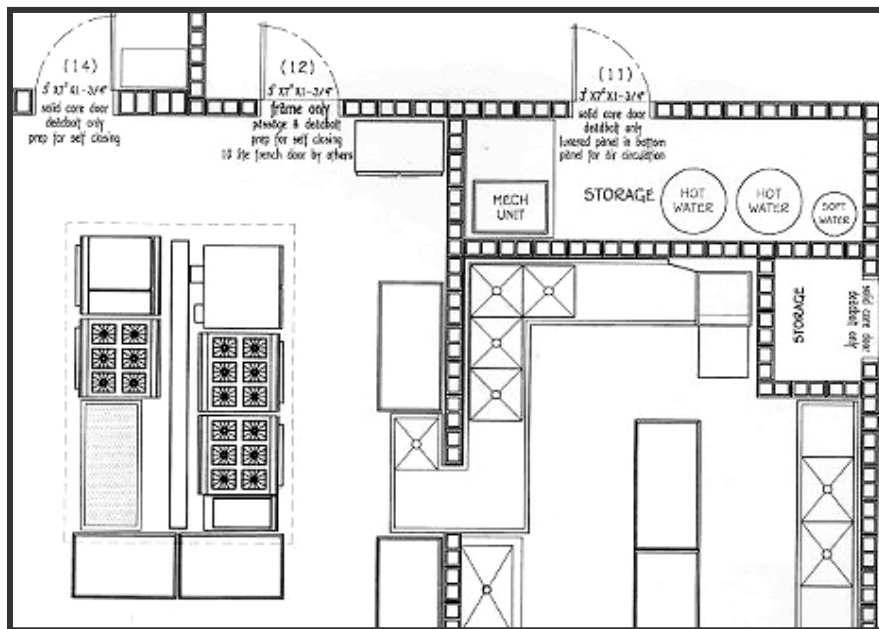




MADERA COUNTY

Environmental Health Dept.

Guide to Plan Review and Permitting of Food Facilities



Assistance for plan review and construction requirements is by APPOINTMENT ONLY.

***For assistance or appointment, contact:
Food Plan Check Specialist at (559)675-7823***

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1. INTRODUCTION

This manual is for architects, building contractors, food service equipment dealers, food service operators, consultants and other interested professionals. The purpose of this manual is to aid in the development of plans to meet the standards of the Madera County Environmental Health Services Department. It is intended to serve as a general overview of the requirements and should not be considered as all-inclusive.

This guide is based on requirements in the California Retail Food Code (CAL CODE) of the California Health and Safety Code, Sections 113700 through 114475. Plans and specifications must show that all applicable requirements will be complied with. Refer to the California Uniform Retail Food Facilities Law for additional requirements and details.

Process Overview

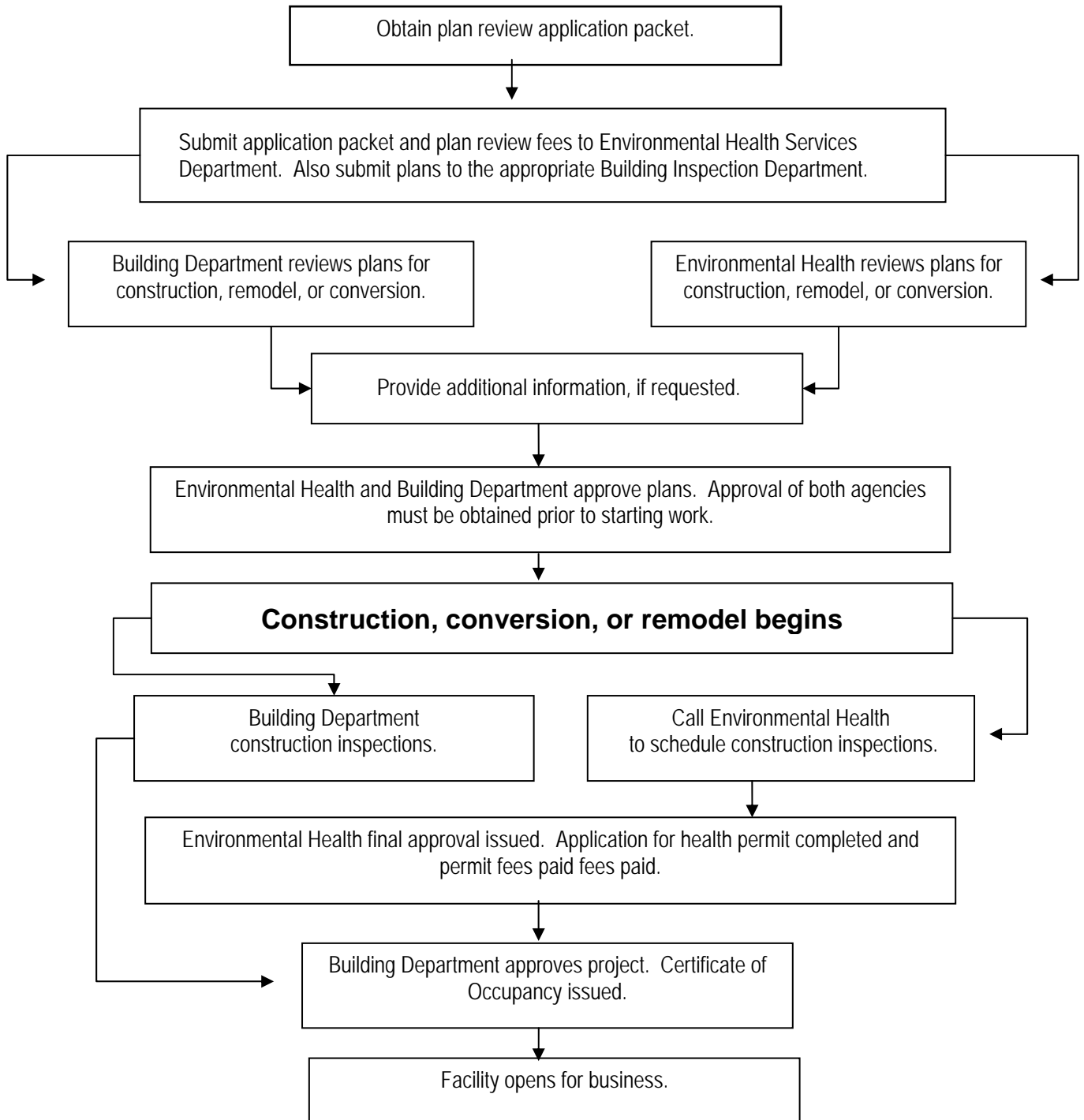
Plans are submitted to both the Madera County Environmental Health Services Department and the local building department simultaneously. Plans are reviewed by both departments. Once Environmental Health Services staff has reviewed the plans, a compliance list of conditions necessary to obtain approval is issued to you. Please contact the appropriate building department regarding their procedures.

Approval of plans shall be obtained from the Environmental Health Services Department before a building permit will be issued by the local building department. Once approval is obtained from both departments, work on the project may begin. (See Figure 1 on Page 5)

Construction inspections with this Department and the local building department should be arranged throughout the project. A certificate of occupancy will be furnished by the local building department upon the successful completion of the project. In addition, approval of the health permit will be issued by the Environmental Health Services Department.

Depending on the type of food establishment, other local and state agencies may be involved in the project (i.e., State Board of Equalization, State Department of Alcohol and Beverage Control, Sheriff's Department, etc.). A list of government agencies that may be helpful when starting a new business is located in Appendix A.

Figure 1 Food Establishment Plan Review Process



2. PLAN AND CONSTRUCTION APPROVAL PROCESS

Pursuant to the California Health & Safety Code, Chapter 4, California Retail Food Code (CAL CODE), a plan approval must be obtained from the Department before constructing or remodeling any building for use as a food facility. Remodel of a food facility means construction, building or repair, enlarging, altering, converting or repairing that requires a permit from the local building authority.

The following procedures are provided to answer questions you may have regarding the plan review process and approval of food facility plans as well as to obtain final approval to open for business.

Who should submit plans?

The following situations require that plans and specifications be submitted to this department:

- a. Any person who is constructing or remodeling any building for use as a food facility
- b. Any person who plans to reopen a food facility which has been closed for 6 months or more
- c. Any person who plans to open an existing food facility wherein the equipment has been removed
- d. Any person who plans to lease out a portion of a food facility which would result in a new permit.
- e. Any person who plans to change the operation of a food facility, i.e. changing the operation from a limited menu to a full service operation

What should I submit for plan review?

- a. The plans must include sufficient information to demonstrate compliance with the “*Minimum Requirements for Food Facility Plans.*” [See page 11]
- b. Plans may be prepared by an architect, draftsman, designer, contractor or owner. All plans must be drawn in a concise, detailed and professional manner. Inadequate plans will be rejected
- c. A minimum of two (2) sets of detailed plans and specifications must be submitted.
- d. The application for plan review should be completed and submitted with plans. An "*Application for Food Establishment Plan Review*" may be found in the application packet.
- e. The fee for plan review is based on the square footage of the food establishment.

Square Footage	Service
Up to 1000 square feet.....	
501 to 1,000 square feet.....	
1,001 to 6,000 square feet.....	
Over 6,000 square feet.....	

How do I submit plans?

Plans and specifications, application for plan review, and plan review fees may be submitted as follows:

Standard Submittal

Hard copies of plans may be submitted at the following location:

Madera County
Environmental Health
2037 W. Cleveland Ave. Madera CA. 93637

Inform the receptionist that you are submitting plans for a food facility to Environmental Health Services Department. An employee from our department will take in your plans at the counter.

