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## FOOD FACILITY PLAN REQUIREMENTS

### I. INTRODUCTION

- A. This construction guide is available to any person intending to construct or remodel a food establishment within Santa Clara County. It is intended to serve as a general overview of the requirements and should not be considered all-inclusive. Recommendations contained in the guide are not requirements in state law or regulation. They are included for clarification and to give examples for meeting the intent of the California Retail Food Code (CalCode). The recommendations may not be applicable in all circumstances. Refer to the California Health and Safety Code, Part 7, Chapter 1, Section 113700 et seq. (CalCode) for specific code requirements. Please contact this office if you require further information regarding your particular plan.
- B. This guide only encompasses health aspects and should not be construed to encompass requirements of other agencies involved such as, the local planning and zoning department, the local building authority, or local fire department. Owners and agents are advised to contact the appropriate local agencies to obtain any permits and/or to clarify other local codes.
- C. For more information concerning this document or to obtain supporting information please go to the following Internet web address at [www.ehinfo.org](http://www.ehinfo.org).

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

- A. A plan check fee and application form must be submitted at the time of submittal.
- B. A remodel is an alteration to the structure, equipment, or menu<sup>1</sup> of an existing food establishment currently under permit. The charge for remodels is one-half (½) of that charged for new construction if there is no change of ownership.

### III. PLAN SUBMITTAL

- A. Before constructing or altering any building for use as a food establishment, a single set of detailed plans and specifications must be submitted to the Santa Clara County Department of Environmental Health for written approval.
- B. An architect, draftsman, contractor, or owner may prepare the plans. All plans must be drawn in a concise, detailed and professional manner. Inadequate plans will be rejected. All plans must be accompanied by a food construction plan application form and the required plan check fee.
- C. If the plans can be approved after our first review, you will be notified to submit additional sets of drawings for stamping. After we have stamped all the required sets, you will be asked to arrange to pick up the approved drawings and must do so in a timely manner.

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<sup>1</sup> A menu change is defined as a modification of a food facility's menu that would require a change in the food facility's food preparation methods, storage equipment, or storage capacity previously approved by the local enforcement agency. These changes may include, but are not limited to, the addition of potentially hazardous foods to a menu, installation of new food preparation or storage equipment, or increasing storage capacity.

We will not release our approval letter or any set of approved drawings unless we have received and stamped the required drawing sets.

- D. If our initial review shows that additional information is required or if changes must be made, you will be sent a detailed letter that outlines the needed information or required corrections. **It is your responsibility to gather that information or make the required corrections to the drawings as quickly as possible.** Once completed, you may re-submit that information on a single set of drawings. If **that** review shows that the drawings now comply with our codes, you will be notified to submit additional sets of drawings for stamping. After we have stamped all sets, you will be asked to pick up the approved drawings and must do so in a timely manner. We will not release our approval letter or any set of approved drawings unless we have received and stamped the required drawing sets.
- E. One copy of the approved drawings will be kept on file with this department until construction has been completed. An additional copy of the approved drawings must be kept on the job site until final approval. A construction card, attached to the job copy, specifies the required inspections.
- F. All approved drawings will expire by limitation and will become null and void if the construction, reconstruction, alteration, or other work authorized by the approval is not commenced within 180 days from the date of approval.
- G. Any changes to the approved drawings will require that revised drawings be submitted for review and approval before construction. **This includes any change to the drawings as a result of reviews by other jurisdictions.**
- H. All construction and equipment installation shall be subject to field inspection. The food facility shall not open for business until final approval is obtained from the Department of Environmental Health and a valid environmental health permit is issued.
- I. Plans shall be drawn to a recommended scale of ¼ inch = 1 foot and shall include:
  - 1. A "Vicinity Map" showing the building location with at least two major cross streets.
  - 2. A floor plan of the entire facility.
  - 3. A floor plan showing equipment layout, including elevation drawings of equipment and equipment specifications. Manufacturer's brochures or cut sheets will be required.
  - 4. A separate floor plan showing plumbing and electrical details including lighting. (Remodel plans shall identify all existing structures, spaces, and equipment.)
  - 5. A finish schedule for walls, ceiling and floors indicating the type of material, surface finish, and the color. Samples of the proposed finish materials may be required. Give specific brand names and manufacturer's specification numbers.
  - 6. Exhaust ventilation plans, showing calculations and duct sizes. Makeup air plans. Submit cut sheets of blowers, motors, and number and size of filters proposed for the exhaust and makeup air systems.
  - 7. A site plan showing the proposed waste storage (garbage) receptacle location.

