFL 114065]
 - b. Be provided with an accurate, readily visible thermometer. [CURFFL 113995 (d)]
 - c. Condensate waste from each-in refrigeration units must be drained into a floor sink with an air gap separation or to an approved evaporator unit. [CURFFL 114100} [UPC 601 (b)]
2. Walk-in refrigeration units shall also:
 - a. Have noncorrodible shelving that is at least six (6) inches off the floor with smooth, round metal legs, or cantilevered from the wall, for ease of cleaning. Wood is not acceptable. [CURFFL 114065 & 114080]
 - b. Have condensate waste drained into a floor sink. The floor sink is not to be located inside the walk-in refrigeration unit. [CURFFL 114100 & 114150] [UPC 601 (b)]
 - c. Meet NSF standards and be completely flushed to the building walls and ceiling on all sides. Shall open into the building.
 - d. Shall have adequate lighting per Section L.
 - e. Shall meet flooring requirements per "Flooring Requirements for Food Establishments."

Q. ICE MACHINES

1. All ice machines shall be located within the building in an easily cleanable, well ventilated area, and shall be drained to a floor sink or other approved indirect connection. [CURFFL 114090 (g) & 114100]

R. KITCHEN UTENSIL SINK:

1. Where multiservice kitchen utensils (i.e., pots, pans, spatulas, tongs, knives, scoops, etc.) are utilized or where food is prepared, there shall be provided at least a *three compartment approved stainless steel sink with dual integrally installed stainless steel drainboards*. A stainless steel backsplash shall be provided. [CURFFL 114090 (b)]
2. The sink must be capable of accommodating the largest utensil to be washed and the drainboards shall be as large as the largest sink compartment. [CURFFL 114090 (b)]
3. Where sink is installed next to a wall, the integral metal backsplash shall be sealed to the wall. [CURFFL 114090]

S. FOOD PREPARATION (CULINARY) SINK:

1. Establishments where a sink is used for food preparation (such as, but not limited to, food thawing, washing or soaking) shall have a completely separate food preparation sink that drains indirectly to the sewer. [CURFFL 114010, 114100] [UPC 601 (b)]
2. The food preparation sink shall meet applicable sanitation standards. This sink does not require a drainboard. [CURFFL 114065]

T. HANDWASHING SINKS:

1. A handwashing sink shall be provided within the food preparation area. [CURFFL 114115]
2. Handwashing cleanser and single service towels (or hot air blowers) shall be provided in permanently installed (enclosed type) dispensers adjacent to each handwashing facility. [CURFFL 114115 & 114120]
3. Handwashing sinks shall have water provided from a combination faucet, or water from a premixing faucet which supplies warm water for a minimum of ten (10) seconds while both hands are free for washing. [CURFFL 114115]

U. JANITORIAL FACILITIES:

1. A one-compartment, nonporous commercial service sink, used solely for janitorial purposes. This sink must be provided with hot and cold running water through a mixing faucet equipped with an integral vacuum breaker or other backflow protection device. [CURFFL 114165 (b) (1)]

-OR-

2. A slab, basin, or floor constructed of concrete or equivalent material, and be of adequate size to wash large floor mats. This area must be curbed and sloped to a drain. This facility must be provided with hot and cold running water through a mixing faucet equipped with an integral vacuum breaker or other backflow protection device. [CURFFL 114165 (b) (2)]

V. AUTOMATIC DISH MACHINES:

1. All automatic dish machines must meet or be equivalent to sanitation standards approved by this department. [CURFFL 114090 (c) (2)]
2. Machines using hot water sanitizing shall be provided with a booster heater or other acceptable source of 180 degree minimum final rinse water. Machines that use water supply pressure for the final rinse shall be supplied by a water line with adequate flow pressure (usually 15 to 25 psi) and a permanent pressure gauge installed immediately adjacent to the supply side of the final rinse solenoid valve. [CURFFL 114090c)(2)]
3. Low temperature (chemical) machines shall be provided with a sanitizer test kit. [CURFFL 114060(d)]
4. Dual integral metal drainboards are required at the points of entry and exit of any dishwashing machine (with the exception of under counter dish machines). [CURFFL 114090]
5. A minimum of a three (3) compartment stainless steel sink with dual integral metal drainboards is required to any dishwashing machine. [CURFFL 114090 (b)]

