



# HEALTH & FOOD SAFETY

## Commercial Food Establishment Plan Submittal Requirements

### **A. New Construction / Extensive Remodel / Change of Food Type:**

- 1. Food service details including dumpster enclosure and full floor plan with all equipment depicted. Food service includes outside caterers, places of worship and daycare centers – including those that serve only juice or water and/or dry snacks.  
Note: food service areas must be segregated.
- 2. Identify each room with function and purpose, including staff lounge and break rooms.
- 3. Equipment and fixture schedules. Include each piece of counter-top equipment used in food service. Except where only pre-packaged, individual portioned items are offered and approved, a three compartment sink is required.
- 4. Satellite areas, outdoor areas, bar/equipment and elevations must be depicted.
- 5. Manufacturer's specification sheets of all equipment. (Refrigeration for all children's meals in a Daycare setting must be commercial grade, ie. NSF approved).
- 6. Finish schedules of all areas
- 7. Grease interceptor calculations and proposed location
- 8. Water heater calculations
- 9. Above ground grease waste storage container location, where applicable
- 10. Reflected ceiling plan
- 11. Bare Hand Contact policy (if used). Bare hand contact with ready to eat foods is prohibited if serving a highly susceptible population.
- 12. Full menu depicting Consumer Advisory-disclosure and reminder locations (not applicable for establishments serving a highly susceptible population).
- 13. Completed "Food Establishment Permit Application" submitted with correct fees and copy of Food Manager Certification.

### **B. Existing Food Establishment with Modifications / Purchase of Vacant Food Establishment:** **ALL EXISTING AND NEW EQUIPMENT, FINISHES & FIXTURES MUST BE LABELED AS 'NEW' OR 'EXISTING'.**

- 1. Food service details including full floor plan with all equipment and fixtures depicted. Identify all food service areas, bars, outdoor areas, storage, and ware wash rooms.
- 2. Manufacturer's specification sheets of all proposed new equipment.
- 3. Finish schedules of all areas
- 4. Grease interceptor size and location identified
- 5. Water heater size if existing is to be used (Submit GPH and KW-BTU)
- 6. Where applicable, note above ground grease waste storage container location
- 7. Where applicable, submit Bare Hand Contact policy. Bare hand contact with ready to eat foods is prohibited if serving a highly susceptible population.
- 8. Full menu depicting Consumer Advisory-disclosure and reminder locations (not applicable for establishments serving a highly susceptible population).
- 9. Completed "Food Establishment Permit Application" submitted with correct fees and copy of Food Manager Certification.

### **C. Change of Owner ONLY (occupied, no Modifications, no Change of Food Type):**

**Submit B.1. (above), with a "Food Establishment Permit Application", fees, and a copy of "Food Manager Certification" with the Certificate of Occupancy Application.**

Note: Other information may be required. Health & Food Safety's Submittal Requirements (above) are in addition to information required by the Building Inspections Division.