



County of Santa Cruz

HEALTH SERVICES AGENCY

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ENVIRONMENTAL HEALTH

MANDATORY CHECKLIST FOR NEW CONSTRUCTION OR REMODEL OF FOOD ESTABLISHMENT

REMODEL ____ NEW ____ SQUARE FEET OF FACILITY _____ DATE _____

Business Name _____ Address/City/Zip _____ Phone _____

Owner/Developer _____ Address/City/Zip _____ Phone _____

Contact Person _____ Address/City/Zip _____ Phone _____

IMPORTANT: All of the following are food establishment requirements (except in dining areas) that must be included in the plans. All spaces **MUST** be checked or provide N/A for not applicable and as stated above, all checked items **MUST** be included in the plans (in either design or notes).

This checklist must be completed **ENTIRELY** and submitted **WITH ONE COMPLETE SET OF PLANS**. Additional sets will be requested upon approval. If only equipment is being replaced and no remodeling is being done, then use the **EQUIPMENT REPLACEMENT CHECKLIST**.

Food facilities located in the unincorporated area must first submit plans with the County Building Department. When zoning clearance is obtained the applicant must then submit a plan check packet to the Division of Environmental Health Service. **THE BUILDING DEPARTMENT WILL NOT FORWARD A PLAN CHECK PACKET TO THIS AGENCY.** An Environmental Health Application for a Plan Check is a separate submittal subject to additional fees.

Food facilities proposing to serve or manufacture alcohol must first obtain approvals from the California Department of Alcohol and Beverage Control and the local planning department.

PLAN CHECK PACKET:

_____ Provide 1 complete set of plans for review. One or two more sets will be requested when they are ready for approval. Plans should reflect actual dimensions of the facility and equipment; a minimum scale of 1/4" per foot must be used.

_____ A Plan Check Packet **MUST** include:

- Completed Application for Plan Check and fee (call for current fees)**
- A completed zoning clearance if in the unincorporated area of the County
- Menu**
- Description of the type of food service to be provided
(Breakfast, lunch, dinner, sit down, walk-up, drive through, waitered)
- Completed Mandatory Checklist for New Construction or Remodel of Food Establishment
- Site plan
- Complete facility floor plan with equipment schedule
- Plumbing plan
- Mechanical plans including the hood, make-up air and any HVAC information if required. These must be prepared and signed by mechanical contractor, (**with C-20 license**) or engineer with **ALL** calculations. Hood design information must be integrated into the complete set of plans.
- Electrical and lighting plans.
- Finish schedule (floors, walls and ceiling)
- Manufacturer specification sheets (cut sheets) for all equipment including but not limited to refrigeration, sinks and food preparation equipment. All food service equipment shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program.

All construction and equipment installation shall be installed as approved. The food facility shall not open for business until final inspection and approval is obtained from Environmental Health and a valid Health Permit is applied for and issued. Call for a preliminary construction inspection at least two weeks prior to opening and for a final inspection no less than five working days prior to opening.

**THE PLAN CHECK APPLICATION OR PLAN CHECK APPROVAL
WILL EXPIRE ONE YEAR FROM DATE OF APPLICATION OR APPROVAL**

FOOD FACILITY ENCLOSURE:

_____ Food Preparation shall be conducted within a fully enclosed facility. Some limited activities can be conducted within a compartment. This Agency will review such proposals on a case by case basis.

FLOORS:

_____ Floor surfaces in all food preparation or storage areas, utensil wash or storage areas, around buffet lines, self-service areas, garbage refuse storage areas, mop sink area and restroom areas, shall be smooth, durable, nonabsorbent and easily cleanable. Flooring must be of approved materials and have a continuous 3/8" minimum radius coved base that continues up the wall at least 4 inches as an INTEGRAL UNIT (Vinyl rubber topset base is NOT acceptable). Quarry tile or seamless poured epoxy are recommended floor materials. Commercial grade sheet vinyl (no felt backing) with heat welded seams may be suitable for some applications. [A sample of the sheet vinyl must be submitted and approved by this Department.](#) Where sheet vinyl is used, a cove backing (cove stick) must be used at the wall/floor and toekick/floor junctures. Vinyl composition tile (VCT) is not acceptable. Anti-slipping floor agents are restricted to traffic areas only (all other areas must be smooth to facilitate cleaning).

_____ Floor drains are required if floors are water flushed or equipment is cleaned in place with pressure spray. The floor shall slope at a 2% grade towards the floor drain.

