

Philadelphia Department of Public Health



Plan Review Guidelines for Food Establishments

Office of Food Protection

321 University Ave, 2nd Floor

Philadelphia, PA 19104

(215) 685-7405

http://www.phila.gov/health/units/ehs/html/plan_review.html

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Introduction

This guide is designed to assist you with the plan review process by providing technical assistance for the preparation of food service plans and completion of the plan review application. If after reading this guide, you still have questions please call the Plan Review Unit of the Office of Food Protection at 215-685-7405. Plan review of food service establishments, retail food stores, and all other food operations is a high priority for the Office of Food Protection. Review of proposed plans prior to work activity being done is to ensure compliance with safe food handling procedures and regulatory requirements, avoid misunderstandings, and prevent costly errors. By listing and locating equipment on floor plans and diagramming specifications for electrical, mechanical and plumbing systems, potential physical facility problems that may impact upon food safety can be spotted while still on paper and modifications made **before** costly purchases, installation and construction. Plan review is recognized as an important component because it ensures:

- That facility equipment and design will enable and facilitate safe food handling.
- That food establishments are built or renovated according to current standards.
- That code violations are eliminated prior to establishment changes in operation, alteration or modification, and new construction.

Who Must Submit Plans?

In the City of Philadelphia every establishment that engages in the handling, preparation, service or sale of food items must submit plans and additional appropriate information, materials, and fees to the Office of Food Protection at the above address **prior** to any planned or intended:

- New construction.
- Renovation, alterations or modifications to an existing food establishment.
- Food handling or food process changes.
- Changes of ownership.
***NOTE: New ownership of an existing ongoing food establishment operation without modification to the food equipment and/or food handling activities requires ONLY a Plan Review Application.

The Plan Review Process Steps:

- Step 1: The completed Plan Review Application along with the necessary floor plans, menu information, and equipment details are submitted to the Plan Review Unit of the Office of Food Protection.
- Step 2: Fees are calculated based on the nature of the operation, actual square footage and inspection requirements. Refer to the Plan Review Application and Fee Schedule for details. **NOTE: NO Personal or Business Checks are accepted, payment must be made via cashier's check or money order, payable to "Philadelphia Department of Health- EHS".**
- Step 3: A fee letter and Plan Review Worksheet are then generated and sent to the appropriate project representative. The Worksheet includes information about additional items that may be needed. (A "Sample Plan Review Worksheet," and "Plan Review Related Fee schedule," is included below for reference.)
- Step 4: The designated project representative has 30 days to submit the fees and information, or the project is considered abandoned and any information that was submitted is discarded.
- Step 5: Once the fees and information are received, the plans are reviewed and an approval or disapproval letter is sent to the designated project representative.

Step 6: If approval for the project is granted, the designated project representative will be notified and instructed on how to arrange an establishment inspection.

Step 7: If a disapproval letter is sent, the designated project representative will be notified regarding the additional information necessary for the plan to be approved.

Once all required information is received to complete the approval process, an approval letter will be sent to the designated project representative. The designated project representative will be notified and instructed on how to arrange an establishment inspection.

Step 8: An establishment inspection is conducted to determine conformance with the submitted Plan Review Application and/or materials. The " Food establishment Pre-Operative Inspection Preparation Guide," provides additional pertinent to this inspection.

SAMPLE PLAN REVIEW WORKSHEET

FOR OFFICIAL USE ONLY				
Establishment Name:		PR#:	Total Fees: \$	Paid(Y/N):
Establishment Type:		OR Reviewer:	Filing Fee: \$	
Establishment Address:		Date:	Inspection Fee: \$	
Philadelphia, PA		FR Reviewer:	Other Fee: \$	
HD#	Zipcode:	Date:	Plan Review Fee: \$	
Contact:	Phone:	Scope of Work:	Reported Square Footage:	
Title:			sq.ft.	
			Calculated Square Footage:	
			sq.ft.	

