



TRINITY COUNTY

Environmental Health Department

Kristy Anderson, REHS, Director

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Phone: 530-623-1459 Fax: 530-623-1353

FOOD FACILITY PLAN CHECK LIST: NEW OR REMODEL

Complete this information as thoroughly as possible; use N/A for Not Applicable. Provide one set of plans, including the total square footage of the facility. Be sure to also contact the Building Department (530) 623-1354 and the Planning Department (530) 623-1351, as they will require plans and may have other building and zoning requirements.

Doing Business As: _____

Facility Physical Address: _____

APN: (Example: 012-345-67-00) _____

Existing Facility: Yes__ No__ If yes state former name: _____

If any new construction, remodeling, or equipment change is planned, contact the TCEH office for the requirements or the Building Department (530) 623-1354 for building permit info.

Business Owner: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Property Owner Name (if different): _____

Mailing Address: _____

Phone Number: _____

Type of Food Facility/Description of Operation & Foods (may be permanent, temporary, or mobile unit.)

Seating Capacity _____ Number of Employees _____

Water Supply _____ Sewage Disposal _____

Commissary Name and Location for Mobile Food Prep Units: _____

Other Pertinent Information _____

CONDITIONS of APPROVAL: Following a review of complete and satisfactory application information and facility inspection, a permit-to-operate shall be issued. The facility must be operated in accordance with the *California Health & Safety Code/California Retail food Code (CalCode)*

Please Check One: As the **Owner** _____ **Operator** _____ of this food facility, I certify that should a permit be granted, I shall observe the above-named regulations. I also agree the representatives of Trinity County Environmental Health may perform inspections during the hours the business is open to the public, or by appointment after hours.

Signature

Date

.....

REVIEW COMMENTS: Building _____ OK _____

Water _____ OK _____

Sewage _____ OK _____

APPROVED by R.E.H.S. _____ DATE: _____

cc: Building Dept. _____ Planning Dept. _____ Alcoholic Beverage Control: _____

NOTE: Office Hours 8am-2pm Monday – Thursday. Closed Fridays. Call ahead for special appointments.

PLAN CHECK FEE:	AMOUNT DUE
Up to 1,000 Square Feet	\$100.00
1,000 – 3, 000 Square Feet	\$329.00
Over 3,000 Square Feet	\$438.00

A plan check fee in the amount determined by the square footage of the facility must be submitted with this information. Please remit the fee to: Trinity County Environmental Health (TCEH). Call or email if you have any questions: Kristy Anderson 530-623-1459 x 2831
 Email: kanderson@trinitycounty.org.

Submitted By: **X**

Date:

PLAN CHECK – CHECK LIST
PLEASE CHECK ALL THAT APPLY, TO THE BEST OF YOUR KNOWLEDGE

FLOORS:

- Floors shall be smooth, durable, non-absorbent, easily cleanable with an approved covered base In all food preparation/packaging/storage/utensil/ ware washing/ refuse storage/ janitorial/ toilet or handwash areas.
- Floor sinks with a minimum 1” airgap (measured from end of drain pipe to upper edge of floor sink) are required to receive indirect waste water fluid (all condensate and liquid waste) from the following equipment: dishwashers, 3-compartment multiservice kitchen sinks, pot and pan sinks, food preparation sinks, ice machines and bins, display cases, refrigerator units, steam tables, drink dispenser units, espresso, and coffee machines, and similar equipment.

WALLS:

- Walls and ceilings must be smooth, durable, non-absorbent, light-colored, and washable. Unsealed bare wood, brick, clock, rough plaster, or heavily textured gypsum board are unacceptable.
- All cracks, gaps, and holes are to be sealed to a smooth and easily washable finish, so as to meet the above description.
- Walls behind all sinks and dishwashers shall be constructed of a waterproof material (FRP, formica, stainless steel or similar surfaces) FROM FLOOR TO 12” ABOVE SINK.
- All unfinished surfaces shall be sealed with a gloss or semi-gloss, epoxy, varnish or other EHS approved sealer.
- Ceiling acoustical title may be approved if a sample is submitted and approved by this department (MUST HAVE A VINYL SURFACE)
- 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.