_____ FLOOR SINKS are required to receive INDIRECT fluid waste (all condensate and liquid waste) from the following equipment: food preparation sinks, dishwashers, 3 compartment warewashing sinks, pot and pan sinks, ice machines and bins, display cases, refrigerator units, steam tables, drink dispenser units, espresso machines, and similar equipment.

WALLS/CEILINGS:

_____ Walls and ceilings must be smooth, durable, non-absorbent, light colored and WASHABLE (brick, concrete block, rough concrete, rough plaster or heavily textured gypsum board are not acceptable).

_____ Ceiling acoustical tile may be approved if a sample is submitted and approved by this department (MUST HAVE A VINYL SURFACE).

_____ Walls behind all sinks and dishwashers shall be constructed of a waterproof material (FRP, Formica, stainless steel or similar surfaces) FROM TOP OF THE COVED BASE TO 12" ABOVE SINK.

_____ All cracks and gaps in walls/ceiling created during the installation of the equipment are to be sealed to a smooth and easily washable finish.

_____ All unfinished surfaces shall be sealed with a gloss or semi gloss, epoxy, varnish or other EHS approved sealer.

_____ CONDUIT: ALL plumbing, electrical and gas lines shall be concealed within the building walls, floors and ceiling or within approved conduit runs or chases. When conduit or pipe lines enter a wall, ceiling or floor, the opening around the line(s) shall be tightly sealed and made smooth.

_____ Service and delivery gates shall not open into food preparation or warewash areas.

ENTRY DOORS/WINDOWS:

_____ All entrance doors (leading to the outside) are to be self-closing.

_____ Pass-through windows are limited to 216 square inches in size. The opening can be increased to 432 Square inches if the window is equipped with an approved air curtain. Multiple windows must be separated by at least 18 inches. Pass-through windows shall be covered by glass or screen that is equipped with a self-closing device.

_____ All openable windows, including restroom windows, shall be screened with not less than 16 mesh screening.

EQUIPMENT:

_____ All equipment shall be certified or classified for sanitation by an ANSI accredited program. NSF, ETL Sanitation Listing and UL Sanitation Listing are accredited programs.

_____ Espresso machines MUST be ETL or UL listed as complying with "NSF Standard 4". Look for proper sticker on machine and provide specification sheets.

_____ ALL ice machines MUST be located within the building in an easily cleanable, well ventilated area and MUST be drained to a floor sink or other approved indirect connection.

REFRIGERATION:

_____ Shall be specifically constructed for commercial use and conform to NSF or ANSI Standards (domestic model refrigeration units will NOT be accepted). Please be aware that there are different types of refrigeration designed for a particular use. Some refrigerators are designed for vending only.

_____ Walk-in refrigeration units and walk-in freezer units must open directly into the establishment.

_____ Shall be provided with an accurate, readily visible thermometer.

_____ Condensate waste from reach-in or walk-in units must be drained into a floor sink with an air gap separation or to an approved evaporator unit.

_____ Floor drains and floor sinks must be located outside walk-in units.

_____ Walk-in shelving must conform to ANSI standards and be designed for use in moist cold environments. Material must be non-corrodible and at least 6" off the floor with smooth, round metal legs or cantilevered from the wall for ease of cleaning. Wood is not acceptable.

_____ The walk-in floor material must extend up the walls at least 4" with a minimum 3/8" radius at wall/floor junctures on both the inside and outside of walk-in refrigerators. Make certain that your NSF unit complies with this requirement as described above.

REQUIRED SINKS:

- _____ A **STAINLESS STEEL HANDWASH SINK**: must be provided in each food preparation area, warewash area and in each restroom. Handwashing sinks shall be of a sufficient number and conveniently located for use by all employees in food preparation and utensil washing areas. Handwashing sinks shall be easily accessible and may not be used for purposes other than handwashing. Hand soap and single service towels provided in permanently installed dispensers must be provided adjacent to each handwashing facility. Hot and cold water through a mixing faucet must be provided.
- _____ **THREE COMPARTMENT WAREWASH SINK** with two integral drainboards: must be provided in any facility with multi-use utensils/ wares. Multi-use wares include, but are limited to pots, pans, scoops, spatulas, tongs, knives, spoons, coffee and soft drink service components, and multiservice consumer utensils. The sink compartments and dual integral drainboards must be large enough to accommodate the largest utensils to be washed. Typical warewash size is an 18" by 18" well size with a depth of 12" with integral 18" by 18" drainboards. The type of food service may merit a larger warewash sink. The three compartment sink **MUST** drain by means of an indirect waste connection to a floor sink.
- _____ Dishwashing machines are recommended where a large volume of eating and drinking utensils are washed. A dish machine **COULD NOT** be installed in lieu of a 3-compartment warewash sink. 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. Machines must have (2) integral stainless steel drainboards or dishtables to stage soiled and sanitized wares.
- _____ **FOOD PREPARATION SINK**: food facilities need a separate sink for food preparation such as, but not limited to, thawing, washing or soaking. The food preparation sink shall drain by means of an indirect connection to a floor sink. The sink must have a minimum dimension of 18" length by 18" width by 12" depth and with a minimum 18" length by 18" width integral drainboard or adjacent table.
- _____ A **JANITORIAL SINK** or a slab, basin or floor constructed of concrete or equivalent material, curbed and sloped to drain shall be provided. Provide a **BACKFLOW PREVENTION DEVICE** on mop area faucet. Install water impermeable wall material and hooks or other suitable retaining device to hold mops etc. over the janitorial sink.
- _____ A **RINSE AND/OR DUMP SINK** must be provided in any alcohol, smoothie or coffee service bar where liquid waste must be discarded prior to storage in the warewash sink. The rinse sink shall drain by means of an indirect connection to a floor sink.
- _____ All sink compartments must have hot and cold water through a mixing faucet and an approved sewer connection.
- _____ A garbage disposal cannot be installed under a required sink unless an additional compartment is provided for the disposal.
- _____ A cold running water dipper well shall be provided if scoops or other reusable serving utensils are stored in water (with an indirect connection to a floor sink).

HOT WATER SUPPLY:

- _____ A dedicated and adequately sized hot water heater(s) must be available to serve all sinks and warewash fixtures. See the hot water heater calculator at the end of this document to determine the minimum hot water output based on the number of fixtures associated with the facility.
- _____ All fixtures shall receive hot water in an instantaneous manner. Please be aware that the use of aerators may affect the ability to get hot water at the fixture in an instantaneous manner especially if an on-demand unit is used. The restriction of flow must be evaluated in determining the type of water heater to be used.
- _____ A recirculation pump must be provided the distance from the water heater to the fixture is greater than 60 ft.
- _____ The hot water heater must be accessible at all times for service and repair.

GREASE TRAP (INTERCEPTOR):

- _____ A facility located in an area not served by a public sewage system must contact the Land Use Team of EHS regarding grease trap requirements. **THE PLAN CHECK WILL NOT BE APPROVED UNTIL CLEARANCE FROM THE LAND USE TEAM IS GIVEN.**
- _____ Food facilities located in an area served by a public sewage system must contact the appropriate City Public Works Department for grease trap requirements.
- _____ Food facilities located in the Unincorporated area or Capitola must obtain written approval from Santa Cruz County Public Works (Sanitation Section).
- _____ If required, the grease interceptor must be installed outside of the food service facility. This Agency may accept an alternative installation based on site constrictions. A letter explaining the site specific limitations must accompany a proposal for an alternative installation. The grease interceptor shall be installed so as to be flush with the floor if it cannot be staged outside of the food service facility. Any warewash and food preparation equipment must drain in to a floor sink prior to being directed through the grease interceptor. Provide a written request from the local building department for any alternative plumbing installation.

STORAGE/ SNEEZE PROTECTION:

_____ With the exception of displays of produce 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 of proposed sneeze guard. (Average customer mouth zone is 54" - 60").

_____ **WORKING STORAGE**-Adequate and suitable floor space and shelving shall be provided for the storage of food, utensils, ingredients and refrigeration used in active preparation.

_____ **BACKUP STORAGE**-Adequate backup storage must be provided in addition to working storage.

- 1.) In food preparation areas with 0 to 100 seats, a minimum of 60 square ft. of floor space shall be dedicated for backup storage (this is in addition to food preparation storage shelves, food handling equipment shelves/cabinets and refrigeration which are previously defined as working storage). At least 96 linear ft. of 18" deep shelving (144 sq. ft. of shelving) must be provided within the 60 square feet of floor space.
- 2.) Each department in a grocery store where unpackaged foods are handled (deli, meat, bakery) must have at least 144 square ft. of shelving (96 linear ft. of 18" inch deep shelving).
- 3.) Bars and prepackaged foods only require 72 sq. ft. of shelving (48 linear ft. of 18" deep shelving) and 30 sq. ft. of dedicated floor space for storage.