Listed below are the items required for approval:

S-Satisfactory, N-Information Needed, N/A-Not Applicable, E-Existing, OR-Office Review, FR-Field Review

OR	FR	Item:	Comments
		Site Plan (Accurately Scaled)	
		Floor Plan (Accurately Scaled):	
		Kitchen (Food Preparation Area)	
		Bar Area	
		Storage/ Off-Site Support Storage Area	
		Customer/Wait Staff Service Area	
		Dining Area	
		Basement/Utilities Area	
		Refuse/Recycle Storage Area	
		Other	
		Menu Information & Details:	
		HACCP Plan	
		Description of Food Operation	
		Food Transportation	
		Consumer Advisory	
		Sanitary Structural Facility Details:	
		Surface Finish Schedule & Details	
		Sealed Utility Lines	
		Overhead Protection	
		Vermin Control	
		Electrical System Details:	
		Light Fixture Information & Details:	
		Adequacy	
		Protection	
		Plumbing System Information & Installation Details:	
		Food Equipment Water Connections	
		Backflow Prevention Device (s)	

SAMPLE ONLY

SAMPLE PLAN REVIEW WORKSHEET

	Water Heater (s) (location, size, temperature, recovery rate):	
	Sanitary Drainage System:	
	Mop Receptacles/Sink	
	Grease Traps	
	Floor Drain (s)	
	Indirect Waste Drainage	
	_____ Indirect Waste Type/Fixture (s)	
	Other	
	Toilet Room Details (Location, Fixtures, Ventilation):	
	Employee Area (Personal Storage):	
	Equipment Information & Details:	
	Design & Construction: Catalog Cutsheets	
	Custom Equipment: Shop Drawing/Specification	
	Cabinetry/Millwork Details	
	Food Storage: Bulk/Refrigeration	
	Non-Food Storage	
	Utensil Storage : Clean Storage	
	Soiled Storage	
	Chemical Storage:	
	Linen Storage Details (Clean & Soiled):	SAMPLE ONLY
	Sneeze-guard/Food Display Protection:	
	Drink & Ice Dispensing Equipment:	
	Sinks: Utensil Washing	
	Food Preparation	
	Handwashing: Employees	
	Handwashing: Customers	
	Mechanical Warewashing Equipment Details:	
	Laundry Facility Details:	
	Equipment Installation Details:	
	Aisle/Work Space	
	Equipment Protection	
	Ventilation:	
	Cooking Exhaust Hood Design & Details:	
	make-up Air Design & Details:	
	Size & Run of Duct (s)	
	Fan Location (s)	
	Capacity (CFM)	
	Light Fixture/Conduit	
	Lines	
	Fire Protection System	
	Mechanical Warewashing Exhaust:	
	Refuse & Recyclable:	
	Interior: Garbage Grinder Installation	
	Storage: Type of Containers	
	Cleaning Method	
	Ventilation	
	Exterior: Type of Containers	
	Surface Finish	
	Cleaning Methods	
	Sanitary Drains	
	Cooking Grease Recycling:	
	Container Type & Location	
	Recycler's Name	
	Smoking Policy & Signage Details:	
	Other:	

Plan Review Related Fee Schedule

No approvals for licenses will be issued until *all* required fees are paid. Cashier's checks or money orders must be made payable to: "Philadelphia Health Department - EHS". **No cash, business checks, or personal checks are accepted.**

I. Plan Review

A. Filing Fee: No application for permit, certificate, approval or variance shall be accepted until a non-refundable filing fee of sixty-five (\$65.00) dollars is paid.
Please note: Applicants will be instructed when a filing fee is required and must not submit payment unless specifically directed by the Department of Public Health.

B. Fees for food establishment inspections conducted to determine compliance of site facilities with required plan submission:

1. A fee of one hundred ninety (\$190.00) dollars in addition to the applicable plan review fee is required when plans have been submitted.

2. A fee of four hundred forty (\$440.00) dollars in addition to the applicable plan review fee is required for establishments that have not submitted plans.
(Note: This is applicable if construction/renovation/alteration began prior to plan submission.)