#### IV. **GENERAL CONSTRUCTION AND EQUIPMENT REQUIREMENTS**

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

##### A. **FLOORS:**

1. Floors in food establishments (except in sales and dining areas) shall be durable, smooth, impervious and easily cleanable. Floor surfaces in all areas where food is prepared, packaged, or stored, where any utensil is washed, where refuse or garbage is stored, where janitorial facilities are located, in all toilets and hand washing areas and in employee change and garment storage areas, shall be an approved type that continues up the wall at least four (4) inches, forming a 3/8 inch minimum radius seamless coved base as an integral unit. Toe-kicks shall meet the same standards. Topset base is not acceptable, except in customer areas. Examples of approved floors include quarry tile, commercial grade sheet vinyl and/or seamless epoxy floors. [CalCode 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 in association with these cleaning methods, the entire floor surface shall be sloped 1:50 (¼ inch per foot) to the floor drains. Area depressions are not acceptable. [CalCode 114269]
3. Approved anti-slip floor finishes or materials are acceptable in areas where necessary for safety reasons, such as traffic areas. [CalCode 114268]
4. A materials sample board must be submitted as part of a complete submission.

**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. It is highly recommended that the walls and ceilings in food preparation and dishwashing areas, and in walk-in refrigeration units also be light colored. [CalCode 114271]
2. Brick, concrete block, rough concrete, rough plaster or textured gypsum board is not acceptable. [CalCode 114271]
3. All painted surfaces shall be sealed with a gloss or semi-gloss enamel, epoxy, varnish, or other approved sealer as necessary. [CalCode 114271]
4. Provide a durable, cleanable, smooth, noncorrosive and nonflammable material (e.g., stainless steel, ceramic tile, etc.) on wall surfaces behind the cookline and to any sidewalls that are adjacent or in close proximity.
5. Wall and ceiling surface requirements are less stringent in the customer areas.
6. A materials sample board must be submitted as part of a complete submission.

**C. CONDUITS:**

1. All plumbing, electrical, and gas lines shall be concealed within the building walls, floors and ceiling or within approved conduit runs or chases. [CalCode 114271]
2. Where conduit or pipelines enter a wall, ceiling or floor, the opening around the line(s) shall be tightly sealed. [CalCode 114271]
3. Provide typical wall and cabinet details on the drawings.

**D. SERVICE OF UNPACKAGED FOODS DIRECTLY TO OR BY THE CUSTOMER:  
(Refer to "CCDEH Buffet/Service Guidelines")**

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 ft.) of all proposed sneeze guards. [CalCode 114060]

2. Utensils, food preparation equipment and food preparation areas in cafeterias, buffets, and at salad bars, etc., must be protected by approved sneeze guards.

**E. STORAGE:**

1. Adequate and suitable floor space and shelving shall be provided for the storage of food, beverages, and related products. [CalCode 114047]
2. A designated storage area separated from any food preparation or storage area, or utensil washing or storage area, must be provided for non-food items such as paper products, chemicals and cleaning supplies. [CalCode 114281]
3. Shelving shall be constructed in an easily cleanable design of smooth metal, plastic laminate, or wood that has been finished and sealed. All shelving shall meet or be equivalent to approved applicable sanitation standards. The lowest shelf shall be at least six (6) inches above the floor, with a clear unobstructed area below, or be the upper surface of a completely sealed continuously coved base, with a minimum height of four (4) inches. [CalCode 114047]
4. Storage areas shall comply with the following:
  - a. Be equal to 25% of the food processing area, or 100 square feet, whichever is greater.

**-OR-**

- b. Contain a minimum 96 linear feet of eighteen (18) inch wide shelving.
5. Adequate and suitable space must be provided for the storage of both clean and soiled linens. [CalCode 114178]
6. A room, area or cabinet separated from any food preparation or storage area, or utensil washing or storage area, must be provided for the storage of all cleaning equipment, supplies and poisonous substances (e.g., mops, buckets, brooms, cleaning compounds, pesticides, detergents or any other injurious or poisonous materials). [CalCode 114254 & 114254.2]