_____ Provide adequate and separate storage for clean linen and towels. Towels and linen shall be stored so as to be protected from contamination.

_____ Shelving shall be constructed in an easily cleanable design of smooth metal or wood which has been finished and sealed. Shelves installed on a wall shall have at least one inch of open space between the back edge of the shelf and the wall surface. Otherwise, the back edge of the shelf shall be sealed to the wall with caulking type sealant. The lowest shelf shall be at least six inches above the floor, with a clear unobstructed area below or the upper surface shall be completely sealed with a continuously coved base, having a minimum height of four inches.

_____ Provide a separate ENCLOSURE for chemicals, insecticides, poisons and all other cleaning agents in each food preparation area, which is ENTIRELY SEPARATED from food or utensil storage areas.

RESTROOMS:

_____ Customer restroom(s) must be provided in facilities providing dine-in or sit-down service. The restroom(s) must be accessible without going through food preparation, warewash or storage area.

_____ All food establishments must provide employee restroom(s). The customer area restroom can be used by employees.

_____ Provide hand sink with a hot and cold mixing faucet.

_____ Provide soap and paper towel dispensers.

_____ Provide a wall mounted toilet paper dispenser and toilet paper.

_____ Provide well fitted self-closing restroom doors.

_____ Restroom floors, walls/ partitions, and ceiling must be nonabsorbent, smooth and easily cleanable.

_____ Provide proper restroom ventilation consistent with the requirements of local building codes.

_____ Provide signage prompting employee handwashing in each restroom.

EMPLOYEE STORAGE / CHANGE AREA:

_____ Provide an ENCLOSED storage area for employee clothing and personal effects which is ENTIRELY SEPARATED from food and utensil storage areas. Employee lockers would be acceptable. A changing room would be required in a facility where employees regularly change their clothes.

VENTILATION:

_____ Ventilation is required in all areas to facilitate proper food holding temperatures and provide reasonable employee comfort.

KITCHEN EXHAUST SYSTEM (HOODS AND DUCTS):

_____ ALL EXHAUST HOOD DIMENSIONS AND PERFORMANCE CALCULATIONS MUST BE ACCOMPANIED WITH THE LICENSED MECHANICAL CONTRACTOR'S (C-20 License) OR DESIGNING ENGINEER'S SIGNATURE AND REGISTRATION OR LICENSE NUMBER.

_____ Mechanical exhaust ventilation shall be required at or above all cooking equipment such as ranges, griddles, ovens, deep fat fryers, barbecues and rotisseries and may be required at or above mechanical dishwashing equipment to effectively remove cooking odors, smoke, steam, grease and vapors. An integrated make-up air system is required.

_____ Mechanical exhaust exempt cooking equipment must be accompanied by specification sheets. A mechanical exhaust exemption form must be completed and submitted for review. Exemption approval is dependent on the type of equipment being proposed, the number of heat generating equipment and the overall tempering and air exchange equipment associated with the facility.

_____ Complete exhaust ventilation plans and performance calculations must be submitted and are to include details of make-up air and cut sheets of blowers, motors and filters (Mesh type not allowed). All exhaust hoods and ducts shall be installed in accordance with Chapter 20 of the current edition of the Uniform Mechanical Code.

- _____ Provide the following dimensions and calculations: Q formula: _____; hood dimensions: _____; hood area: _____; CFM: _____; duct size: _____; duct velocity: _____; filter rating (FPM per filter; provide cut sheet): _____; filter size: _____; number of filters needed: _____.
- _____ Provide NSF and UL specifications/ approvals for listed hoods. The hood must be designed to accommodate the equipment with the highest temperature rating.
- _____ Wood fired or solid fuel burning cooking equipment must be operated under an independent hood with its own exhaust fan.
- _____ Make-up air shall be supplied in a volume equal to the volume of air that is being exhausted and shall be supplied by a mechanical system designed solely for that purpose. The exhaust and make-up air system shall be connected by and electrical interlocking switch. Windows and doors shall not be used for the purpose of providing make-up air. Compensating hoods shall extract at least 20% of their required exhaust air flow from the kitchen area. HVAC is not a make-up air system because it recycles 85% of the internal air and only takes 15% of the outside air.
- _____ The roof top hood exhaust and make-up air unit(s) components must be separated by a distance of at least 10 feet.
- _____ List all equipment to be used under the hood.
- _____ A minimum of a 6 inch hood overhang must be present around all cooking equipment. A minimum 12 inch overhang would be required over double stacked ovens. Some exceptions apply.
- _____ Upon installation of the exhaust system, the licensed mechanical contractor/designing engineer shall conduct a field performance certification test. The results of the field performance certification test must be signed by the licensed mechanical contractor/designing engineer and submitted to EHS for review and approval. These written results MUST BE submitted prior to opening the food facility.