Over-the-Counter Submittal

For the owner, operator, or plan designer needs immediate assistance, plans may be submitted and reviewed “over-the-counter”. When the owner, operator, or plan designer has completed the required plans and specifications, an appointment should be scheduled for plan submittal and review. An appointment may be made by contacting this office at (559) 675-7823.

Submittal of Plans via E-mail Not offered at this time

How long does the plan review process take?

Plans and specifications are handled on a first come, first served basis. It is important that you allow time for the plan review process when scheduling your project. With the exception of the over-the-counter submittal, turn-around for plan review is normally ten (10) days to twenty (20) working days. However, it can be longer if your plans are incomplete or in conflict with design rules.

How will I know that my plans are approved?

Before commencing construction, approvals must be obtained from this Department, the local building authority and other appropriate agencies. Building permits for food facilities are not to be issued until plan approval has been obtained from this Department. If any changes on the approved plans are desired, revised plans shall be submitted for review and approval prior to construction.

Plans Approved

Upon approval, the owner will be notified by telephone and/or mail that the plans have been approved. A letter of approval of facility design will be attached to the plans. The owner or representative of the owner should pick up the approved plans and keep the approved set of plans at the construction site until the final inspection has been made. The second set will be kept on file by this Department until construction has been completed.

Plans Not Approved

If plans are not approved, you will be notified by telephone and/or letter that the plans have not been approved. A letter stating that the plans are not approved will be attached to the plans. The letter also explains what needs to be done to gain plan approval. The owner or representative of the owner should pick up the plans and submit with the required corrections as soon as possible. The second set will be kept on file by this Department until construction has been completed.

When can I begin construction or work on a remodel or conversion?

You may begin work after you receive the letter of approval from the Food Plan Check Specialist and have met all other requirements.

When is the Health Permit Issued?

Construction inspections are conducted by the Department Food Plan Check Specialist after plans have been approved. If there are any questions during the construction phase and well before facility opening (one to two weeks), the applicant should call the Food Plan Check Specialist to avoid possible delays in opening. Appointments may be made by contacting the Plan Check Specialist at (559)675-7823.

Scheduling of Inspections

Construction Inspections must be scheduled at least three to five days in advance of the desired day of inspection. Our Specialist will be there on the date that is scheduled. We, however, cannot always guarantee the time period. You are encouraged to contact our Food Plan Check Specialist if you have any questions or problems in the building of your food establishment.

Mid-construction Inspection

When your establishment is approximately 80% completed and/or within two weeks of your proposed opening date, this inspection is normally scheduled. This gives the Department the opportunity to meet the contractor and review the details of all requirements. Generally we will be checking your installed floor, wall and ceiling surfaces, and any equipment that may be installed such as a hood exhaust system, cooking equipment, dishwasher, sinks, and everything specified on your plans. This is a very important inspection since you will be very close to your opening date. Any corrections can be accomplished without delaying your proposed opening date. When the Specialist has conducted this inspection, you will need to apply for your Annual Health Permit if you are a new owner.

Final Inspection

When you have finished all of your construction and the local building department has granted their final approval or an equivalent approval, this Department can conduct the Final Inspection for your opening.

The following items should be available:

- a. All refrigeration should be operating at 41degrees F or below and be equipped with a thermometer.
- b. A metal stem probe thermometer should be on-site and available for the monitoring of food temperatures, if applicable.
- c. All equipment should be cleaned and sanitized. All food contact surfaces and floors should be cleaned and sanitized.
- d. An approved sanitizer should be on-site and available for the washing and sanitizing of utensils, if applicable. A sanitizer test kit should be available for testing the sanitizer residual.

Hot and cold water must be available and all plumbing operational. All of your equipment such as the hood-exhaust system, refrigerators, and dishwashing machines must be functioning. Additionally, the establishment must be clean and sanitary. Also, State law requires an owner or employee to have California approved “*Food Safety Certification*”. Failure to comply with the food safety certification requirement may result in legal action.

When this final approval is granted, you can open to the public. It is vital that everything in your establishment is functioning properly. You should schedule your final inspection well in advance of your proposed opening date.

When can I start to have food delivered and train the staff?

You may start to have food delivered and train the staff before the final inspection, however, the food can not be served to the public until the final inspection has been completed and the facility is given final approval from this Department and all other approving agencies.

3. MINIMUM REQUIREMENTS FOR PLANS

Plans shall be drawn to scale. The recommended scale is ¼ inch = 1 foot and shall include the following:

- a. Name and address of the food facility; the name, mailing address and telephone number of owner, contractor and/or contact person.
- b. Vicinity map.
- c. Floor plan of entire facility.
- d. Floor plan showing equipment layout including: [See Appendix A]
 - i. Complete equipment checklist, including the methods of installation. [See Appendix A]
 - ii. Equipment manufacturer specification sheets and/or elevations.
- e. Plumbing layout.
- f. Electrical layout.
- g. Exhaust hood ventilation and make-up air systems.
- h. A site plan including proposed waste storage receptacle location.
- i. Room finish schedule for floors, base, walls and ceiling that indicates the type of material, the color and the surface finish for each room or area. Give specific brand names. Samples or specifications of proposed finish materials may be required. [See Appendix A]
- j. Menu & Food Facility Operations. Complete the form contained in the application packet *Menu and Food Facility Operations*. In addition, submit a proposed menu (including any seasonal, off-site, banquet menus).

4. EQUIPMENT REQUIREMENTS BY FACILITY TYPE

Construction and equipment requirements vary depending on the type of food facility involved. To assist you in determining requirements for your facility, food facilities have been grouped into four categories, based upon their food service operation. These categories include the following types:

Commercially, Prepackaged Food Markets. All food (100%) onsite is commercially prepackaged. There is no food or drink preparation or serving; no coffee service; no ice packaging; no unpackaged snacks, candy, beef jerky; no beer tappers; no beverage dispensing, etc.

Non-Prepackaged Food Markets/Bakeries/Ice Cream Shops/Yogurt Shops. Food is stored/displayed/sold in an unpackaged state.

Bars/Taverns. Unpackaged beverages and commercially prepackaged foods are sold. There is no food preparation or sale of unpackaged foods.

Restaurants. Complete food preparation occurs, including the handling, cooking, and serving of unpackaged foods (includes sandwich shops, deli, cafeteria, fast food, etc.)

Type	Minimum Sink Requirements	Approved Floor Material	Approved Wall & Ceiling Material Required Areas
Commercially, prepackaged food markets	Janitorial sink Hand washing sink for restroom	Janitorial Sink Room Restrooms Food Storage Rooms Walk-in Coolers/Freezers	Janitorial Sink Room Restrooms
Non-Prepackaged Food Markets, Bakeries, Ice Cream/Yogurt Facilities	Janitorial sink Hand washing sink for restroom Hand washing sink for kitchen Three compartment sink* Food preparation sink*	Janitorial Sink Room Restrooms Food Storage Rooms Walk-in Coolers/Freezers Food Preparation Areas Below Equipment Service Counter Area	Janitorial Sink Room Restrooms Food Preparation Areas Service Counter Area Food Storage Rooms
Bars/Taverns	Janitorial sink Hand washing sink Three compartment sink*	Janitorial Sink Room Restrooms Food Storage Rooms Walk-in Coolers/Freezers Bar Counter Area	Janitorial Sink room Restrooms Bar Counter Area
Restaurants.	Janitorial sink Hand washing sink for restroom Hand washing sink in kitchen Three compartment sink* Food preparation sink*	All Areas Except Dining Room	All Areas Except Dining Room

* Equipment requires indirect connection to the sewer.

5. STRUCTURAL REQUIREMENTS

Doors and Windows

Exterior Doors and Windows

All exterior doors shall be well-fitted and self-closing to effectively prevent the entrance of flies, rodents and vermin.

All exterior windows which open to food preparation areas, food storage areas and utensil washing areas shall be screened with no less than sixteen (16) mesh per square inch.

Delivery and Cargo Doors

All delivery doors leading to the outside shall open outward and be self-closing. Overhead air curtains must be provided when delivery doors remain open for an extended period of time and when necessary to exclude insects, dust, dirt and fumes.

The air curtain when installed inside the building shall produce a downward and outward air flow not less than three (3) inches thick at the nozzle with an air velocity of not less than 1600 FPM (feet per minute) across the entire opening at a point three (3) feet above the floor. [CAL CODE] [State of California, Food and Drug Circular 80-7]

When the air curtain is installed outside the building, the same velocity of air needs to be directed straight down over the entire door opening. The air curtain shall turn on automatically when the door is opened. [CAL CODE] [State of California, Food and Drug Circular 80-7]

Figure 3 Air Curtain



Large cargo type doors shall not open directly into a food preparation area. Cargo type doors that open into any food warehouse may only be open during deliveries.

An overhead air curtain is not a substitute device to permit a door to remain open.

Pass-through Windows

When food is passed through a window to a customer on the outside of the building, the size of the window opening should not exceed 432 square inches.

Food service pass-through window openings should be equipped with a self-closing screen or window, or an automatic switch-activated air curtain which will produce an air flow eight (8) inches thick at the discharge opening and with an air velocity of not less than 600 FPM (feet per minute) across the entire opening measured at a point three (3) feet below the air curtain. (Window openings must be closed when not in use.) [CAL CODE] [State of California, Food and Drug Circular 80-7]

The minimum distance between the pass-through window openings may not be less than eighteen (18) inches.

