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 Retail Food Code (Cal Code). 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
860 N Bush St
Ukiah, CA 95482

Phone: (707) 234-6625
Fax: (707) 463-4038
Resolution No. 12-088

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 12, 2012 and the fees in Resolution No. 11-088 are superseded.

ENVIRONMENTAL HEALTH DIVISION

FOOD PROGRAM

PERMIT TO OPERATE / INSPECTIONS:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restaurant &amp; Bar over 650 square feet</td>
<td>$769.00</td>
</tr>
<tr>
<td>Restaurant &amp; Bar under 650 square feet</td>
<td>$517.00</td>
</tr>
<tr>
<td>Restaurant over 650 square feet (including large school kitchens)</td>
<td>$690.00</td>
</tr>
<tr>
<td>Restaurant under 650 square feet (including medium school kitchens)</td>
<td>$443.00</td>
</tr>
<tr>
<td>Bed &amp; Breakfast</td>
<td>$320.00</td>
</tr>
<tr>
<td>Continental Breakfast Only</td>
<td>$250.00</td>
</tr>
<tr>
<td>Bars</td>
<td>$422.00</td>
</tr>
<tr>
<td>Seasonal Restaurant (6 months or less)</td>
<td>$290.00</td>
</tr>
<tr>
<td>Mobile Food Preparation Unit</td>
<td>$413.00</td>
</tr>
</tbody>
</table>

Temporary Food Facility:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Hazardous Food Booth (submitted 5 working days prior to the event)</td>
<td>$64.00</td>
</tr>
<tr>
<td>Temporary Hazardous Food Booth (submitted &lt; than 5 days before the event)</td>
<td>$113.00</td>
</tr>
<tr>
<td>Three or more events / year</td>
<td>$163.00</td>
</tr>
</tbody>
</table>

Temporary Non-Hazardous Food Facility:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Non-Hazardous Food Booth (Submitted 5 working days prior to the event)</td>
<td>$47.00</td>
</tr>
<tr>
<td>Temporary Non-Hazardous Food Booth (Submitted &lt; 5 days before the event)</td>
<td>$84.00</td>
</tr>
<tr>
<td>Three or more events / year</td>
<td>$91.00</td>
</tr>
</tbody>
</table>

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 |
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Retail Market (over 10,000 square feet)</td>
<td>$651.00</td>
</tr>
<tr>
<td>Large Retail Market (over 10,000 square feet) with units</td>
<td>$1,672.00</td>
</tr>
<tr>
<td>Medium Retail Market (over 2,000 square feet but under 10,000 square feet)</td>
<td>$527.00</td>
</tr>
<tr>
<td>Medium Retail Market (over 2,000 square feet but under 10,000 square feet) with units</td>
<td>$663.00</td>
</tr>
<tr>
<td>Small Retail Market (under 2,000 square feet including units)</td>
<td>$336.00</td>
</tr>
<tr>
<td>Mobile Food Facility (Vehicles)</td>
<td>$122.00</td>
</tr>
<tr>
<td>Farmers Market, Produce Stand, Produce Trucks</td>
<td>$56.00</td>
</tr>
<tr>
<td>Low Risk Minimal Food (includes small school kitchens)</td>
<td>$182.00</td>
</tr>
<tr>
<td>Plan Review, Major</td>
<td>$565.00</td>
</tr>
<tr>
<td>Plan Review, Minor</td>
<td>$246.00</td>
</tr>
<tr>
<td>Vending Machines, per year (9.08.150 MCC)</td>
<td></td>
</tr>
<tr>
<td>1-10 Machines</td>
<td>$87.00</td>
</tr>
<tr>
<td>11 or more Machines</td>
<td>$175.00</td>
</tr>
<tr>
<td>Organized Camps</td>
<td>$376.00</td>
</tr>
<tr>
<td>Community Event Application (&lt;15 Food Vendors)</td>
<td>$158.00</td>
</tr>
<tr>
<td>Community Event Late Application (&lt;15 Food Vendors)</td>
<td>$256.00</td>
</tr>
<tr>
<td>Community Even Application (15 or more Food Vendors)</td>
<td>$303.00</td>
</tr>
<tr>
<td>Community Event Late Application (15 or more Food Vendors)</td>
<td>$384.00</td>
</tr>
<tr>
<td>Food Handler Certification Class (with Book and Exam)</td>
<td>$152.00</td>
</tr>
<tr>
<td>Food Handler Certification (Exam Only)</td>
<td>$78.00</td>
</tr>
<tr>
<td>Food Handler Certification Class Only (with Exam)</td>
<td>$106.00</td>
</tr>
<tr>
<td>Additional fee for Private On-site Water System</td>
<td>$135.00</td>
</tr>
</tbody>
</table>

