

TEHAMA COUNTY

RETAIL FOOD FACILITY CONSTRUCTION GUIDE



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PROVIDED BY

TEHAMA COUNTY ENVIRONMENTAL HEALTH

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Food Facility Plan Check Resource Guide

This guide is designed to assist individuals in understanding the requirements and review process for plan review by Tehama County Environmental Health that is required whenever a retail food facility is constructed or remodeled.

I. Step One: Pre-Plan Submittal

Prior to submitting plans for a new or significantly remodeled food facility, the owner shall contact the appropriate local government officials to determine if the proposed food facility will meet current planning, water source, and sewage disposal requirements. Once it has been determined that the location will be acceptable for the proposed food facility and you have gathered all the needed information, plans, and documents it is time to submit the plans for review.

II. Step Two: Plan Submittal and Review

Submit plan check application, fee, all necessary plans, equipment specification, and documents to the Environmental Health office. Only one set of plans is required. Once the plans have been received, all the plans and documents will be bundled together and given to the Environmental Health Specialist who will review the plans.

III. Step Three: Plan Approval

After the plans have been reviewed, if there are any required corrections or modifications, the owner will be notified and will need to submit an updated set of plans showing that the required changes have been made. When the plans have been approved, our office will send a plan approval letter.

Plan Submittal Requirements

Plans need to be easily readable, drawn to scale and include:

1. Name and address of the food facility; the name, mailing address and telephone number of the owner, contractor and/or contact person.
2. Complete floor plan with plumbing, exhaust hood and equipment details and layout.
3. Finish schedule for floors, walls, and ceilings that indicate the type of material, the surface finish, and the type of coved base at the floor/wall juncture. Color and brand name is optional.
4. A site plan including interior and exterior waste storage, restrooms, janitorial facilities, and personal storage, if applicable.
5. Manufacturer's specification sheets for all equipment.
6. Description of operation and copy of the proposed menu.
7. Scope of work for remodels.

Submittal Checklist and Reference



- A. ___ Name and address of food facility
- B. ___ Name, mailing address and telephone number of:
 - a. ___ Owner
 - b. ___ Contractor (if applicable)
 - c. ___ Contact person
- C. ___ Submit one set of detailed plans drawn to scale
- D. ___ Floor plan showing:
 - a. ___ Plumbing: include all sinks
 - b. ___ Exhaust hood ventilation (ANSUL)
 - c. ___ Equipment layout
- E. ___ Room finish schedule with names and specifications
 - a. ___ Floors
 - b. ___ Base
 - c. ___ Walls
 - d. ___ Ceiling
- F. ___ Site plan including:
 - a. ___ interior and exterior waste storage
 - b. ___ restrooms
 - c. ___ janitorial facilities
 - d. ___ personal storage
- G. ___ Equipment specification sheets
- H. ___ Number of seats (Indoor: ___ Outdoor: ___)
- I. ___ Proposed menu

Facility Requirements

Note: Each item in the check list is followed by a reference in brackets. The applicable section reference is provided for each requirement taken directly from the California Retail Food Code.

Floors

___ Floors must be smooth, durable, non-absorbent and easily cleanable (e.g., quarry tile or seamless epoxy pour, approved commercial grade sheet vinyl or other approved materials). [Sect. 114268 (a)]

___ Floor surfaces in all food preparation, dispensing, food storage, utensil washing, janitorial, refuse storage areas, restrooms, and walk-in coolers/freezers must be an approved type that continues up the walls (or cabinet toekicks) at least 4 inches, forming a 3/8" minimum radius cove at the floor/wall and floor/cabinet junctures. [Sect. 114268 (b)]

___ Where sheet vinyl is used, a cove backing (cove stick) must be used at the wall/floor and toe kick/floor junctures. Vinyl composition tile (VCT) and vinyl rubber top set base are not acceptable. Anti-slip floor surfaces are restricted to traffic areas only (all other areas must be smooth). [Sect. 114268]

___ Floor drains are required if floors are water flushed or equipment is cleaned in place with pressure sprayers. Floor shall be sloped to any floor drains. [Sect. 114269 (a)]

Walls/ Ceilings/ Entry Doors

___ Walls and ceilings must be smooth, durable, non-absorbent, and easily cleanable in same areas indicated in floors section above. Brick, concrete block, rough concrete, rough plaster or textured gypsum board are not considered "easily cleanable." [Sect. 114271 (a)]