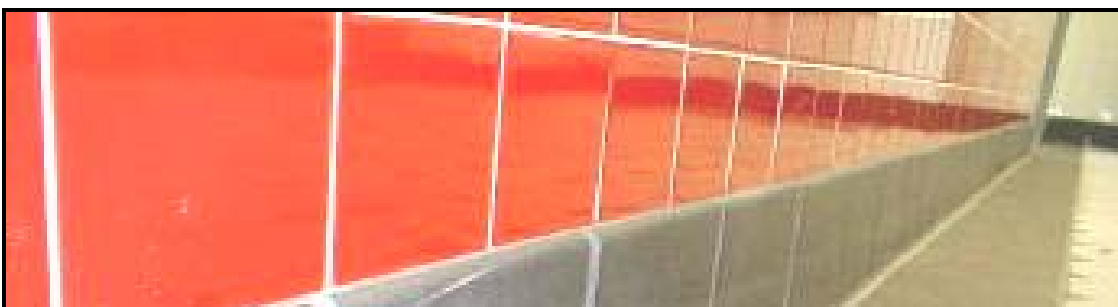
The counter surface of the pass-through window must be smooth, easily cleanable and free of channels and crevices.

Floors

Floor Finishes

Floors in food establishments (except in sales and dining areas) shall be durable, smooth and impervious to water, grease and acid, and of easily cleanable construction (e.g., quarry tile or seamless epoxy pour, approved commercial grade sheet vinyl or other approved materials). Floor surfaces in all areas where food is prepared, packaged, dispensed, or stored in open containers, 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 clothing storage areas, shall be an approved type that continues up the walls or toe-kicks at least four (4) inches, forming a 3/8 inch minimum radius cove as an integral unit. (Vinyl rubber top set base is not acceptable.) A list of approved flooring materials may be found in Appendix A.

Figure 4 Ceramic Tile with 3/8" Radius Cove



Floor surfaces shall be of an approved type in the following areas:

- areas where food is prepared, packaged, dispensed or stored
 - areas where utensils are washed
 - areas where janitorial facilities are located
 - toilet and hand washing areas
 - areas where refuse or garbage is stored
 - employee change areas
 - storage areas
-
-

Floor drains

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 floor surfaces shall be sloped 1:50 (1/4 inch per foot) to the floor drains. When floor drains are added to an existing establishment where the floor surface is not sloped, a two (2) foot surrounding depression/slope to the floor drain may be required.

Nonskid floor surfaces

Approved anti-slip floor finishes or materials are acceptable in areas where necessary for safety reasons, such as traffic areas.

Walls and Ceilings

Materials and finishes

Walls and ceilings of all rooms (except bar areas, rooms where food is stored in unopened containers and dining areas) shall be durable, smooth, nonabsorbent and washable (e.g., gloss or semi-gloss enamel paint, epoxy paint, FRP (Fiberglass Reinforced Panel), stainless steel, ceramic tile or other approved materials and finishes). Walls and ceilings in food preparation and utensil washing areas shall be light colored. For the purposes of this requirement light colored shall mean having a light reflectance value of 70% or greater. Exposed brick, concrete block, rough concrete, rough plaster or textured gypsum board is not acceptable. Acoustical ceiling tile may be used if it meets the requirements found in CAL CODE. A sample may be required for review.

The wall behind sinks and dish tables should be covered with a durable waterproof material (e.g., FRP, ceramic tile, stainless steel, etc.) extending from the top of the coved base to at least twelve (12) inches above the backsplash.

Walls adjacent to floor mounted mop sinks should be covered with a durable waterproof material (e.g., FRP, ceramic tile, stainless steel, etc.) extending from the top of the sink to at least forty-eight (48) inches above the floor.

Provide a durable, cleanable, smooth, non-corrodible and nonflammable material (e.g., stainless steel, ceramic tile, etc.) behind the cook line and to any side walls that are adjacent or in close proximity.

Important Note

Waitress stations, salad bars, food serving or self-service open food counters, or other similar stations located immediately adjacent to or in dining areas, must comply with floor, wall and ceiling requirements.

Conduit

All plumbing, electrical and gas lines shall be concealed within the building structure to as great an extent as possible. When otherwise installed, they shall be mounted or enclosed so as to facilitate cleaning (e.g., at least ½ inch from the wall and six (6) inches above the floor).

Where conduits or pipelines enter a wall, ceiling or floor, the opening around the line shall be tightly sealed and made smooth.

Conduits or pipelines shall not be installed across any aisle, traffic area or door opening.

Multiple runs or clusters of conduits or pipelines shall be installed within the walls or encased in an approved sealed enclosure.

Indirect Waste Receptors

Condensate and liquid waste from food preparation equipment and sinks, utensil sinks, dishwashers, dipper wells, steam tables, ice machines, beverage dispensers, refrigeration condensers and similar equipment must be drained by indirect drainage into an open floor sink or other approved waste receptor. Utensil washing sinks may be directly plumbed to the sewer line if required by local building officials. [CAL CODE] [UPC 601(b)]

Figure 5 Floor Sink



<i>Criteria</i>	<i>Description</i>
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<i>Criteria</i>	<i>Description</i>
<i>Location</i>	The floor sink or other approved waste receptors should be located to provide adequate drainage of the equipment being served. Equipment should be located within fifteen (15) feet. [CAL CODE] [UPC 803] Floor sinks or other approved waste receptors shall be located so that they are readily accessible for inspection, cleaning and repair. Overflow from floor sinks shall be prevented from flowing into inaccessible areas (e.g., storage cabinet, display refrigerators, etc.) [CAL CODE]
<i>Installation</i>	In general floor sinks should be installed flush with the floor to prevent tripping hazards and to prevent harborage of dirt and debris. Check with local Building and Safety officials.
<i>Waste lines</i>	Horizontal runs of drain lines should be at least $\frac{3}{4}$ inch from the wall and six (6) inches off the floor and should terminate at least one (1) inch above the overflow rim of the floor sink. Waste lines may not cross any aisle, traffic area or door opening.

Examples of equipment which must drain to a floor sink via a legal air gap:

- Food preparation sink
- Two compartment sink
- Three compartment sink
- Bar sink
- Ice machine
- Condensate waste from a walk-in or other refrigeration unit
- Waste line from soda dispenser
- Steam tables with a direct connection to a water supply
- Automatic dishwashers
- Ice cream dipper well

Lighting

Light fixtures in areas where food is prepared, open food is stored or utensils are cleaned shall be of shatterproof construction or protected with shatterproof shields and be readily cleanable.

<i>Required Lighting</i>	<i>Area Required</i>
<i>20 foot candles of light, 30 inches above the floor</i>	<p>In every room and area in which any food is prepared, manufactured, processed or packaged, or in which utensils are cleaned, sufficient natural or artificial lighting shall be provided to produce an intensity of not less than 215 lux (20 foot-candles) as measured 76 centimeters (30 inches) above the floor. [CAL CODE]</p> <p>During general cleanup activities, at least 215 lux (20 foot-candles) of light measured 76 centimeters (30 inches) above the floor shall be provided in the area being cleaned, including, but not limited to, areas where alcoholic beverages are prepared or served. [CAL CODE]</p>
<i>10 foot candles of light</i>	<p>The working surfaces on which alcoholic beverages are prepared or where utensils used in the preparation or service of alcoholic beverages are cleaned shall be provided with at least 108 lux (10 foot-candles) of light. [CAL CODE]</p> <p>Food and utensil storage rooms, refrigeration storage, toilet rooms and dressing rooms shall be provided with at least 108 lux (10 foot-candles) of light. [CAL CODE]</p>

Refuse Disposal Facilities

Garbage and waste grease shall be disposed into adequate, watertight, nonabsorbent, rodent proof containers with close-fitting lids. There shall be an area provided for the storage of these containers and facilities for their washing.

Structural requirements for interior refuse disposal rooms and areas

Floors shall be smooth, durable, grease resistant, nonabsorbent, coved, easily cleanable and sloped to a floor drain discharging to the sanitary sewer. [CAL CODE] [UPC 302]

Walls and ceilings shall be durable, easily cleanable, impervious to grease and moisture, and capable of withstanding the expected impacts.

The room or enclosure shall be well ventilated.

Hot and cold running water through a mixing valve protected with a backflow protection device shall be provided and located so that the room or enclosure can be cleaned.

Structural requirements for exterior refuse disposal facilities

A securable enclosure is recommended.

Ground surfaces and enclosure surfaces should be constructed so as to be durable and cleanable.

Where wash down facilities are provided, liquid waste shall be disposed of in an approved manner.

Sewage Disposal, Grease Traps and Interceptors

All liquid waste, including sewage generated by a food establishment, shall be disposed of in an approved manner into either a public sewer system or to an approved on-site sewage disposal system.

NOTE: Check with local health, building, sanitary or public works agencies for information or regulations regarding special sewerage, grease trap and grease interceptor requirements. In general, grease traps should be installed outside the food facility to prevent sanitation problems. Check with local Building and Safety officials for requirements.

Storage

Dry Food and Beverage Storage

Adequate and suitable space shall be provided and designated on plans for dry storage purposes. This area shall be equipped with sufficient and approved shelving to accommodate anticipated needs. It shall include only aisle space and floor area where shelving, cabinets or other storage facilities are located. It shall not include floor area where desks, equipment, ladders or other items may be placed. The following recommended methods of determining adequate storage space may be used:

- a. A floor area equivalent to 25% of all kitchen space or, one square foot of floor space per customer seat, whichever is greater.
- b. Sufficient approved shelving dispersed throughout kitchen areas may be substituted for (a) above. Sufficient approved shelving for a small food service establishment means ninety-six (96) linear feet of eighteen (18) inch deep shelving. More shelving may be required for larger establishments.