REFRIGERATION:

- _____ Shall be specifically constructed for commercial use (domestic model refrigeration units will NOT be accepted).
- _____ Shall be provided with an accurate, readily visible thermometer.
- _____ Floor drains and floor sinks must be located outside walk-in units.
- _____ Walk-in shelving 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. Shelving must be equivalent to applicable NSF standards. Wood is not acceptable.
- _____ Provide at least 4" high 3/8" radius coved base on inside and outside walk-in refrigerators.

EQUIPMENT:

- _____ All equipment MUST meet or be equivalent to applicable National Sanitation Foundation's Standards (NSF).
- _____ Espresso machines MUST be ETL or UL listed as complying with "NSF Standard 4" (Look for proper sticker on machine).
- _____ ALL ice machines MUST be located within the building in an easily cleanable, well ventilated area and MUST be drained to floor sink or other approved indirect connection.

TYPES OF SINKS REQUIRED:

- _____ Dishwashing machines are recommended where a large volume of eating and drinking utensils are washed. The dishwashing machine MUST drain by means of an indirect waste connection to the floor sink.
- _____ THREE COMPARTMENT SANITIZING SINKS: must be provided for all multiservice kitchen utensils. The sink compartments and drainboards must be large enough to accommodate the largest utensils to be washed. The three-compartment sink MUST drain by means of indirect waste connection to a floor sink.
- _____ 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.
- _____ A HANDWASH SINK must be provided in each food preparation area with handwashing soap and single service towels provided in permanently installed dispensers adjacent to each handwashing facility. Must provide hot and cold water through mixing faucet.
- _____ All sink compartments must have hot and cold water through 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 utensils are stored in water (with indirect connection with floor sink).

RESTROOMS:

- _____ Provide well fitted self-closing restroom doors. Provide hand sink with hot and cold mix faucet. Provide soap and paper towels.
- _____ Food establishments which do not have a restroom for public, must provide employee restrooms located so the patrons using it don't pass through food preparation, food storage, or utensil washing areas.
- _____ Restroom floors, walls, and ceiling must be nonabsorbent, smooth, and easily cleanable.
- _____ Provide proper restroom ventilation consistent with the requirements of local building codes.

WINDOW SCREENS:

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

SNEEZE GUARD OR OPEN FOOD PROTECTION:

_____ With the exception of displays of produce in retail grocery stores, unpackaged foods shall be shielded 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")

STORAGE:

_____ Adequate and suitable floor space and shelving shall be provided for the storage of food, utensils, beverages and related products (at least 6" off floor).

_____ Provide a space for chemicals, insecticides, poisons and all other cleaning agents which is ENTIRELY SEPERATED from food or utensil storage areas.

_____ Shelving shall be constructed in an easily cleanable design of smooth metal or wood which had 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 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, with a minimum height of four inches.

CLOTHING CHANGE/STORAGE AREA:

_____ Provide storage area for employee clothing and personal effects which is ENTIRELY SEPERATED from food and utensil storage areas.

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. (Must be shown on plans)

_____ Food and utensil storage rooms, refrigerator storage, toilet rooms and dressing rooms shall be provided with 10-foot candles of light. (Must be shown in plans)

_____ Shatterproof covers shall be installed over all lights in food preparation, 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 to be smooth, impervious and easily cleanable.

_____ 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.

OUTDOOR PASS-THROUGH WINDOWS:

_____ The pass-through opening must be fitted with an easily cleanable window which must be kept closed when not in use. (The size of the window opening should not exceed 432 square inches.)

VENTILATION:

_____ Indicate water heater Info:
Make: _____
Model: _____
Size: _____ Gallons
BTU _____ or KW _____
and the first hour recovery rate _____.

Also submit cut sheets (manufacturer's specification sheets) and the first and second hour yields (number of gallons of hot water the water heater can supply per hour (starting with a tank full of hot water).

If length of pipe to fixtures from water heater is greater than 60ft., then a recirculation pump must be provided.

KITCHEN EXHAUST SYSTEM (HOODS AND DUCTS):

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

_____ 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 because it recycles 85% of the internal air and only takes 15% of the outside air.

_____ Upon installation of the exhaust system the licensed mechanical contractor/designing engineer is submitted prior to the opening of the food facility.

GREASE TRAP INTERCEPTOR:

_____ Food facilities located in an area served by a public sewage system must contact the appropriate city public works department for grease trap requirements.