___ Walls adjacent to all sinks, dishwashers, and cooking facilities must be constructed of a waterproof material (FRP, stainless steel, or similar surfaces) 6 feet up from top of the coved base. [Sect. 114271 (a)]

___ All unfinished wood surfaces must be sealed with a gloss or semi-gloss, epoxy, varnish or other sealer approved by this department. [Sect. 114271 (a)]

___ All entrance doors (leading to the outside) are to be self-closing and trimmed to prevent entrance of vermin. [Sect. 114259]

___ Facilities must be fully enclosed (but may have unenclosed dining areas and other areas approved by this office for outside food service). [Sect. 114266]

___ Conduit: all plumbing, electrical and gas lines must be concealed within the building walls, floors and ceiling when practicable or within approved conduit runs or chases at least 6 inches

off the floor. When conduit or pipe lines enter a wall, ceiling or floor, the opening around the line(s) must be tightly sealed and made smooth for easy cleaning. [Sect. 114271 (d)]

Refrigeration

_____ Provide an adequate amount of commercial refrigerators and freezers that conform to NSF/ANSI Standards and are suitable for the intended use. (Domestic model refrigeration units will NOT be accepted). [Sect. 114130 (b)]

_____ Must be provided with an accurate, readily visible thermometer. [Sect. 114157]

_____ Floor drains and floor sinks must be located outside walk-in units. [Sect. 114190]

_____ Walk-in shelving must be at least 6 inches off floor, durable, corrosion-resistant, non-absorbent, easily cleanable and meet NSF/ANSI standards. Wood shelving is not acceptable. Wall mounted shelving shall be attached to walls specifically designed to handle the extra load. [Sect. 114130.4, 114047]

Equipment

_____ Equipment must meet or be equivalent to applicable NSF/ANSI standards, be suitable for the intended use, and be installed so as to facilitate cleaning. [Sect. 114130 (a) & (b)]

_____ Ice machines must be located within the building in an easily cleanable, well-ventilated area. [Sect. 114178]

_____ Provide the needed equipment to support the type of operation. If hot foods will be hot held, then a hot holding unit such as a steam table will be required. If sandwiches, pizzas or similar foods will be made to order then a prep refrigerator will be required. All facilities that prepare food will need an adequate amount of table or counter space to prepare food on. [Sect. 113984, 113996]

_____ Provide adequate amount of shelving for food, utensils, and paper goods. Such shelving shall be easily cleanable, durable, non-absorbent and at least 6 inches off floor. Adequate shall mean a minimum of 50 sq. ft. or 10% of the food preparation areas. [Sect. 114047]

Types of Sinks and Dishwasher Requirements

Dishwashing Units

_____ Dishwashing machines are recommended where a large volume of eating and drinking utensils are washed. [Best Industry Standards]

_____ Dishwashing machines need to be equipped with two integral metal drain boards, one at the point of entry and the other at the point of exit. Under-counter machines need to be equipped with two drain boards, but may use the drain boards of an adjacent three-compartment manual warewashing sink if the drain boards are large enough. [Sec. 114103 (a) and (b)]

Three-Compartment Sink

_____ A three-compartment stainless steel warewashing sink with two integral metal drain boards is required in all food facilities where there is food preparation, equipment with food contact surfaces, and/or multi-service utensils. [Sect. 114095 and Sect. 114097]

_____ The compartments of the warewashing sink and dual integral drain boards must be large enough to accommodate the largest utensils to be washed. [Sect. 114099]

Food Preparation Sink

_____ Food facilities that prepare food are required to have a food preparation sink with a minimum size of 18" x 18 "x 12" depth or 16" x 20" x 12" depth with an integral drain board or an adequately sized adjacent table that is located within the food preparation area and used exclusively for food preparation. [Sect. 114163 (a) (1) and (2)]

Hand Washing Sinks

_____ Hand washing sinks (dedicated specifically to hand washing) must be located in or adjacent to toilet rooms. Hand sinks shall be conveniently located in all food preparation and warewashing areas. [Sect. 113953 (a) and (b) (1)]

_____ Hot water must be provided through a mixing faucet with levered handles. Hot water at hand washing sinks must be at least 100°F, or 100-108°F for non-adjustable faucets. [Sect. 113953 (c)]