C. Plan review fees for new construction, extensive addition, or alteration are based on square footage of the affected establishment area:

<u>Establishment Size</u>	<u>Fee</u>
1000 square feet or less	\$375.00
1001-5000 square feet	\$875.00
5001-10,000 square feet	\$1,500.00
10,000-14,000 square feet	\$2,125.00
Above 14,000 square feet	\$2,125.00 plus \$15.00 for each additional 100 square feet or portion thereof.

D. Fee for initial plan review of a mobile vending unit is one hundred, twenty-five (\$125.00) dollars.

E. Fee for plan resubmission is three hundred fifteen (\$315.00) dollars.

F. Fees for the review of temporary special event establishments are based on the square footage of the occupied space:

<u>Establishment size</u>	<u>Fee</u>
200 square feet or less	\$40.00
201-350 square feet	\$75.00
351-500 square feet	\$125.00
Above 500 square feet	\$125.00 plus \$35.00 for each additional 200 square feet or portion thereof.

G. Fee for plan amendment is sixty-five (\$65.00) dollars.

H. Fee for preliminary reviews of drawings, specifications, or computations shall be three hundred fifteen (\$315.00) dollars.

Preplanning

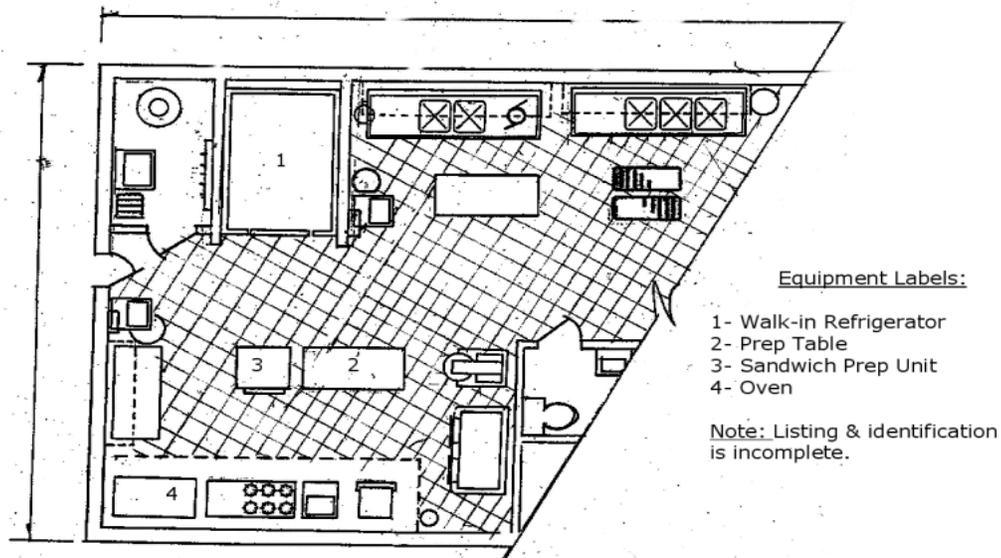
1. The proposed food establishment work must also conform to all applicable local or state agency codes or requirements. Example: PA Department of Labor and Industry, PA Department of Environmental Protection, PA Liquor Control Board, Philadelphia Zoning, Building or Plumbing Codes.
2. You must attain a Business Privilege License from the Philadelphia Department of Licenses & Inspections.
3. Before you begin your Plan Submission activities, you must review all of the instructions and information provided in the guide. You may discuss any unanswered questions regarding requirements for plan review with the Office of Food Protection (215-685-7405).
4. Complete the "Food Establishment Plan Review Application" and submit plans and specifications for the proposed food establishment project and obtain approval from the Office of Food Protection PRIOR to beginning work.
5. You must follow these requirements for Change of Ownership, New Construction, Renovations, Conversions, and Remodeling of existing facilities.
6. Once the application and the plan submission information is received, fees will be assessed based on square footage. **Note: payment of all fees must be made via money orders or cashier's checks payable to "Philadelphia Department of Health- EHS". NO personal or business checks are accepted.**

Preparation of Plans

Plans must be clear, concise, legible, to scale, and be of such size as to enable all information to be clearly shown. No free hand drawings will be accepted. Plans and specifications for food establishments must include:

- 1) Site Plan: Submit an accurately scaled site plan showing the location of the food establishment in reference to outside features (streets, buildings, refuse storage, ventilation system fan locations, water supply and sewage disposal system features, etc).
- 2) Floor Plan: Submit an accurately scaled floor plan of the facility showing all areas including, kitchens, bars, dining facilities, toilet rooms, basements, refuse and recyclable storage areas. The over all interior dimension of each affected floor, including basement, must be shown in order to calculate the area of the establishment. Also include all food equipment including equipment for food and utensils/equipment storage, etc. **(an example of a sample floor plan is provided below for your information).**

Sample Partial Floor Plan (Incomplete)



- 3) A complete menu and/or description of the foods to be handled. Consumer Advisory information for any raw or undercooked foods must be indicated on proposed menus (see the sample menu below). Note: Evaluation of food handling procedures within retail establishments and food processing establishments must include all appropriate information required to assess the food handling operation. This may include but not be limited to; HACCP plans, process control information, SSOP's, personnel training requirements, specialized equipment maintenance procedures, proposed food labels, chemical, biological or physical property analysis for food products or other appropriate information.

Sample Menu



Salads
House Salad

Burgers & Sandwiches
* Cheeseburger (cooked to order)
Fish Sandwich

*** Attention:** Consuming raw or undercooked eggs, beef, lamb, milk products, pork, poultry, seafood, or shellfish may increase your chances of foodborne illness.

- 4) Special operational procedures, cleaning schedules and/or food transportation procedures pertinent to the operation of the facility.
- 5) Structural Facility information must be included in plans and specifications for food service facilities:
- A. Surface Finishes: Indicate the surface finishes selected, including the colors and materials used on all surfaces (walls, floors, ceilings, cove moldings, and custom-built food service counters). The "Features of the Establishment" form included in this packet may be used for this purpose.

SAMPLE FINISH SCHEDULE

Room/ Area	Floors	Coved Base	Walls	Ceiling
Kitchen	Gold-Monolithic oxychloride terrazzo	Terrazzo	Lt. Yellow epoxy filled/painted cinder block ceramic tile- rubber silicone grout behind cooking line	White non-perforated metal pan suspended tile
Storage	White vinyl asbestos tile	Black vinyl	White-painted sheetrock	White high gloss painted sheetrock
Utensil Washing	Red quarry tile epoxy grout	Quarry tile	White ceramic tile. Mastic grout	White vinyl coated sheetrock suspended tile
Toilet Room	Yellow ceramic tile mastic grout	Yellow ceramic	Ceramic tile Wainscot White satin enamel- painted sheetrock	White latex semi- gloss enamel
Processing	Red brick paver, Furan resin grout	Metal	White glassboard	White epoxy painted cement ceiling

Additional information required to be shown in plans when applicable:

1. Locations and type of slip resistant textured flooring.
2. Floors that are sloped or pitched to floor drains. Floor drains required in areas subject to wet conditions or cleaning methods using water spraying or flooding.
3. Type of mortar and grout selected for tile work.
4. Indicate materials or method for sealing utility lines that run through walls, floors, and ceilings.
5. Suspended ceiling tile must be approved. Provide manufacturers information for material and surface finish, or submit sample of tile.
6. Indicate materials and methods for installation of beverage systems. Concealed lines and penetrations through void spaces require approved sleeves and/or conduit.

B. Vermin Control - Doors and Windows

1. Indicate self-closing devices on doors where required
2. Indicate screening or other insect-control devices (include size of screening). Indicate on the plan or in a narrative description how fly control will be maintained.

C. Lighting - Indicate the type and placement of all light fixtures, wattage or lamp requirements for the fixture and means of protection (covers, globes, shields) in food service areas.