**F. GARBAGE AND TRASH STORAGE AREA:**

1. An area shall be provided for the storage and cleaning of garbage and trash containers. [CalCode 114245.4]
2. The walls, floor and ceiling of this room or area shall be constructed to be smooth, impervious and easily cleanable. [CalCode 114268]
3. The room or enclosure shall be well ventilated. [CalCode 114149]
4. Outside trash storage areas should be situated as far away from delivery doors as possible. All exterior trash (garbage) containers must be kept in leakproof and rodent proof containers. [CalCode 114245.1]
5. 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. [CalCode 114192.1]

**G. GARBAGE AND TRASH COMPACTORS:**

1. Shall be constructed in accordance with standards approved by this department. A separate handout is available.

**H. RESTROOMS:**

1. Toilet facilities shall be provided within each food establishment, convenient for the employee. The number of toilet facilities shall be in accordance with the local building and plumbing codes. [CalCode 114250]
2. Toilet facilities shall be so situated that patrons do not pass through food preparation, food storage, or utensil washing areas when they are allowed access to the toilet facilities. [CalCode 114276]
3. The floors, walls, and ceilings shall have surfaces that are smooth (non-textured), nonabsorbent, light colored, and easily cleanable. [CalCode 114271]
4. Handwashing facilities shall be provided within or immediately adjacent to the toilet rooms. The handwashing facility shall be provided with hot and cold running water from a mixing type faucet and hand cleanser and towels as specified in item W, "HANDWASHING SINKS", below. [CalCode 113953 & 113953.2]
5. Toilet tissue shall be provided in a permanently installed dispenser at each toilet. [CalCode 114250]
6. The restrooms shall be provided with self-closing, tight fitting doors. [CalCode 114276]
7. All toilet rooms shall be provided with ventilation approved by this department. If an openable-screened window cannot provide adequate ventilation, mechanical ventilation will be required. [CalCode 114149]
8. Public toilet facilities shall be provided in each food establishment with more than 20,000 square feet of floor space. Separate men and women's toilet facilities are required. [CalCode 114276]
9. Any building constructed after January 1, 2004 shall have restrooms for customers or guests if it contains a food establishment that provides space for food consumption on the premises, [CalCode 114276]

**I. CLOTHING CHANGE/STORAGE ROOM:**

1. A room, lockable enclosure or area separate from toilets, food storage or preparation areas, shall be provided where employees may change and store their outer garments and personal belongings. [CalCode 114256.1]

**J. EXTERIOR DOORS AND WINDOWS:**

1. All exterior doors shall be well fitted and self-closing to effectively prevent the entrance of flies, rodents, and vermin. [CalCode 114259]
2. All openable windows, such as restroom windows, shall be screened with not less than 16-mesh screening. [CalCode 114259.2]
3. Except as provided above, all food establishments shall be fully enclosed to prevent the entrance of flies, rodents, and vermin. Walk-in refrigeration and freezer units, restroom, janitorial areas, etc., must open directly into the establishment. [CalCode 114259]

4. Large cargo type doors shall not open directly into a food preparation or dining area. Cargo type doors that open into any food warehouse of a food facility may only be open during deliveries.
5. If air curtains are used to protect entry or delivery doors, refer to State of California, Food and Drug Circular 80-7 for performance standards.

**K. PASS-THROUGH WINDOWS:**

1. The pass-through opening must be fitted with an easily cleanable window that must be kept closed when not in use. [CalCode 114259.2]
2. The minimum distance between pass-through openings may not be less than 18 inches. [CalCode 114259.2]
3. The size of the opening shall not exceed 432 square inches. [CalCode 114259.2]

**L. LIGHTING:**

1. All food preparation areas, dishwashing areas, bar and fountain glass washing sinks (except where alcoholic beverage utensils are washed), shall be provided with at least 20 foot-candles of light, as measured 30 inches above the floor. [CalCode 114252]
2. Food and utensil storage rooms, refrigerated storage areas, toilet rooms, and dressing rooms shall be provided with at least 10 foot-candles of light. [CalCode 114252]
3. In areas where food is exposed, shatterproof covers shall be installed over all lights. [CalCode 114252.1]

**M. WATER:**

1. An adequate, protected, pressurized, potable supply of hot water at least 120 degrees Fahrenheit and cold water shall be provided. Indicate the water heater capacity (gallons), BTU's or kW's, and the recovery rate. [CalCode 114192]
2. The water supply shall be from a water system approved by the health officer or the state health department. [CalCode 114192]

**N. FLOOR SINKS:**

1. All condensate and similar liquid waste, e.g., espresso machines, soda and beer dispensers, and some coffee units, shall be drained by means of indirect waste pipes into an open floor sink. Floor sinks shall be installed in compliance with local plumbing ordinances and shall be easily accessible. [CalCode 114193] [UPC]

**O. GREASE TRAPS AND INTERCEPTORS:**

1. Check with the local water pollution control plant in your area regarding the size of the grease retention device.
2. All installations of grease retention devices must comply with the current edition of the Uniform Plumbing Code.
3. The maximum size of any grease retention device used **within** a food establishment must not exceed 100 pound capacity.
  - a) All **individual** grease retention devices exceeding 100 pound capacity **must be** located outside the facility **unless** specific written approval is granted by this department.