Janitorial Sink

_____ A conveniently located commercial mop sink or curbed cleaning facility served with hot and cold water must be provided. Utility sinks on legs are not recommended. [Sect. 114279 (a)]

_____ A "curbed cleaning facility" is a slab floor basin within a containment curb sloped into a drain. It must be constructed of concrete or equivalent material. [Best Industry Standards]

_____ A backflow prevention device is required on mop area faucets. [Sect. 114190]

_____ Install hooks or other suitable retaining device to hold mops, rubber mats, etc. over the mop sink. [Sect. 114282]

Plumbing

_____ An adequate supply of hot and cold water under pressure from an approved source shall be provided. [Sect. 114189, 114192.1]

_____ A hot water heater shall be provided that can provide minimum 120° F (140° F for some dishwashers) hot water to all sinks and dishwashers at sufficient quantities to meet peak demand. Hand sinks need only have 100° F warm water. [Sect. 114190, 114195]

_____ Tankless water heaters shall be able to provide sufficient quantity of hot water to meet peak demand at a minimum 60° F temperature rise (80° F rise for some dishwashers). Tankless water

heaters are not recommended for dishwasher machines unless multiple units are provided. Provide temperature/ flow curve for proposed water heater. [Sect. 114190, 114195]

___ Floor sinks (flush or slightly elevated) are required to receive indirect fluid waste (all condensate and liquid waste) from dishwashers, 3-compartment or other utensil washing sinks, food preparation sinks, pot and pan sinks, ice machines and bins, iced display cases, bar ice bins, walk-in cooler condensate drains, wet steam tables, drink dispenser units, espresso machines, dipper wells and similar equipment. Funnel drains can sometimes be used for low water discharge such as condensate drains or ice bins. [Sect. 114269 (b)]

___ Garbage disposals cannot be installed under a required sink unless an additional scrap sink compartment is provided for the disposal. They are not recommended for discharge to onsite wastewater (septic) systems. [Sect. 114190]

___ Cold running water dipper wells must be provided if scoops or other in-use serving utensils are stored in water. [Sect. 114119]

___ An air gap between the water supply inlet and the flood level rim of the plumbing fixture, equipment, or nonfood equipment shall be at least twice the diameter of the water supply inlet and may not be less than one inch. [Sect. 114193.1]

Restrooms

___ Restrooms shall be equipped with well fitted self-closing doors, hand sinks with a hot and cold mixing faucet, and sanitary soap and paper towel dispensers. [Sect. 114276 ,113953.2]

___ Restrooms are required for use by employees. [Sect. 114276 (a)]

___ Restrooms are required for use by customers when either: (a) there is onsite consumption of food, or (b) the facility has more than 20,000 square feet of floor space. A food facility with more than 20,000 square feet of floor space must provide at least one separate toilet facility for men and one separate toilet facility for women. [Sect. 114276 (b) (1) and (3)]

___ Toilet facilities which are provided for use by patrons must be situated so that patrons do not pass through food preparation, food storage or utensil washing areas. [Sect. 114276 (b) (2)]

Exception: Any food facility (less than 20,000 sq. ft.) that was constructed before January 1, 2004 (but in continuous use since then) where food is consumed onsite by the public does not need to provide restrooms for customers if they “prominently” post a sign in the public area of the facility stating restrooms are not available. [Sect. 114276 (f) (1)]

Window Screens

___ All windows that open, including restroom windows, must be screened with not less than 16 mesh screening.

Outdoor Pass-Through Windows

_____ The size of the window opening should not exceed 216 square inches, unless an air curtain device is used and then the window opening should not exceed 432 square inches. Service openings shall not be closer together than 18 inches. [Sect. 114259.2]

Open Food Protection

_____ Food on display must be protected from contamination by the use of: (a) counter location, (b) service line setup and oversight, i.e. food dished up and served cafeteria-style, (c) sneeze guards to intercept a direct line between the customer's mouth and the food being displayed, (d) containers with tight fitting lids, display cases, mechanical dispensers, or approved self-service containers. [Sect. 114060 (a)]

Other Storage

_____ Provide separate area or storage facilities (shelf, cabinet, lockers, hooks) for employees' personal belongings.

_____ Other than cleaners and sanitizers that may be stored in the dishwashing area, all chemicals, insecticides, poisons and cleaning agents need to be stored in an area or enclosure separate from food, food handling equipment and utensils, and food packaging materials to prevent accidental contamination of the food. [Sect. 114254.2]