LIGHTING:

- _____ All food preparation and dishwashing areas, except where alcoholic beverage utensils are washed, shall be provided with at least 20 foot candles of light (20 foot candles of light MUST be shown on plans).
- _____ Food and utensil storage rooms, refrigeration storage, toilet rooms and dressing rooms shall be provided with at least 10 foot candles of light (10 foot candles of light MUST be shown on plans).
- _____ Shatterproof covers shall be installed over all lights in food preparation, food storage rooms, utensil storage and dishwashing areas.

GARBAGE AND TRASH STORAGE AREA:

- _____ A cleanable area shall be provided for the storage and cleaning of garbage and trash containers. If the trash storage area is located within the facility, then the wall, floor and ceiling of the room or area shall be constructed so as to be smooth, impervious and easily cleanable.
- _____ Any hose bib in a refuse area must be equipped with a back-siphon.
- _____ Washable refuse areas must be sloped to drain in to a floor drain and directed to an approved waste water system.
- _____ Outside trash storage areas should be situated as far away from delivery doors as possible and the trash kept in leak-proof and rodent proof containers to prevent fly and rodent infestations.

DISCLAIMER:

THE ABOVE HAS BEEN PREPARED ASSIST THE READER IN MEETING STATE AND LOCAL REQUIREMENTS FOR THE PREPARATION OF FOOD ESTABLISHMENT PLANS. THE INFORMATION PROVIDED IS NOT ALL INCLUSIVE.

PLEASE BE ADVISED THAT THE APPLICANT FOR PLAN APPROVAL IS RESPONSIBLE TO MEET ALL CODES AND ORDINANCES AS MAY BE ENFORCED BY THIS DEPARTMENT AND BY OTHER AGENCIES.

WATER HEATER WORKSHEET

Purpose: To determine the recovery rate in gallons per hour (GPH) and power rating in BTU=s or KW (kilowatts). Electric Hot water heaters shall be designed for commercial applications.

(A)	Plumbing Fixtures	Number of Compartments	Multiply by:	GPH
	Utensil (pot/pan) sink	_____	x 25	= _____
	Handwash sink (includes restroom)	_____	x 5	= _____
	Bar Sink	_____	x 10	= _____
	Food Prep. Sink	_____	x 10	= _____
	Mop sink	_____	x 10	= _____
	Pre-wash Dishwashing Sprayer	_____	x 45	= _____
(B)	Add the numbers in the GPH column of step (A) to get total			= _____ GPH
(C)	Multiply result of step (B) by:			
	0.60	Restaurants with multi-use utensils		
		or		
	0.40	Restaurants with single service utensils (deli, bakery, etc.)		
		or		
	0.20	Markets, liquor stores, etc.		
				= _____ GPH
(D)	Obtain dishwasher hot water usage rate from manufacturer _____ GPH.			
	Multiply it by 75% (or less depending on anticipated use).			= _____ GPH
(E)	Add the results of step (C) and (D), giving RECOVERY RATE			= _____ GPH
(F)	To get the required water heater POWER RATING, multiply the			
	result of step (E) by:	555 (if gas)		= _____ BTU
		or		
		0.125 (if electric)		= _____ KW

INSTANTANEOUS HOT WATER HEATERS

Use the following formula to determine the minimum GPM hot water demand for the facility. Provide specification sheets which include a GPH vs temperate rise curve. A minimum of a 60° F temperate rise must be used to when choosing a unit.

(A)	Number of handwash sinks _____ X 0.5 GPM	= _____ GPM
(B)	Number of Warewash sinks _____ X 2.0 GPM	= _____ GPM
(C)	Number of Food preparation sinks _____ X 2.0 GPM	= _____ GPM
(D)	Number of janitorial sinks _____ X 2.0 GPM	= _____ GPM
(E)	Warewash machine hot water demand according to the manufacturer (a booster pump may be required)	= _____ GPM
(F)	Add the GPM from columns (A) though (E) and use a 60°-70 °F temperate rise	= _____ GPM

(a higher temperature rise may be required if the winter water temperature from the tap is less than 50-60°F. A water temperature of 120°F must be provided)