Department of Health

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PLAN REVIEW APPLICATION

Applicant Name			
Mailing Address			
Establishment Name			
Address			
Contact person			
Phone #		**Fax #**	
The following deficiencies were noted:			

Plan Review Fee of $25.00 is required prior to approval of application
(checks payable to Englewood Health Department)

* ☐ Fee paid Date _____ Reviewed by _____
Inspector s name (print)

* ☐ Approved Date _____ _____
(Signature)

* ☐ Denied Date _____

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ENGLEWOOD DEPARTMENT OF HEALTH

PROCEDURES FOR CONSTRUCTION OR REMODELING A RETAIL FOOD ESTABLISHMENT IN ENGLEWOOD

In an effort to streamline the process of establishing a new or remodeled food service operation, the health department recommends the following guidelines to simplify the process and save you time.

FIRST THINGS FIRST

* 1. Check with the Building and Zoning Department.

* 2. Notify the Englewood Health Department of your intent for construction we are here for your assistance.

* 3. Establish a Contact Person someone who will be available to answer any questions regarding the plan review. This may be the architect, contractor or owner.

* 4. Submit detailed plans (blue prints) to us for review prior to beginning any construction. Include a menu of food items that will be served in the establishment.
Suggestion: Find reputable contractors and suppliers who are familiar with restaurant construction in order to save time and money.

* 5. **Submit a Plan Review Application to the Health Department along with a $25.00 Plan Review Fee.**

* 6. When your plans have been approved by the Health Department, obtain your building permit for construction.

* 7. Periodically check on construction to insure that the approved plans are being followed.

* 8. Important: When construction is completed, **request a pre-opening inspection from the Health Department at least 72 hours in advance of the proposed opening.**

* 9. Before you are ready to serve the public, submit a completed Retail Food Application along with the appropriate license fee. Arrange for your final opening inspection.

ENGLEWOOD DEPARTMENT OF HEALTH

PLAN AND SPECIFIC REQUIREMENTS FOR RETAIL FOOD SERVICE ESTABLISHMENT CONSTRUCTION AND REMODELING

Plans and specifications for food service establishments, when received b the Health Department, will be checked for conformance with state and local requirements in the following areas. This list, while not necessarily complete, points out some main areas of concern.

1. Material and finished surface used on floors, walls and ceilings - also that used behind cooking equipment and interior surfaces of walk-in refrigerators.

    a. Flooring and Cove: Preferred flooring includes quarry tile, terrazzo, or certain poured (seamless) epoxy floors. Floors should be constructed so as to be durable and easily cleanable. Commercial grade linoleum or vinyl and easily cleanable. Commercial grade linoleum or vinyl tiling (at least 1/8") is approved in dry areas (i.e. not undergoing repeated water spillage or subjected to cleaning methods employing use of liberal amounts of water). In all cases, base coving is to be provided.

    b. Walls: Walls are to be finished so as to be smooth, non-absorbent, and easily cleanable. Light colored epoxy or enamel painted dry wall is approved. Wall areas behind cooking equipment, dish machines, etc., should be covered with stainless steel, anodized aluminum or ceramic tile.

    c. Ceilings: Dry wall painted with light colored epoxy or enamel is approved. Drop ceiling panels are to be readily removable for cleaning or replacement. A vinylized coating for ceiling panels is recommended as it improved cleanability.

2. Plumbing Fixtures: Location and type. Includes drainage provisions for floors, compressors, slop sinks, coolers, etc. A floor drain is to be provided in the utensil washing area. Handwash sinks must be provided in all prep areas and must be equipped with single serve hand soap and hand towel dispensers.

3. Hot Water Equipment: Type, model, make, rated capacity of water and booster heaters in BTUs or kilowatt hours. Supplies of adequate hot water at peak demand must be assured.

4. Garbage and Refuse Disposal: Provisions for container washing and for adequate storage areas are to be indicated. Containers must have secure fitting lids.

5. Floor Plan of Operation: Designation of various areas serving, food preparation, dry storage, toilets, handwashing, location of equipment, etc. This plan must be drawn to scale.

6. Lighting: Location of fixtures. Foot candles of illumination in work areas to be specified (30 foot candles minimum). All lighting within an area where food is being prepared or served must be shielded from breakage.

7. Ventilation Equipment: Cooking, dishwashing area and toilet rooms. Model, make and rated capacity of the exhaust fans, and the make-up air systems are to be provided, along with shop drawings which includes layout of the duct-work.

PLAN AND SPECIFIC REQUIREMENTS FOR
RETAIL FOOD SERVICE ESTABLISHMENT
CONSTRUCTION AND REMODELING
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8. Food Service Equipment: Make, model, size and location. All food service equipment must bear National Sanitation Foundation seal of approval or be of equivalent standard. If any equipment is custom fabricated, then shop drawings and specification sheets must be submitted for our evaluation.

9. Dry Food Storage: Indicate location and construction details of all dry food storage area. Dry and cold food storage area, as a rule, shall equal at least 15% of kitchen prep areas.

10. Personal Articles: Provisions must be made for the orderly storage of employee s personal belongings (i.e. coats, pocketbooks, etc.) outside of the food prep and cooking areas.

An early consultation between Health Department personnel and those planning, building or operating an establishment is highly desirable. All plans are to be approved by the Health Department prior to beginning any construction or remodeling. Should this not be done, you stand the chance of using money with unapproved construction and materials.

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