Lighting

_____ Lighting shall be provided in each room or area that is sufficient for the usage of each area. [Sect. 114252]

_____ Shatterproof covers must be installed over all lights in food preparation, rooms storing unpackaged food, utensil storage areas, and dishwashing areas. [Sect. 114252.1 (a)]

Garbage and Trash Storage Area

_____ Area designated for refuse and recyclable collection and storage must be separate from food, equipment, utensils, linens, and single service articles. [Sect. 114245 (a)]

_____ Outside storage area for refuse and recyclables must be constructed of non-absorbent material such as concrete or asphalt and be easily cleanable, durable, and sloped to a drain. [Sect. 114245.4]

Ventilation

_____ Sufficient ventilation is required in all areas to facilitate proper food storage and provide reasonable comfort for each employee. [Sect. 114149]

_____ For restrooms, provide ventilation to outside air with openable, screened window, air shaft, or light switch-activated exhaust fan consistent with the requirements of local building codes. [Sect. 114149 (b)]

Kitchen Exhaust System (Hoods and Ducts)

_____ Mechanical exhaust ventilation must be provided 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. [Sect. 114149.1 (a)]

_____ Duct systems and system components shall have a clearance of at least 6 inches on all sides. [CA Mechanical Code]

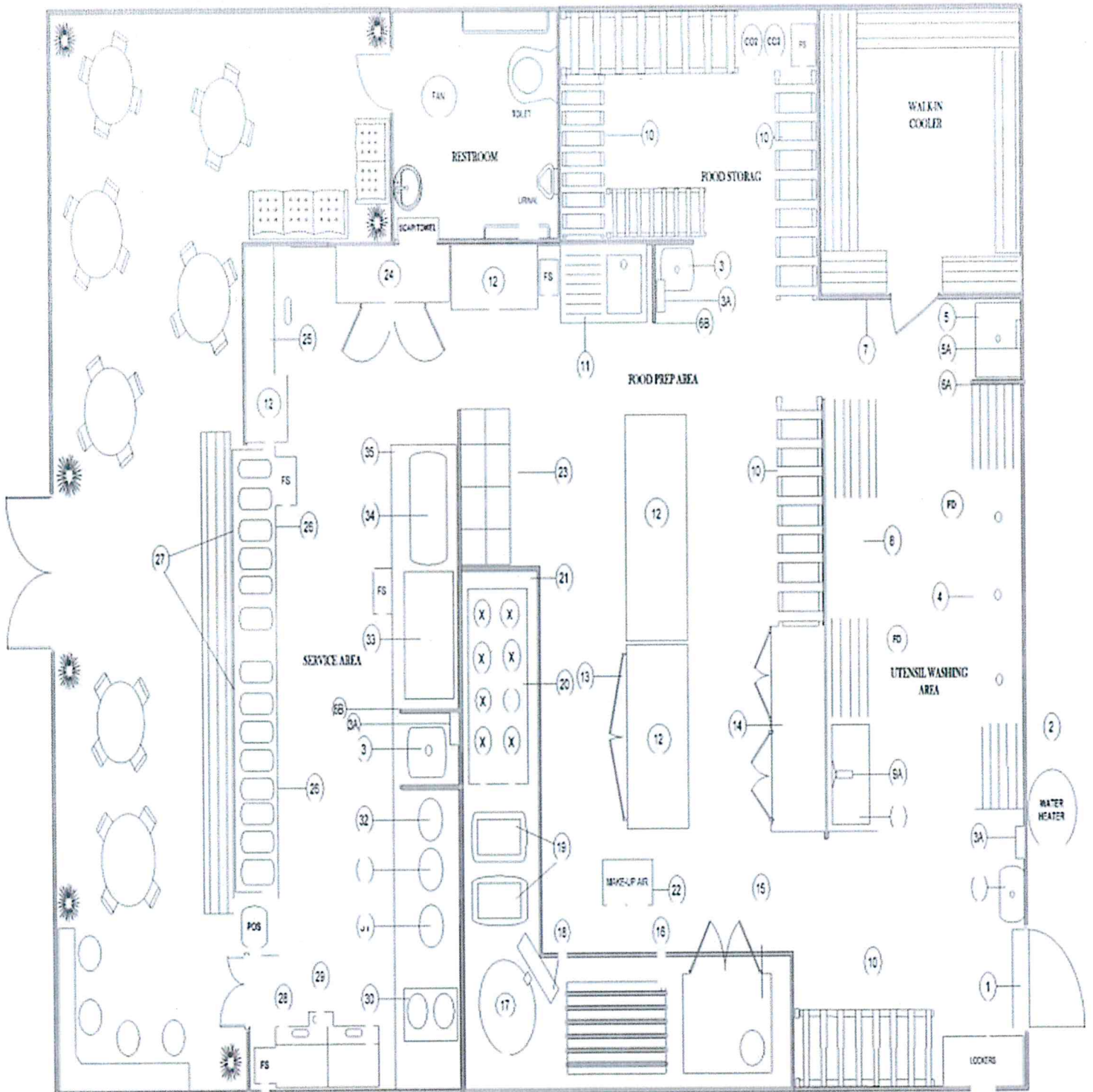
Grease Trap/ Interceptor

_____ The grease trap/interceptor must be located outside food and utensil handling areas and where it can be easily accessible for servicing. [Sect. 114201 (b)]

Pre-Opening/ Final Construction Inspection

Upon the completion of the construction, including finishing work, contact Environmental Health to arrange for a pre-opening inspection a least one week in advance of facility opening. Final construction must be approved by the Department prior to opening for business or use of remodeled areas. Additional pre-opening inspections may be required.