Shelving shall meet or be equivalent to approved applicable sanitation standards which is smooth, durable, easily cleanable, and non-absorbent and vermin tight. The lowest shelf shall be at least six (6) inches above the floor with clear unobstructed area below. Unfinished wood is not acceptable.

Storage for employees belongings

A room, enclosure (e.g., locker, cabinet, etc.) or designated area shall be provided where employees may change and store clothing and personal effects.

The room, enclosure or designated area should be sized to accommodate the number of employees.

The room, enclosure or area shall be separated from toilets, food storage, and food preparation and utensil washing areas.

Storage of cleaning equipment, supplies, and poisonous substances

A room, area or cabinet separated from any food preparation or storage area, or utensil washing or storage area, shall be provided for the storage of all cleaning equipment, supplies and poisonous substances (e.g., mops, buckets, brooms, cleaning compounds, waxes, insecticides, rodenticides and other pesticides, detergents, bleaches, cleaning compounds or any other injurious or poisonous materials).

Linen Storage

Adequate and suitable space shall be provided for the separate storage of clean and soiled linens.

Toilet Facilities

In each food establishment, there shall be employee toilet facilities. The requirements on the number of toilets and handicapped facilities shall be in accordance with local building and plumbing ordinances.

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.

<i>Criteria</i>	<i>Description of Requirement</i>
<i>Location</i>	Toilet facilities which are provided for use by patrons shall be so situated that patrons do not pass through food preparation, food storage or utensil washing areas. [CAL CODE]
<i>Ceilings, floors, and walls</i>	The floors, walls and ceilings shall have surfaces that are smooth, nonabsorbent and easily cleanable. [CAL CODE]
<i>Hand Washing Facilities</i>	Hand washing facilities shall be provided within or adjacent to toilet rooms and shall be equipped with an adequate supply of hot and cold running water under pressure from a premixing faucet. Hand washing cleanser and single use sanitary towels in permanently installed dispensers or hot air blowers shall be provided at hand washing facilities.[CAL CODE]
<i>Toilet tissue</i>	Toilet tissue shall be provided in a permanently installed dispenser at each toilet. [CAL CODE]
	Toilet rooms shall be separated from other portions of the food establishment by well-fitted,

<i>Criteria</i>	<i>Description of Requirement</i>
<i>Doors</i>	self-closing doors that prevent passage of flies, dust or odors. [CAL CODE]
<i>Ventilation</i>	Toilet rooms shall be vented to the outside air by means of an openable screened window, an air shaft or a light switch-activated exhaust fan, consistent with the requirements of local building codes. [CAL CODE]

Check with your local building inspection department for special requirements.

Ventilation

Provide adequate ventilation to remove gases, odors, steam, heat, grease, vapors and smoke from all rooms in the facility including: food preparation, scullery, toilet, janitorial, garbage and change rooms, consistent with the requirements of local building codes.

Equipment requiring exhaust hoods and ducts

Mechanical exhaust ventilation shall be required at or above all commercial type deep fat fryers, broilers, fry grills, steam jacketed kettles, ranges, ovens, barbecues, rotisseries, dishwashing machines and similar equipment to effectively remove gases, odors, steam, heat, grease vapors and smoke from the food establishment. Usually chemical sanitizing or under counter dishwashing machines do not require exhaust hoods.

*Refer to Uniform Mechanical Code Chapter on Commercial Kitchen Ventilation Systems.
2. Refer to CCDEH Recommendations for Mechanical Exhaust Ventilation and Hood Systems for Commercial Food and Utensil Heat Processing Equipment Guidelines*

Hood Types

For specific information on hood requirements and installation, contact the appropriate building inspection department.

<i>Type Hood</i>	<i>Description of Hood</i>
<i>Type I Hood</i>	A Type I Hood is a kitchen hood for collecting and removing grease and smoke. They should be equipped with approved grease filters or grease extractors designed for that specific purpose.
<i>Type II Hood</i>	A Type II Hood is a general kitchen hood for collecting and removing steam, vapors, heat or odors.
<i>Construction Types</i>	<i>Description of Construction</i>
<i>Canopy-Type Hoods</i>	Canopy-type hoods should not be more than seven (7) feet above the floor and should not be more than 4 feet above the cooking surface. The hood should overhang or extend a horizontal distance not less than six (6) inches beyond the outer lip of the hood on all open sides. It should have grease troughs or drip pans that are easily cleanable.

*Non-Canopy-Type (High Velocity)
Hoods*

Non-canopy-type hoods will be approved providing they are constructed to be easily cleanable and they comply with the minimum exhaust air velocity requirements. Shielding at the ends of the hood may be necessary to prevent interference from cross drafts.

Hood Installation

All hoods, ducts, and exhaust outlets should be installed in accordance with CHAPTER 20 of the current edition of the Uniform Mechanical Code. All joints and seams should be sealed, welded or soldered for ease of cleaning.

Make-Up Air

Make-up air supply should be provided at least equal to that amount which is mechanically exhausted and inter-connected by a single control switch. Windows and doors should not be used for the purpose of providing make-up air.

Installation of heating or warming devices under hoods

Food heating or warming devices, cheese melters, etc., that are installed above other equipment beneath an exhaust hood may create an air flow obstruction to proper ventilation of the basic equipment for which the hood ventilation system is designed. The design, construction and installation of such warming devices under a hood are subject to evaluation and approval by this Department prior to installation.

Fire Extinguishing Systems

Fire extinguishing systems may be required by local fire department codes. They should be installed so as to allow ease of cleaning of the hood and duct systems.

Water Heater

120°F Hot Water

An adequate, protected, pressurized, potable supply of hot water at least 49 degrees Celsius (120 degrees Fahrenheit) and cold water shall be provided to all sinks, hand lavatories and other cleanup facilities.

Sizing the water heater

In sizing the water heater, the peak hourly demands for all sinks, dishwashing machines, etc., are added together to determine the minimum required recovery rate.

The water heater should not be purchased until the proper size has been determined for the particular food establishment.

Water Supply

An adequate, protected, pressurized, potable supply of hot water at least 49 degrees Celsius (120 degrees Fahrenheit) and cold water shall be provided.

The water supply shall be from a water system approved by this Department and/or the State health department.

In order to assure safe potable water, it is required that facilities not served by a public water system meet the monitoring and quality standards established under law for a transient non-community water system. Compliance includes:

- Chemical Analysis on file in this office,
- Quarterly bacteriological sampling and reporting,
- Corrective action in the event of bacteriological failure.

Any water supplied at a facility must be potable and not jeopardize the health of any users.

A yearly fee will be added to the cost of your annual health permit to cover the costs of monitoring the water supply.

A bacteriological sample which demonstrates the water is free from harmful bacteria is required immediately prior to opening and every three months afterward as long as the facility operates.

Backflow Protection

An approved backflow prevention device shall be properly installed upstream of any potential hazard between the potable water system and a source of contamination (e.g., all threaded water outlets, mop sinks, sprayers, dishwashers, etc.) [CAL CODE] [*Refer to latest UPC edition.*]

6. EQUIPMENT REQUIREMENTS

Materials and Design

All new and replacement equipment shall meet or be equivalent to applicable sanitation standards. Equipment design, construction and installation are subject to approval by the enforcement officer. The NSF seal is generally a good indicator the equipment is approved.

All utensils, display cases, windows, counters, shelves, tables, refrigeration units, sinks, dishwashing machines and other equipment or utensils used in the preparation, sale, service and display of food shall be made of nontoxic, non-corrodible materials and shall be constructed, installed and maintained to be easily cleaned.

Equipment Installation

Equipment shall be installed so as to facilitate cleaning under and around the equipment, and of all the adjacent surfaces. Equipment should be sealed to adjacent walls and equipment, or should be spaced away from the adjacent walls and equipment at least six (6) inches for every four (4) linear feet of equipment. (See Figure 6 on Page 26)

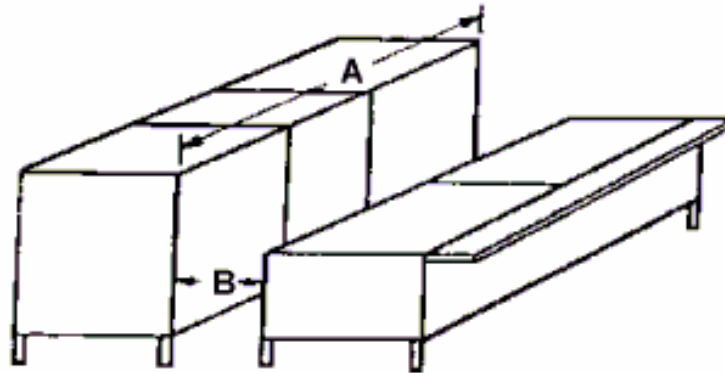
All floor mounted equipment shall be placed on castors which meet or are equivalent to applicable sanitation standards, minimum six (6) inch high easily cleanable legs or be completely sealed in position on at least a four (4) inch high continuously coved base or concrete curb. [CAL CODE] [NSF Standard 2] (See Figure 7 on Page 27)

Cooking Equipment

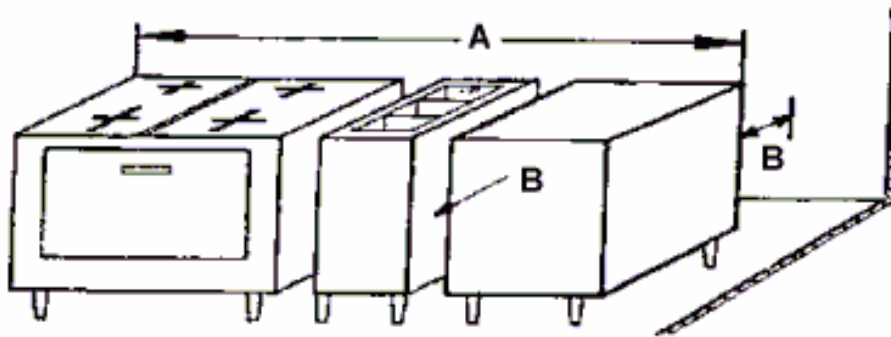
All cooking equipment should be installed in a manner to facilitate cleaning underneath and behind each appliance. This may be accomplished by one of the following methods:

- a. Place the cooking equipment on castors and install a quick disconnect type gas fitting so that the equipment may be moved for cleaning underneath and behind the equipment.
- b. Space equipment to allow for employee to walk between and behind equipment for cleaning. Equipment should be on 6 inch round, metal legs to allow for cleaning underneath the equipment.