4. Unless adequate space is provided between the grease retention device and the wall for cleaning purposes, the grease retention device must be flush-mounted in the floor.
5. Flush-mounted devices may be installed in vaults provided the vault is constructed to be watertight and of such construction so as not to create a nuisance.
6. Multiple grease retention devices may be approved on a case-by-case basis.
7. Each grease retention device must be clearly identified on plans submitted to this department.
8. Each grease retention device must be readily accessible for servicing.
9. Revisions to approved plans, caused by changes in the size or location of the grease retention device, must be resubmitted to this department for review and approval.

**P. VENTILATION:**

Provide adequate ventilation to remove gases, odors, steam, heat, grease, vapors or 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. [CalCode 114149]

1. **EXHAUST HOODS AND DUCTS: SEE "KITCHEN EXHAUST SYSTEM DESIGN"**
  - a) Mechanical exhaust ventilation shall be required at or above all cooking equipment such as ranges, griddles, ovens, deep fat fryers, barbecues, gas-fired appliances, and rotisseries, and may be required at or above mechanical dishwashing equipment, to effectively remove cooking odors, smoke, steam, grease and vapors. An interlocked makeup air system is required. [CalCode 114149.1]
  - b) All hoods, ducts, and exhaust outlets shall be installed in accordance with the current edition of the Uniform Mechanical Code as adopted by the local building department. Upon completion and before final approval of the ventilation system serving the heat processing equipment, a performance test will be required. This test is used to verify the rate of airflow and proper operation of the system. This test is to be conducted by competent individuals using equipment intended for that purpose. [UMC Chapter 5]
  - c) Detailed plans and specifications must be provided as required in the available handout, "Kitchen Exhaust System Design".

**Q. EQUIPMENT:**

1. All equipment and utensils shall meet, or be equivalent to approved applicable sanitation standards. Equipment design, construction and installation are subject to approval by the enforcement agency. [CalCode 114130]
2. Used equipment may be approved and will be evaluated on a case-by-case basis. [CalCode 114130]
3. All cracks and crevices at construction joints of counters, cabinets, bars, and similar fixtures shall be sealed with a caulking type sealant. All finishes shall be smooth and washable. [CalCode 114130.1]

4. Equipment shall be placed off the floor on six (6) inch high, round metal legs where possible or on a pedestal with a continuously coved base at the floor juncture. [CalCode 114169]
5. Provisions must be made for the rapid cool down of any potentially hazardous food that has been heated. Such food shall be cooled from 135<sup>0</sup> Fahrenheit to 70<sup>0</sup> Fahrenheit within two (2) hours and from 70<sup>0</sup> Fahrenheit to 41<sup>0</sup> Fahrenheit within four (4) hours. [CalCode 114002]

**R. REFRIGERATION:**

1. All refrigeration units shall be adequate in capacity for the needs of the proposed operation and shall comply with the following requirements: [CalCode 114153]
  - a. Be specifically constructed for commercial use (domestic model refrigeration units will not be accepted). [CalCode 114130]
  - b. Be provided with an accurate, readily visible thermometer. [CalCode 114157]
  - c. Condensate waste from reach-in refrigeration units must be drained into a floor sink with an air gap separation or to an approved evaporator unit. [CalCode 114193] [UPC]
2. Walk-in refrigeration units shall also:
  - a. Have shelving that is at least six (6) inches off the floor with smooth, round metal legs, or cantilevered from the wall, for ease of cleaning. [CalCode 114047]
  - b. Have condensate waste drained into a floor sink. The floor sink is not to be located inside the walk-in refrigeration unit. [CalCode 114193] [UPC]
  - c. Where pre-manufactured walk-in boxes are installed on existing flooring, top set base may be allowed. [CalCode 114268]
  - d. Open into the building. [CalCode 114266]