W. DIPPER WELL:

1. A cold running water dipper well shall be provided if scoops or other reusable serving utensils are stored in water. The dipper well shall be drained by means of indirect connection. [CURFFL 114100]

X. FIELD CONSTRUCTION INSPECTION PROCEDURE

- A. The contractor or owner is responsible to contact this office to arrange for a construction inspection prior to opening. Approved materials and good workmanship are significant factors in the evaluation and final field approval of food facility construction and equipment installation. A final inspection should be requested no less that five (5) working days prior to the proposed opening of the establishment.
- B. Absolutely no food storage or food preparation will be allowed onsite unless authorized by this department. A permit will be issued upon the successful completion of our final construction inspection.

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 for plan approval is responsible to meet all codes and ordinances as may be enforced by this department and by other agencies.

Flooring Requirements for Food Facility Establishments

New or replacement floors require approval in writing by this office prior to installation.

The flooring requirements as of September 1, 1997 are:

Full kitchens (containing cooking equipment), sculleries, meat or fish preparation areas, bars, bakeries, and any areas with a power wash down have the following options:

2. Quarry tile with a 4" quarry tile coved base. Epoxy grout is recommended.
3. Seamless troweled on epoxy floor (not paint) with a 4" self-coved base.
4. 100% homogenous vinyl flooring such as Armstrong Medintech ® or Altro ® Stronghold with heat-welded seams and a 4" self-coved base.

Limited food preparation areas and service areas such as delicatessens, sandwich shops, espresso shops, areas behind service counters, restrooms and janitorial rooms: The minimum flooring required is commercial grade sheet vinyl containing a composition backing (felt backing) having chemically-welded seams with a 4" self-coved base such as Congoleum Marathon ® or Armstrong Corlon ®.

Dry storage areas (all prepackaged, no open food containers, no food preparation, no sinks and no ice machine): The minimum flooring required is vinyl composition tile with a 4" vinyl top set coved base.

Walk-in boxes:

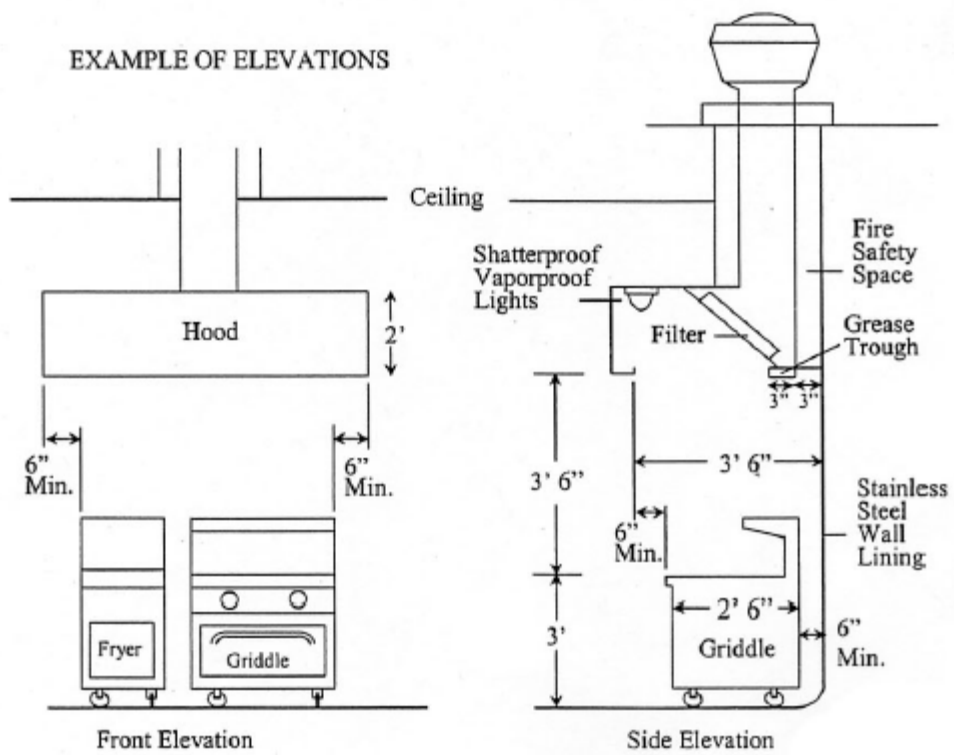
1. Metal floor installed as part of the NSF listed or equivalent walk-in.
2. Quarry tile with a minimum 4" quarry tile coved base. Epoxy grout is recommended.
3. Seamless epoxy (not paint) with a coved base that meets NSF standard 7.
4. Smooth, sealed concrete with 4" coved concrete base or a coved base that meets NSF standard 7.