Figure 6 Equipment Installation



Equipment sealed together

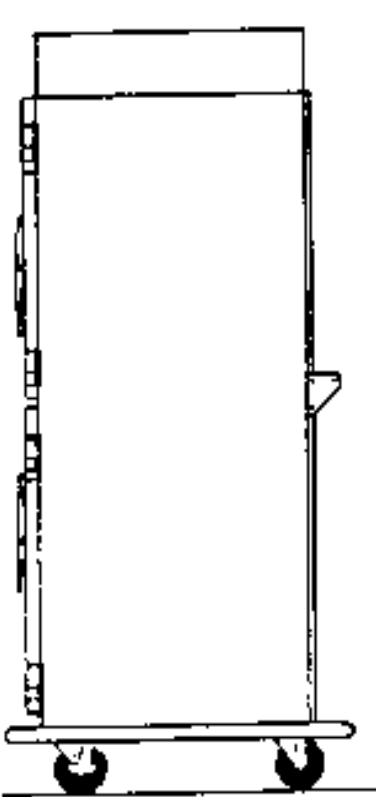


Equipment spaced apart

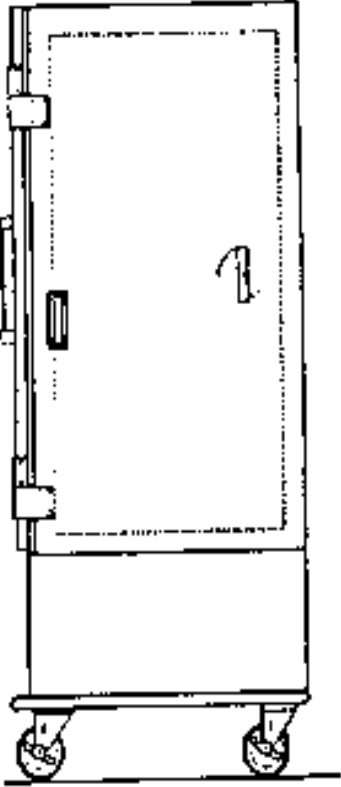
Recommended Equipment Spacing From Walls, Provided Access is Available From Both Ends:

<u>Equipment Length (A)</u>	<u>Space From Walls and Equipment (B)</u>
4' or less	6"
4' - 8'	12"
8' or more	18"

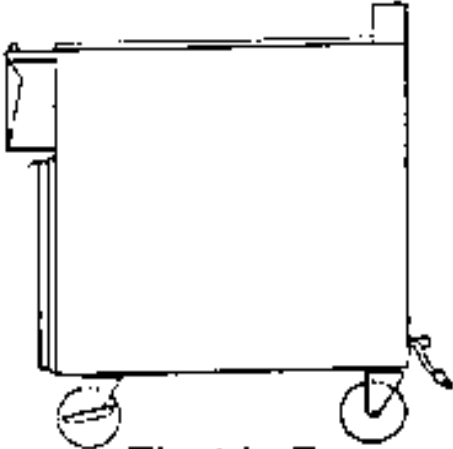
Figure 7 Floor Mounted Equipment on Castors



Holding Cabinet



Reach-in Refrigerator



Electric Fryer

**Kitchen Equipment Mounted
On Castors**

Dishwashing and Glass Washing Machines

1. An area should be provided for scraping utensils and equipment as circumstances require. An overhead pre-rinse sprayer with scupper tray, sink or garbage disposal will satisfy this requirement.
2. Dishwashing machines may be connected directly to the sewer immediately downstream from a floor drain or they may be drained through an approved indirect connection.
3. Spray type dishwashing and glass washing machines which are designed for a hot water bactericidal rinse shall be provided with an approved booster heater or be connected to an approved recirculating water system which is capable of maintaining the rinse water at not less than 180 degrees Fahrenheit (82 degrees Celsius). These machines normally require an approved Type II exhaust hood. [CAL CODE] [UMC] [NSF Standards 3]
 - a. Spray type dishwashing and glass washing machines which are designed for a chemical bactericidal rinse shall be capable of maintaining the rinse water at a temperature in accordance with its approved applicable sanitation listing. [NSF Standard 3]
 - b. Dishwashing machines must have two (2) integral stainless steel drain boards or dish tables*, one for soiled utensils and one for clean utensils. The drain boards shall be sloped and drained to an approved waste receptor.
 - c. For glass washing machines and under counter dishwashing machines, there shall be two (2) metal drain boards, one for soiled utensils and one for clean utensils, located adjacent to the machine. The drain boards shall be sloped and drained to an approved waste receptor.
 - d. Drain boards or dish tables shall be large enough to adequately store all utensils above the floor at all times or additional approved shelving, racks or dish tables shall be provided in the dishwashing area for this purpose.
 - e. A minimum of a three (3) compartment stainless steel sink with dual integral metal drain boards is required in addition to any dishwashing machine.
 - f. When a dish table is installed next to a wall, the integral metal backsplash shall be sealed to the wall. [Refer to section regarding “Walls” - Page 16] [CAL CODE – smooth]
*Dish tables are extended drain boards used for the purpose of sorting soiled or clean dishes.
 - g. Provide sanitizing testing equipment and materials to adequately measure the applicable chemical sanitizer residual at the dishwasher/glass washer.

Dipper Well

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 an indirect connection.

Food Protection Equipment

Service of unpackaged food/utensils directly to or by the customer

Displays of unpackaged foods or utensils shall be shielded so as to intercept a direct line between the customer's mouth and the food or utensils being displayed shall be dispensed from approved self-service containers.

Cafeteria, buffet and salad bar self-service, food preparation equipment and food preparation areas etc., shall be protected by approved sneeze guards.

Approved self-service containers shall have tight-fitting, individual covers.

Garbage Disposal

Garbage disposals, if proposed, should be installed in a sink designated for garbage disposal only or in drain boards and the drain board should be lengthened to accommodate the disposal unit in addition to the minimum 18" required drain board size. Garbage disposals should not be placed in or under any required sink compartment.

Ice Machines

All ice machines should be located inside the food establishment in an easily cleanable, well ventilated area, and should be drained to a floor sink via legal air gap.

Refrigeration Equipment

1. All reach-in and walk-in refrigeration and freezer units shall be adequate in capacity and usage to meet the needs of the proposed operation and shall: [CAL CODE] [NSF Standard 7]
 - a. Be specifically constructed for commercial use and shall meet or be equivalent to applicable sanitation standards. Domestic model refrigerators and freezers will not be accepted.
 - b. Have shelving that is nonabsorbent, non-corrodible, and easily cleanable and shall meet or be equivalent to applicable NSF standards. Wood is not acceptable.
 - c. Be provided with an accurate, readily visible thermometer.
 - d. Drain condensate and other liquid waste in a sanitary manner to a floor sink or other approved receptor that is properly connected to the drainage system. Condensate from reach-in refrigerators and freezers may be drained to a properly installed and functioning evaporator. [CAL CODE] [UPC 601(b)]
 - e. Open into an approved area of the food facility.
2. Walk-in refrigeration and storage freezer units shall also:
 - a. Be designed to be closed and sealed to the floor or be constructed integral with the floor. Coved bases shall be provided at the intersection of interior floors and walls.
 - b. Be flashed or sealed to walls and/or ceiling as needed to prevent rodent and vermin harborage or inaccessible areas.
 - c. Have non-corrodible shelving that is at least six (6) inches above the floor and shall meet or be equivalent to applicable sanitation standards. Wood is not acceptable.

- d. Have floor drains and floor sinks located outside units, when they are required. [CAL CODE] [UPC 601(b)]

Sinks

General Requirements for All Sinks

The wall behind sinks and dish tables should be covered with a durable waterproof material (e.g., FRP, ceramic tile, stainless steel, etc.) extending from the top of the coved base to at least twelve (12) inches above the backsplash.

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

Hot and cold water under pressure shall be provided through a mixing valve to each sink compartment in all food establishments.