Sample Floor Plan



LEGENDS:
 FS - FLOOR SINK
 (FD) - FLOOR DRAIN

DBA: PC CAFE
 ADDRESS: _____

Sample Equipment Schedule

#	EQUIPMENT	MANUFACTUR MODEL NO.	ANSI	PLUMBING				COMMENT
				HW	CW	DIR	IN- DIR	
1	DOOR ACTIVATED AIR CURTAIN							1600 fpm
2	COMMERCIAL GAS WATER HEATER							90,000 BTU
3	(3) HANDWASHING SINKS		X	X	X	X		
3A	SOAP & TOWEL DISPENSERS							
4	MANUAL WAREWASHING 3-COMPARTMENT SINK 18" x 18" x 12"		X	X	X		X	Comply with UPC 704.3 (2) 18" drain boards
5	MOP BASIN			X	X	X		Approved backflow prevention device
5A	MOP & BROOM HANGER							Wall-mounted chemical storage shelf
6A	18" S/S SPLASHGUARD							
6B	6" S/S SPLASHGUARD							
7	WALK-IN COOLER		X				X	
8	LOW TEMPERATURE MECHANICAL WAREWASHING MACHINE		X	X			X	Comply with UPC 704.3
9A	PRE-RINSE FAUCET		X	X				
9B	PRE-RINSE SINK		X	X	X	X		Comply with UPC 704.3
10	METRO SHELVES (1)-8'; (3)-6'; (1)-5'; (1)-4'		X					5 tiers Dry food storage
11	FOOD PREP SINK (18" x 18" x 12")		X	X	X		X	18" drain board
12	FOOD PREP TABLE		X					
13	2-DOOR UNDERCOUNTER REFRIGERATOR		X					Self-contained
14	4-DOOR UPRIGHT FREEZER		X					Self-contained
15	DOUBLE CONVECTION OVEN		X					
16	RADIANT CHARBROILER		X					
17	TILTING KETTLE		X				X	Indirect waste

HW = Hot water

CW = Cold water

Dir = Waste line can be directly plumbed

In-Dir = Waste line has to be indirectly plumbed

Room Finish Schedule

ROOM OR AREA		FLOOR	FLOOR BASE OR COVE	WALLS	CEILING	REMARKS
Example: Wait Station		<i>Smooth quarry tile</i>	<i>4" quarry coved tile (3/8" radius coving)</i>	<i>Gypsum board; smooth; semi-gloss paint Swiss coffee</i>	<i>Drop ceiling; vinyl faced panel; smooth; white</i>	
A	Dining Area					
B	Wait Station					
C	Kitchen Area					
D	Dishwashing Area					
E	Janitorial Station					
F	Restroom					
G	Storeroom					
H	Trash Enclosure					

Notes: This form may be omitted if plans contain a complete finish schedule.

Manufacturer specification sheets and product samples may be requested by this office for review of these items.