**GENERAL EH FEES**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer of Ownership/Registration</td>
<td>$128.00</td>
</tr>
</tbody>
</table>
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 Retail Food Code (Cal Code). You may specifically refer to the California Health and Safety Code, Division 104, Part 7, Chapter 1, 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 construction 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) 234-6625 for inspection appointments.
E. Plans shall be drawn to a recommended scale of ¾ 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 food 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” for more detail.
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 area) 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 toiled 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 a3/8 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. [Cal Code 114268]
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 no acceptable. [Cal Code 114269]

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. [Cal Code 114271]

2. Brick, concrete block, rough concrete, rough plaster, or textured gypsum board is not acceptable. [Cal Code 114271]

3. All surfaces shall be sealed with a gloss or semi-gloss enamel, epoxy, varnish, or other approved sealer as necessary.

4. Provide a durable, cleanable, smooth, noncorrosive and nonflammable material (e.g. stainless steel, ceramic tile, etc.). On the wall surfaces behind the cooks line and to any sidewalks that are adjacent or in close proximity.

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. [Cal Code 114271]

2. Where conduit or pipe lines enter a wall, ceiling or floor, the opening around the lines shall be tightly sealed. [Cal Code 114271]

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. [Cal Code 114060]

E. STORAGE:

1. Adequate and suitable floor space and shelving shall be provided for the storage of food, beverages, and related products. [Cal Code 114047]

2. A designated storage area separated from any food preparation or storage area, or utensil washing or storage area, must be provided for chemicals and cleaning supplies. [Cal Code 114281]
compartment approved stainless steel sink with dual integrally installed stainless steel drainboards. A stainless steel backsplash shall be provided. [Cal Code 114095]

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. [Cal Code 114099(b)]

3. Where sink is installed next to a wall, the integral metal backsplash shall be sealed to the wall.

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. [Cal Code 114163(a)]

2. The food preparation sink shall meet applicable sanitation standards. The sink will have a drainboard or be located adjacent to a table. [CURFFLI 114163(a)]

T. HANDWASHING SINKS:

1. A handwashing sink shall be provided within the food preparation area. [Cal Code 113953(b)]

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. [Cal Code 113953.2]

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 fifteen (15) seconds while both hands are free for washing. [Cal Code 113953c]

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. [Cal Code 114279]

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 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. [Cal Code 114279]

V. AUTOMATIC DISH MACHINES:

1. All automatic dish machines must meet or be equivalent to sanitation standards approved by this department. [Cal Code 114101(a)]
2. Machines using hot water sanitizing shall be provided with a booster heater or other acceptable source of 160 degree minimum final rinse water as measured on the utensil surface. [Cal Code 114099.6(b)]

3. Low temperature (chemical) machines shall be provided with a sanitizer test kit. [Cal Code 114099.6(c)]

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). [Cal Code 114103]

5. A minimum of a three (3) compartment stainless steel sink with dual integral metal drainboards is required to any dishwashing machine. [Cal Code 114095]

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.

X. FIELD CONSTRUCTION INSPECTION PROCEDURE:

1. 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 than five (5) working days prior to the proposed opening of the establishment.

2. 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, 1197 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:
- Quarry tile with a 4” quarry tile coved base. Epoxy grout is recommended.
- Seamless troweled on epoxy floor (not paint) with a 4” self-coved base.
- 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 Armstrol Corlon®.

Dry storage areas (all prepackaged, no 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:
- Metal floor installed as part of the NSF listed or equivalent walk-in
- Quarry tile with a minimum 4” quarry tile coved base. Epoxy grout is recommended.
- Seamless epoxy (not paint) with a coved base that meets NSF standard 7.
- Smooth, sealed concrete with 4” coved concrete base or a coved base that meets NSF standard 7.
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
  - Clearance around pieces of equipment and to walls
  - Exhaust and make-up air ducts
  - Exhaust and make-up air fans on room
  - Make-up air diffusers on ceiling
  - Make and model numbers of equipment and fans
  - All dimensions of equipment and ducts
- **Front or side elevation showing:**
  - Cooking equipment
  - Hood overhang
  - Duct elbows and fans
- Type and gauge of metal used in hood and ducts
- Specify if hood is Type I, Type II, UL Listed, non-canopy, compensating, etc.
- Name, address, and 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