Food Preparation Sink

Food facilities needing a separate sink for food preparation such as, but not limited to, thawing, washing, or soaking shall have a food preparation sink that drains by means of an indirect connection. [CAL CODE] [*Refer to latest UPC edition.*]

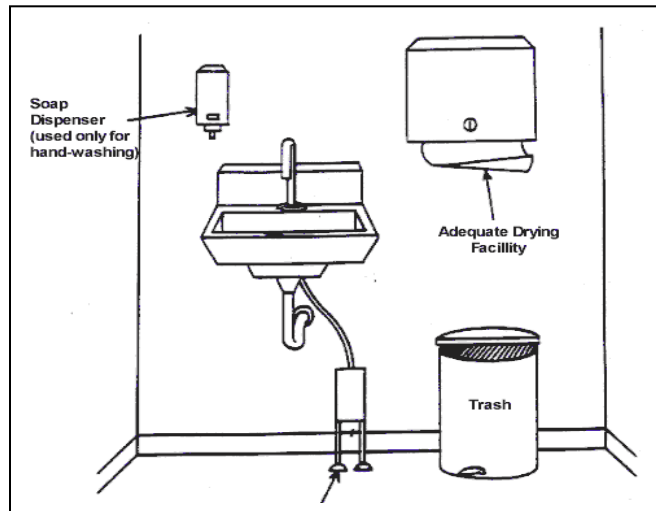
Hand washing Sink

Hand washing sinks shall be provided in each food preparation area (i.e., deli, meat, bakery, sushi bar, oyster bar, etc.).

Soap and single-use sanitary towels shall be provided in permanently installed dispensers at the hand washing sinks (See Figure 8 on Page 31)

Hand washing sinks shall have such water provided from a combination faucet, or water from a premixing faucet which supplies warm water within minimum of ten (10) seconds while both hands are free for washing.

Figure 8 Hand Washing Station



Splash protection

Splash guards are needed when a hand wash sink is within 24 inches of a food contact surface, food/utensil storage shelves, food service areas, vegetable preparation sink or dish washing sink. Install a waterproof splashguard at least as high as the faucet and as wide as the hand sink, between the sink and food/dish related areas. We recommend the use of stainless steel. Securely fasten splashguards to the wall, counter top, or sink. Seal the seam created by the splashguard with silicone. See Figure 9.

Figure 9 Hand Sink With Splash Guards



Janitorial Sink

Food establishments shall be equipped with at least one of the following to be used exclusively for general cleaning purposes and for the disposal of mop bucket waste and other liquid waste:

1. A one (1) compartment, non-porous janitorial sink.
2. A slab, basin or floor constructed of concrete or equivalent material, curbed and sloped to a drain. (See Figure 10.)
3. The sink shall be located so as not to contaminate any food preparation areas, food storage areas, utensils or equipment.
4. The mixing valve faucet shall be equipped with a backflow prevention device.

The janitorial sink is required to be used exclusively for general cleaning purposes and for the disposal of mop bucket waste and other liquid waste. This sink shall be located in a separate janitorial room or separated from the rest of the food establishment by a solid partition. (The partition should be of a durable, smooth, water resistant, easily cleanable material.)

Figure 10 Janitorial Station With Slab Basin



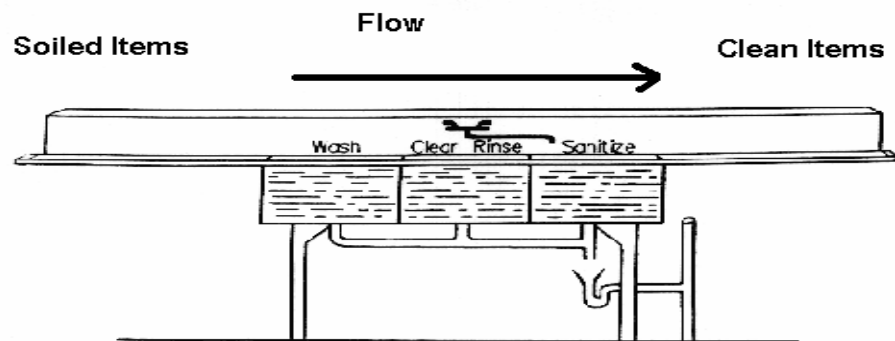
Three Compartment Sink

Where multi-service kitchen utensils (i.e., pots, pans, etc.) and eating and drinking utensils are used, a minimum three (3) compartment stainless steel sink with dual integral stainless steel drain boards shall be provided.

Compartment Size

The sink must be capable of accommodating the largest utensil to be washed and the drain boards shall be as large as the largest sink compartment. A compartment size of approximately 18 x 18 x 12 inches deep will generally be adequate for most utensils.

Figure 11 Three Compartment Sink



Dishwashing machines are recommended where a large volume of eating and drinking utensils are washed.

3-Compartment sink required in each separate area

A three (3) compartment sink may be required within each separate section of a large food establishment which handles unpackaged foods (i.e., deli, meat, bakery, sushi bars, oyster bars, etc.).

Back splash

When a sink is installed next to a wall, the integral metal backsplash shall be sealed to the wall. [Refer to section regarding "Structural Requirements" – Page 13] [CAL CODE]

Bar sinks

A three (3) compartment bar sink with drain boards with a quick funnel drain or a fourth (4th) sink compartment for disposal of drink/ice waste is required in the bar area.

Sanitizing testing equipment

Provide sanitizing testing equipment and materials to adequately measure the applicable chemical sanitizer residual at the sinks for multi-use utensils.

Window Screens

All openable exterior windows shall be screened with not less than sixteen (16) mesh per square inch screening.

7. ENVIRONMENTAL HEALTH PERMIT

An Environmental Health Permit shall be issued by this Department when the construction, remodel, addition of new equipment and operation complies with the requirements contained in CAL CODE. A permit, once issued, is non-transferable and the fees are non-refundable and non-transferable. The permit is valid only for the person, location, type of food sales indicated on the permit.

Important

A food facility shall not be open for business without a valid permit. [CAL CODE] Any person operating a food facility shall obtain all necessary permits to conduct business, including, but not limited to, a public health permit. Violators shall be subject to closure of the facility and penalties.

Permit Fees

Permit fees are established by the Board of Supervisors and are set to cover the cost of administering and enforcing the requirements contained in CAL CODE, including the expenses of inspecting food facilities. Current permit fees may be found on our website at www.madera-county.com.

Posting of Permit

The health permit shall be posted in a conspicuous place in the food facility.

Routine Inspections

After the Environmental Health Permit has been issued, your facility will receive routine inspections to ensure that your facility and its operation continue to be in compliance with all the requirements. These inspections are unannounced unless previous arrangements have been made for an appointment. The number of inspections you will receive is dependent on the type of food operation conducted at your facility. Those facilities which may serve potentially hazardous foods and which cook, cool, and reheat food may receive more inspections per year.

Reinspections

Reinspections required to gain compliance with the regulations may be billed at the hourly rate. Check the fee schedule on our website at www.madera-county.com.

8. FOOD SAFETY CERTIFICATION

Why is a food safety certification required?

A new law, Assembly Bill 1978, signed September 21, 1998, requires certification of food handlers by January 1, 2000. Each facility that handles unpackaged potentially hazardous foods of any kind must have at least one certified food handler on staff. The certified food handler is required to have a basic knowledge as to the causes of food borne illness and its prevention.

How do I get certified?

You must pass an approved examination. A certificate will be issued upon the successful completion of the exam.

Does the law require me or to enroll in a safe food handling course?

No. The law requires passing an approved and accredited food safety certification examination. Specific training hours or courses are not required. Many will want training in order to prepare for the test.

How long is certification valid?

Certification is valid for five years after the issue date. The State approved testing agency may have shorter or longer expiration dates listed, however, these dates do not apply to California Law.

What type of facility must have a certified food safety person?

Any food facility that prepares or serves unpackaged food must have a certified food safety person. This includes all restaurants, grocery stores, convenience markets, delis, Ahot food trucks@, refreshment stands, and commissaries.

What food facilities do not need a certified food safety person?

Mobile food facilities (popcorn cart, shaved ice vehicle, prepackaged ice cream cart, mobile facilities which handle only pre-packaged foods), temporary food facilities, farmers markets, and any facility that handles only non-potentially hazardous foods. If you are not certain as to which category your facility falls under, please contact this office at (559)675-7823.

How many certified persons must work at a facility?

One certified person per facility is required. *If there are multiple facilities at the same location and under the same ownership only one certified person is needed.*

Does a certified person need to be present at the facility at all times?

The certified person must be employed at the business but need not be present at all times.

Must the certificate be displayed?

No. The law requires that the food safety certificate be retained on file at the facility or vehicle at all times and must be made available for inspection by the Environmental Health Services Department.

What if a facility loses their certified employee?

They will have 60 days to hire a certified person at the facility.

If an employee is already certified, do they have to take another test?

Any person who is currently certified as a result of having passed one of the five approved examinations does not need to be re-certified until their current certification expires. If there is no expiration date, the person must be re-certified no later than January 1, 2003.

If an employee is certified in another state do they have to be certified in California too?

If a person has passed one of the five approved examinations, that person does not need to be re-certified until their current certification expires. If there is no expiration date, the person must be re-certified no later than January 1, 2003.

What is the responsibility of the certified food handler?

The certified food handler must ensure that all employees that handle unpackaged food of any kind have sufficient knowledge to ensure the safe preparation and service of food.

Where can I take the exam?

Some providers are listed on our website under the food program forms or check the web.

What examinations are approved for Food Safety Certification?