**S. ICE MACHINES**

1. All ice machines shall be located within the building in an easily cleanable, well-ventilated area, and shall be drained to a floor sink or other approved indirect connection. [CalCode 114193]

**T. KITCHEN UTENSIL SINK:**

1. Where multiservice kitchen utensils (i.e., pots, pans, spatulas, tongs, knives, scoops, etc.) are utilized or where food is prepared, there shall be provided at least a three-compartment approved stainless steel sink with dual integrally installed stainless steel drainboards. A stainless steel backsplash shall be provided. [CalCode 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. [CalCode 114099]
3. The three-compartment sink may be required within each separate section of a large food establishment that handles unpackaged foods (i.e., deli, meat, bakery, sushi or oyster bars, etc.). [CalCode 114095]

**U. GARBAGE DISPOSAL:**

1. Garbage disposal may not be installed under a required sink unless an additional compartment is provided for the disposal.

**V. EATING AND DRINKING UTENSIL SINKS:**

1. Where multiservice eating and drinking utensils are washed by hand, a three (3) compartment approved stainless steel sink with dual integrally installed stainless steel drainboards and backsplash shall be provided. [CalCode 114099.2]
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. [CalCode 114099 (b)]

**W. FOOD PREPARATION (CULINARY) SINK:**

1. A food preparation sink shall be provided in all facilities that require a sink to soak, wash or prepare ready-to-serve foods. [CalCode 114193] [UPC]
2. The food preparation sink shall meet applicable sanitation standards. This sink does not require a drainboard. [CalCode 114130]
3. The waste pipe from the food preparation sink shall discharge into an open floor sink via an air gap separation. [CalCode 114193] [UPC]

**X. HANDWASHING SINKS:**

1. A handwashing sink shall be provided within the food preparation area. [CalCode 113953]
2. Handwashing cleanser and single service towels shall be provided in permanently installed (enclosed type) dispensers adjacent to each handwashing facility. [CalCode 113953.2]
3. Handwashing sinks shall have water provided from a combination faucet, or water from a premixing faucet that supplies warm<sup>2</sup> water for a minimum of fifteen (15) seconds while both hands are free for washing. [CalCode 113953]

**Y. JANITORIAL SINK (SERVICE SINK):**

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. Plastic or fiberglass laundry tubs are not approved. [CalCode 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 to a drain. This facility must be provided with hot and cold running water through a mixing faucet equipped with an integral vacuum breaker. [CalCode 114279]

This sink must be located so as not to contaminate any food preparation areas, food storage areas, utensils or equipment. [CalCode 114282]

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<sup>2</sup> "WARM WATER" means water that is supplied through a mixing valve or combination faucet at a temperature of at least 100°F

**Z. AUTOMATIC DISHMACHINES:**

1. All automatic dishmachines must meet or be equivalent to sanitation standards approved by the department. [CalCode 114130]
2. Automatic dishwashing machines that are designed for a hot water sanitizing rinse must be installed beneath a mechanical exhaust hood. The design of this hood should account for the release of steam and vapor out of the automatic dishwashing machine. Make-up air will be required as part of the overall mechanical exhaust system [UMC]
3. A minimum of a three (3) compartment stainless steel sink with dual integral metal drainboards is required in addition to any dishwashing machine. [CalCode 114099]

**AA. 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 an indirect connection. [CalCode 114193]

**AB. MOLLUSCAN SHELLFISH:**

1. The use of display tanks for the holding of molluscan shellfish intended for human consumption requires the submittal of a Hazard Analysis Critical Control Point (HACCP) plan. The HACCP plan must meet all the requirements found in CalCode 114419.1. Food facility plans may not be approved if a HACCP plan is required but is not submitted or not approved. [CalCode 114419]

**V. FIELD CONSTRUCTION INSPECTION PROCEDURE**

- A. The contractor or owner is responsible to contact this office to arrange for a construction inspection before the following milestones:

- rough plumbing signoff (Preliminary Inspection)
- installation of equipment (Pre-final Inspection)
- upon completion of the project (Final Inspection)

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 before the proposed opening of the establishment.

- B. In the case of new food facilities, no food storage or food preparation will be allowed onsite unless authorized to do so by this department. A permit will be issued upon the successful conclusion of our final construction inspection.

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## **APPENDIX NOTE**

The following appendices are for the sole purpose of illustration to help the owner or agent understand the minimum requirements needed for the submission of plans for review and approval.

These samples are not to scale and are not to be copied as approved documents.