If you have further questions, contact Mendocino County Environmental Health at (707) 463-4466.

REQUIREMENTS FOR HOOD PLANS

- ☐ Submit 1 set of plans drawn to scale of 1/4 inch per foot containing the following:
 - A completed copy of the attached **HOOD WORKSHEET**
 - **Overhead (plan) view** showing:
 - Outline of hood over cooking equipment
 - Clearances around pieces of equipment & to walls
 - Exhaust & make-up air ducts
 - Exhaust & make-up air fans on roof
 - Make-up air diffusers on ceiling
 - Make & model numbers of equipment & fans
 - All dimensions of equipment & ducts
 - Front or side **elevation** showing:
 - Cooking equipment
 - Hood overhang
 - Duct elbows and fans
 - Type & gauge of metal used in hood & ducts
 - Specify if hood is Type I, Type II, UL Listed, non-canopy, compensating, etc.
 - Name, address & phone number of facility operator
- ☐ Submit one set of **cut-sheets** (manufacturer's specification sheets) for:
 - Cooking equipment
 - Exhaust fan Make-up air fan
 - UL Listing Card for hood system (if applicable)
- ☐ Plans shall conform to Uniform Mechanical Code

EXAMPLE OF ELEVATIONS



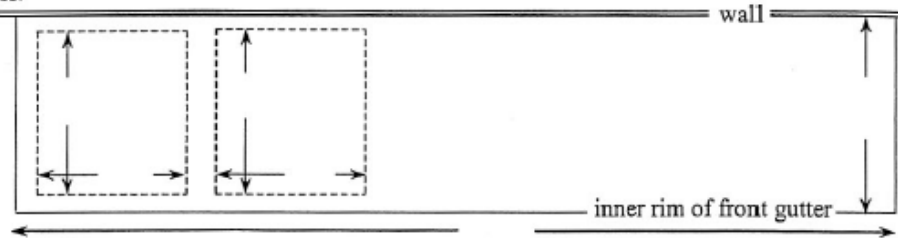
HOOD WORKSHEET

Facility Name: _____

Address: _____

COOKING EQUIPMENT & HOOD

- Fill in cooking equipment & hood dimensions in overhead view.
- Casters & quick disconnects **strongly recommended!** Specified? _____



- Hood long enough to allow $\geq 6"$ on sides of equipment? _____
- Hood wide enough to allow $\geq 6"$ in front & back of equipment? _____
- Canopy lip $\geq 6.5'$ above floor & $\leq 4'$ above cooking surface? _____
- Canopy free of exposed horizontal electrical & ansul lines? _____

yes__ no__
yes__ no__
yes__ no__
yes__ no__

CFM

- What kind of hood? _____
- Hood opening: _____ ft x _____ ft = _____ sq ft x _____ Q factor from UMC = _____ CFM
(length) (width)
- Other formula?: _____ = _____ CFM