As of January 1, 1999, only the following food safety certification examinations providers shall be deemed approved and accredited in California. You must pass one of these exams to be certified:

Organization & Phone	Web site
National Restaurant Association Educational Foundation's ServSafe Food Protection Manager Certification Examinations (800)765-2122	www.nraef.org
Experior Assessments LLC (800) 786-3926	www.expexam.com
National Registry of Food Safety Professionals (800) 446-0257 or (407)228-0909	www.nrfsp.com

Appendix A. Sample Floor Plan, Sample Forms, and Other Aids

Appendix A. Sample Floor Plan, Sample Forms, and Other Aids

A-1. Sample Restaurant Floor Plan

A-2. Sample Equipment List

A-3. Sample Room Finish Schedule

A-4. Approved Floor Coverings

Commercial Grade Sheet Vinyl

Quarry or Ceramic Tile

Troweled Epoxy Type Floor

Sealed Concrete

Accepted Concrete Sealers

A-5. Building and Safety Departments

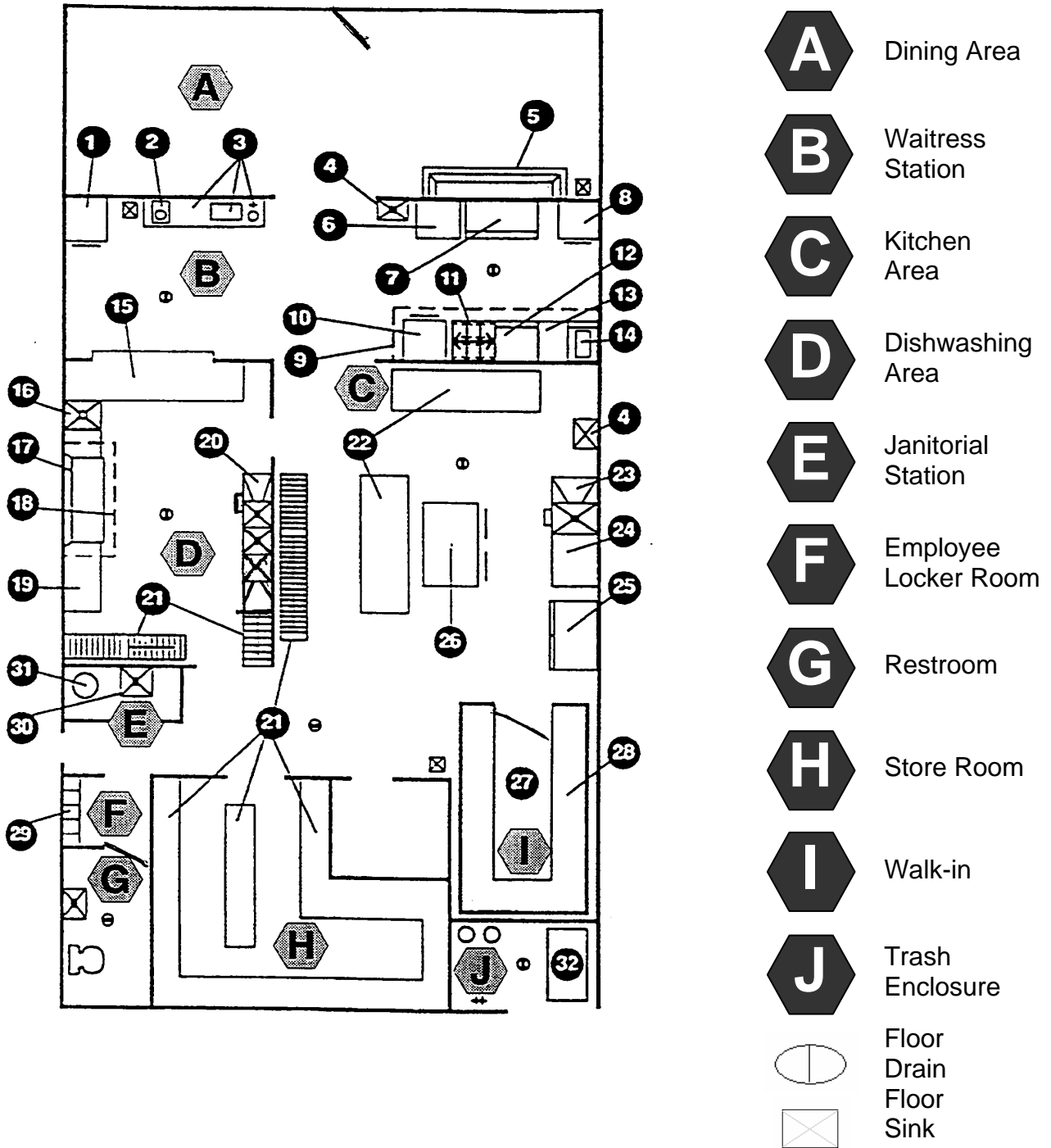
A-6. Other Government Agencies

A-7. Plan Design Specialists

A-8. Applicant Checklist

A-9. Health Permit Fees

A-1. Sample Restaurant Floor Plan






Each piece of equipment is numbered to correspond with the equipment on the Sample Equipment List in Appendix A. The code symbols on the right side correspond to the room or area on the Sample Finish Schedule (See Appendix A.)

Item Number	Item	Manufacturer	Model Number	NSF	Specialty Fabrication	Gas	Electrical	Hot Water	Cold Water	Direct Waste	Indirect Waste	Comments
29	Employee Lockers											
30	Janitorial Sink								X	X		
31	Water Heater								X			
32	Garbage Disposal											
33	Air Curtain			X			X					

A-3. Sample Room Finish Schedule

CODE	ROOM OR AREA	FLOOR	FLOOR BASE OR COVE	WALLS	CEILING	REMARKS
A	Dining Area	Carpeting	Carpeting	Drywall with wallpaper	Acoustical Ceiling Panels	
B	Waitress Station	Ceramic Tile	Ceramic Tile, up the wall 4" with 3/8" radius cove	Light colored enamel paint.	Washable, non-absorbent, lay-in ceiling panels	
C	Kitchen Area	Quarry Tile	Quarry Tile, up the wall 4" with 3/8" radius cove	Light colored gloss enamel painted drywall	Water-resistant drywall with white enamel paint	Traction flooring is limited to walkways
D	Dishwashing Area	Quarry Tile	Quarry Tile, up the wall 4" with 3/8" radius cove	FRP	Water-resistant drywall with white enamel paint	
E	Janitorial Station	Quarry Tile	Quarry Tile, up the wall 4" with 3/8" radius cove	FRP	Water-resistant drywall with white enamel paint	
F	Employee Locker Room	Quarry Tile	Quarry Tile, up the wall 4" with 3/8" radius cove	Light colored gloss enamel painted drywall	Water-resistant drywall with white enamel paint	
G	Restroom	Ceramic Tile	Ceramic Tile, up the wall 4" with 3/8" radius cove	Water-resistant light colored, drywall, enamel painted	Water-resistant drywall with white enamel paint	

CODE	ROOM OR AREA	FLOOR	FLOOR BASE OR COVE	WALLS	CEILING	REMARKS
	Storeroom	Commercial grade sheet vinyl	Continuous with floor up the wall 4" with 3/8" radius	Light colored gloss enamel painted drywall	Water-resistant drywall with white enamel paint	
	Walk In	Smooth concrete, sealed	Prefabricated stainless steel 3/8" radius cove	Prefabricated stainless steel	Prefabricated stainless steel	NOTE: CEMENT SEALERS FROM COUNTY'S APPROVED LIST
	Trash Enclosure	Smooth concrete, sealed	Not Applicable	Smooth concrete, sealed	Not Applicable	NOTE: CEMENT SEALERS FROM COUNTY'S APPROVED LIST

A-4. Approved Floor Coverings

Commercial Grade Sheet Vinyl

1. Inlaid commercial grade sheet vinyl with a minimum thickness of 0.085 gauge.
2. Flooring should continue up all walls, partitions, counters or cabinetry at least four inches high forming an integral 3/8 inch radius cove base.
3. All seams should be heat welded or chemically sealed to form a continuous surface.
4. Non-skid or abrasive sheet vinyl should be limited to traffic areas only.

Important Note

Vinyl composition tile (VCT) and rubber top set are not acceptable in any areas except retail sales and dining areas.

Quarry or Ceramic Tile

1. The grout spacing between tiles should not exceed 1/4 inch and should be sealed.
2. Flooring should continue up all walls, partitions, counters or cabinetry at least four inches high forming an integral 3/8 inch radius cove base.
3. Non-skid or abrasive tiles should be limited to traffic areas only.

Troweled Epoxy Type Floor

1. Minimum finish thickness should be 3/16 inch.
2. The surface should be sealed to be impervious to water, grease and acid.
3. Flooring should continue up all walls, partitions, counters or cabinetry at least four inches high forming an integral 3/8 inch radius cove base.
4. Non-skid flooring with an abrasive texture should be limited to traffic areas only. Cove base and floor surface areas under equipment should be smooth.

Sealed Concrete

1. The floor should be smooth, single pour variety.
2. The flooring should be sealed with a USDA approved two part catalyzed water based epoxy concrete floor sealer.
3. Concrete floors with open seams, pitted, chipped, or rough surface areas should be repaired prior to sealing concrete.

4. Flooring should continue up all walls, partitions, counters or cabinetry at least four inches high forming an integral 3/8 inch radius cove base.
5. A coved tile base may be used if keyed into floor surface so that it is flush with the sealed concrete.

Accepted Concrete Sealers

For a complete list of concrete sealers in the Madera County area, consult the yellow pages in your phone directory.

Important Note

Vinyl composition tile (VCT) and rubber top set are not acceptable in any areas except retail sales and dining areas.

A-5. Building and Safety Departments

Depending on the scope of remodeling or construction, plans will have to be submitted to the appropriate department of building and safety. Generally any plumbing, electrical or structural changes will require a building permit. Information and permits may be obtained at the following local building departments:

Madera County

Building Department
2037 W. Cleveland Ave.
Madera CA. 93637
(559) 675-7817

Madera County

Building Inspection Department
2037 W. Cleveland Ave.
Madera CA. 93637
(559) 675-7817

City of Madera

Building Department
205 W. 4TH St.
Madera, CA 93637
(559) 661-5440

City of Madera

Building Inspection Department
205 W. 4TH St.
Madera, CA 93637
(559) 661-5440

City of Chowchilla

Building Department
130 S. Second St.
Civic Center Plaza
Chowchilla, CA. 93610
(559) 665-8615

A-6. Other Government Agencies

Agency	Address & Phone Number	Function
City of Madera	200 W. 4 TH St. Madera, CA (559)675-7713	Business License to Operate Within the City Limits
Internal Revenue Service	(800)829-1040	Tax & Employer Identification Number Withholding Schedules
Madera County Clerk	200 W. 4 TH St. Madera, CA (559)675-7721	Fictitious Names
Madera County	2037 W. Cleveland Ave. Madera CA. 93637 (559)675-7817	Business License to Operate Within the County Limits
Madera County Treasurer/Tax Collector	200 W. 4 TH St. Madera, CA (559)675-7713	Tax Preparation, Sales Tax, Property Tax
State Department of Alcoholic Beverage Control	3640E. Ashlan Ave Fresno, CA (559)225-6334	License to Sell Alcoholic Beverages
State Employment Development Department	(800)300-5616	State Identification Number Withholding Schedules

A-7. Plan Design Specialists

For a complete list of architects in the Madera County area, consult the yellow pages in your phone directory.

A-8. Applicant Checklist

Applicants Checklist for New, Conversions, Remodeled Food Facilities	
Date Completed	Plan Review and Permitting Process
	Submit plan review application, plans, and plan review fee.
	Wait for plan review approval before beginning construction or work on conversion or remodel. You will receive a response between 10 – 20 working days.
	Call for construction inspection when work is 80% complete. Phone (559)675-7823 and request to speak with the Plan Check Specialist.
	Call for pre-opening inspection at least five (5) working days prior to opening. (559)675-7823 and request to speak with the Plan Check Specialist.
	After Steps 1-4 have been completed and approved you may open your business.
Notes:	

A-9. Health Permit Fees

1. The health permit fee is to be paid yearly. The annual health permit fee is paid at the time you open and expires December 31 of every year you are in operation. If you start your business between July and December, your permit fee may be prorated. However, each January you will pay the full annual permit fee.

Check the Food Fee Schedule for appropriate fees.

**Appendix B.
Application Packet for
Food Facility Plan Review**

This packet includes the following forms:

Application for Food Facility Plan Review
Menu Items and Food Operations
Finish Schedule
Equipment List Form

Fees for plan review must be submitted with plans and specifications. If equipment specifications and finish schedules are not printed on the plans, complete and submit the Finish Schedule and Equipment List section of the application. Incomplete plans will not be accepted.

Hard copies of plans may be submitted at the following location:

Resource Management Agency
Environmental Health Department
2037 W. Cleveland Ave.
Madera CA. 93637

Inform the receptionist that you are submitting plans for a food facility to Environmental Health Services Department. An employee from our department will take in your plans at the counter.

FOOD FACILITY PLAN CHECK APPLICATION

--	--

Food Facility or Project Name

Address

--	--	--

Facility Owners Name

Phone #

Mailing Address

--	--	--

Facility Architect/Contractor

Phone #

Mailing Address

--	--	--

Contact Person

Phone #

Mailing Address

Please Note: Plan check service fee includes plan check, any communication regarding plan check, construction inspection, and a final opening inspection. If any inspections are required beyond what is described above, there will be an additional fee assessed per inspection. The plans will be approved or rejected within **20 working days** after receipt, and the applicant will be notified of the decision.

Indicate if water and sewage disposal connections are public or private system. Public

Private

Indicate below in the appropriate box the total square footage of the food facility and submit the corresponding plan check service fee. A service fee must accompany this application.

	Square Footage	Service Fee
	Up to 500 square feet	
	501 to 1,000 square feet	
	1,001 to 6,000 square feet	
	Over 6,000 square feet	

FOOD FACILITY PLAN CHECK OPERATIONS

Identify the Type of Food Facility Operation Being Proposed (i.e. Market, Restaurant, Bakery, Bar, Coffee Shop, Mobile)

--

Describe How the Food Will be Distributed To The Public (i.e. All food on site is stored/displayed, sold i

prepackaged state, Food preparation occurs, Unpackaged beverages)

PLEASE COMPLETE ALL PAGES OF THIS DOCUMENT.

Hours of Operation			
Mon	Sat		
Tues	Sun		
Wed	<table border="1"> <tr> <th>Number of Seats</th> </tr> <tr> <td> </td> </tr> </table>	Number of Seats	
Number of Seats			
Thurs			
Fri			

Meals To Be Served		Type of Service(s)	
Breakfast		In House Dining	
Lunch		Take Out	
Dinner		Caterer	
		Delivery	

To determine equipment and refrigeration needs, check left column below of the type of food preparation to take place at this food facility. On the right column, check the type of operations which will occur at this facility.

Food Item Prepared		Food Operation	
Meat/meat dished		Refrigeration/Freezing of foods	
Fish/fish dishes		Cooking of foods	
Poultry/poultry dishes		Cooling foods after they have been cooked or heated	
Shellfish		Holding hot foods for more than 30 minutes	
Rice, beans and or cheese dishes		Reheating foods which have been prepared onsite	
Pasta		Preparing foods one day for service the next day	
Gravies, sauces or soups		Washing produce	
Salads		Washing meat, fish, poultry	
Sandwiches		NO FOOD IS TO BE PREPARED	

FINISH AREAS	FINISH SCHEDULE (Materials of Construction)			
	Floors	Coving	Walls	Ceiling
Kitchen Area				
Service Area				

Storage Room(s)				
Janitorial Room				
Restroom(s)				
Walk-In				
Dish wash Area				
Waitress Station				
Employee Storage Area				
Trash Enclosure				

Equipment List Form

Item # and Item	Manufacturer	Model Number	NSF	SPECIALTY FABRICATED	GAS	ELECTRICAL	HOT WATER	COLD WATER	DIRECT WASTE	INDIRECT WASTE	UL Sanitation	Comments

Item # and Item	Manufacturer	Model Number	NSF	SPECIALTY FABRICATED	GAS	ELECTRICAL	HOT WATER	COLD WATER	DIRECT WASTE	INDIRECT WASTE	UL Sanitation	Comments

Department Use Only

Date Received	Date Reviewed	Date Rejected	Date Approved
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FOOD FACILITY REMODEL PLAN CHECK APPLICATION

--	--

Food Facility or Project Name

Address of Food Facility

--	--	--

Business Owner's Name

Phone #

Mailing Address

--	--	--

Facility Architect/Contractor

Phone #

Mailing Address

--	--	--

Person/Business to be Billed

Phone #

Mailing Address

--	--	--

Contact Person

Phone #

Mailing Address

Please Note: Initial plan check fee are required at the time of submittal of any food facility remodel plan check. This fee is for a maximum of one hour of plan check services. **Additional time spent on plan checking services beyond one hour will be billed at an hourly rate.** The plans will be approved or rejected within **20 working days** after receipt and the applicant will be notified of the decision.

Indicate if water and sewage disposal connections are public or private system. Public

Private

Describe the Type of Food Facility Remodel Work Being Proposed (i.e. Flooring replacement, Walk-in installation, Toilet facilities reconstruction)

--

Do you plan to remain open for business during remodeling (*Circle one*)? YES NO

Hours of Operation

Mon	Sat
Tues	Sun
Wed	
Thurs	Number of Seats
Fri	

PLEASE COMPLETE ALL PAGES OF THIS DOCUMENT.

Describe How the Food Will be Distributed To The Public (i.e. All food on site is stored/displayed, sold in prepackaged state, Food preparation occurs, Unpackaged beverages)

To determine equipment and refrigeration needs, check left column below of the type of food preparation to take place at this food facility. On the right column, check the type of operations which will occur at this facility.

Food Item Prepared		Food Operation	
<input type="checkbox"/>	Meat/meat dished	<input type="checkbox"/>	Refrigeration/Freezing of foods
<input type="checkbox"/>	Fish/fish dishes	<input type="checkbox"/>	Cooking of foods
<input type="checkbox"/>	Poultry/poultry dishes	<input type="checkbox"/>	Cooling foods after they have been cooked or heated
<input type="checkbox"/>	Shellfish	<input type="checkbox"/>	Holding hot foods for more than 30 minutes
<input type="checkbox"/>	Rice, beans and or cheese dishes	<input type="checkbox"/>	Reheating foods which have been prepared onsite
<input type="checkbox"/>	Pasta	<input type="checkbox"/>	Preparing foods one day for service the next day
<input type="checkbox"/>	Gravies, sauces or soups	<input type="checkbox"/>	Washing produce
<input type="checkbox"/>	Salads	<input type="checkbox"/>	Washing meat, fish, poultry
<input type="checkbox"/>	Sandwiches	<input type="checkbox"/>	NO FOOD IS TO BE PREPARED

FINISH AREAS	FINISH SCHEDULE (materials of construction)			
	Floors	Coving	Walls	Ceiling
Kitchen Area				
Service Area				
Storage Room(s)				

Janitorial Room				
Restroom(s)				
Walk-In				
Dish wash Area				
Waitress Station				
Employee Storage Area				
Trash Enclosure				

Equipment List Form

Item # and Item	Manufacturer	Model Number	NSF	SPECIALTY FABRICATED	GAS	ELECTRICAL	HOT WATER	COLD WATER	DIRECT WASTE	INDIRECT WASTE	UL Sanitation	Comments