FILTERS

- _____" H x _____" W x _____ sq ft = _____ sq ft
(Filter Size) (# of Filters) (usable area per filter) (total filter area)
- _____ CFM \div _____ sq ft (total filter area) = _____ fpm
- Baffle filter ideal fpm = 300; should be 250-350. Is it? _____
- Horizontal slot filter ideal fpm = 1000; should be 800-1200. Is it? _____
- Fpm can be $<$ or $>$ above if this is a "LISTED" hood. Is it? _____
- Total of filter widths (_____") must be $<$ hood length. Is it? _____

yes__ no__
yes__ no__ n.a.__
yes__ no__
yes__ no__

DUCT

- Duct dimensions: _____" x _____" = _____" \div 144 = _____ sq ft
- Hood > 12 ft. long shows > 1 exhaust outlet to main duct? _____
- _____ CFM \div _____ sq ft = _____ fpm
- Fpm should ≈ 1800 ; must = 1500 - 2500 (Type I). Is it? _____

yes__ no__ n.a.__
yes__ no__ n.a.__

STATIC PRESSURE & EXHAUST FAN

- # of elbows = _____ Cleanout at each elbow? yes__ no__ n.a.__
- Static Pressure \approx _____" SP
- Exhaust Fan: Make _____ Model # _____ H.P. _____
- Fan is UL for grease (Type I)? yes__ no__ Easily pulls CFM at SP? yes__ no__

MAKE-UP AIR

- _____ CFM \div 2000 CFM = _____ Next higher whole number = _____ Diffusers required
(Exhaust) (Max. per diffuser)
- Make-up air Static Pressure \approx _____" SP
- Make-up air fan: Make _____ Model # _____ H.P. _____
- Supplies 95-100% of exhaust CFM at SP? _____
- Make-up air on roof ≥ 10 ft. from exhaust? _____
- Diffusers on ceiling ≥ 10 ft. from hood? _____
- Exhaust & make-up air interlocked? _____

yes__ no__
yes__ no__
yes__ no__
yes__ no__

Prepared

by: _____

Name

Phone #

Company

Date

HOT WATER DEMANDS

Establishment _____ Date _____

Address _____

Fill In Applicable Fixtures	# Units	x	GPH	=	Total GPH
3-Compartment Sink ("x "x ")	3 (basins)			=	
Hand Sink				=	
Mop Sink				=	
Prep. Sink				=	
Dishwasher				=	
Pre-Rinse Unit				=	
				=	
				=	
				=	
				=	
				=	
TOTAL GPH				=	

TOTAL GPH x % (See sizing requirements below) = GPH Required

COMPUTING THE BTU INPUT (gas water heaters)

_____ GPH required x 60° rise x 11 = _____ BTU input of water heater

FORMULA FOR ELECTRIC WATER HEATERS

GPH required x .149 = KW input

SIZING REQUIREMENTS FOR STORAGE WATER HEATERS (not instantaneous water heaters)

Food facilities with multi service eating utensils, heavy use (serving 3 meals a day)	100% GPH required
---	-------------------

Food facilities with multi service eating utensils, moderate use	90% GPH required
--	------------------

Food facilities with single-service eating utensils, or don't use utensils at all 80% GPH required

Food facilities that sell only prepackaged foods. A water heater with a minimum storage capacity of 10 gallons must be provided.

HOURLY HOT WATER DEMAND TABLE

UTENSIL SINKS

18" x 18" 14 gallons per compartment

24" x 24" 25 gallons per compartment

Custom sink sizes can be calculated using the following formula:

Length (ft) x Width (ft) x Depth (ft) x 7.5 = gallons per compartment

BAR SINKS

6 gallons per compartment

HAND SINKS

5 gallons per sink

PRE-RINSE UNITS

Hand spray type 45 gallons

Other type: Refer to manufacturer's
Specifications for the equipment

CLOTHES WASHERS

9 and 12lb. Washers 45 gallons

16 lb. Washers 60 gallons

FOOD PREPARATION SINKS

5 gallons per sink

EMPLOYEE SHOWER

20 gallons per shower

JANITORIAL SINKS & GARBAGE CAN WASH FACILITIES

15 gallons per sink or facility

OTHER FIXTURES THAT USE HOT WATER

Refer to manufacturer's specifications for
the equipment
or NSF® listing.

INSTANTANEOUS WATER HEATERS

Instantaneous water heaters must be sized to provide hot water of at least 120°F and at a rate of at least 2 GPM to each sink (hand sinks must receive at least ½ GPM). NSF listings are used to determine the minimum GPM hot water demand for automatic dishwashers.

For additional information on sizing and installation of water heaters, see *Guidelines for Sizing Water Heaters* available at the Division of Environmental Health.