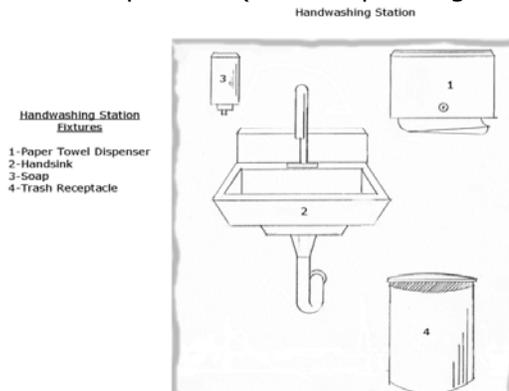
D. Water and waste drainage - A detailed plan of the plumbing system must be provided, including:

1. Water connections to all food service equipment (steam tables, potato peelers, etc.).

2. Indicate the type and location of backflow prevention devices provided for all equipment that is directly connected to the potable water supply and all hose bibbs.
 3. Show location of all drinking fountains.
 4. Provide complete hot water generating system information including; hot water heater capacity, recovery rate, hot water supply temperature(s).
 - a) Sufficient hot water to meet the peak demands of the establishment operation must be provided. A guide to determining peak demand may be determined by totaling the following typical usage:
 - 1) Utensil sink capacity of two compartments.
231 cubic inches = one gallon
 - 2) Handwash sinks = 6 gallons/hour
 - 3) Mop sink = 10 gallon/hour
 - 4) Dish machine = Rated use per hour
 - b) Hot water demand is normally calculated for a two hour time period, which would be compared to the hot water heater storage capacity and recovery rate over a two hour period of time.
- E. Show location of all sanitary waste fixtures, floor drains, garbage grinder, grease traps, mop receptacles, ejector pits, etc. Refer to the guides, "Food Establishment Plumbing Requirements Guide, and the "Food Establishment Grindable Food Waste Recycling & Garbage Grinder Installation Guide," for additional details and information regarding plumbing features and requirements within the food establishment.
- 1) All food preparation, processing, dispensing, etc. equipment must be properly designed to have all liquid waste discharge to the plumbing system by an indirect waste connection.
 - b) Indirect waste drains must be properly air gapped, two times the pipe diameter minimum.
 - c) Indirect waste drains must be located to provide easy sight and cleaning access.
 - d) The indirect waste receptacles, hub drains, funnel drains, floor sinks, etc. must provide effective capture of the discharge.

Note: The Water Department and the Department of Licenses and Inspections, Plumbing Unit may have requirements for the use and installation of a grease trap. Grease traps, if required, must be located and installed to facilitate cleaning and maintenance.

- F. Sanitary Facilities - Show the location of toilet rooms, hand wash stations and storage area/facilities for storing employee personal items. Show on plans all toilet room fixtures as well as ventilation details. Hand wash station facilities need to include soap and towel dispensers and waste receptacles. (see sample diagram provided below)



G. Equipment

1. Design and Construction

- a. A list of all equipment must be prepared as an addendum to the plans showing the manufacturer and the model for all equipment. All food equipment should be certified or classified for sanitation design and construction in accordance with criteria set forth by an American National Standards Institute (ANSI) accredited certification program. (Note: accredited ANSI certification programs may include: National Sanitation Foundation (NSF), Baking Industry Sanitation Standards Committee (BISSC), Commercial Refrigeration Manufacturers Association (CRMA), Edison Test Laboratories (ETL), Underwriter Laboratories Food Division (UL), or other appropriate testing agency.)

This information may be presented on the "Equipment Schedule" that is provided with this guide (A sample equipment schedule is provided below). Plastic laminate is a restricted use material for food service equipment items. Refer to the "Guidelines for Approved Uses of Plastic Laminated Surfaces, Cabinetry and Millwork" for additional information.

SAMPLE EQUIPMENT SCHEDULE

Item No.	Equipment Description	Manufacturer's Name	Model No.	Method of Installation
1	3 compartment sink	H & M Manufacturing	A36-3	Sealed to wall GE-1201 sealant
2	Meat slicer	A & E Equipment Co.	910	Moveable
3	6 Burner Stove	Atlas Range Co.	CB-45	Spaced- 8" from wall, 12" on side, 6" off floor
4	Grill	Atlas Range Co.	30	Moveable- Gas, on casters with special cut-off and quick disconnect coupling
5	Exhaust Hood	Bill's Stainless Steel Metal Fabricator	Custom Fabric.	Sealed Dow Corning Silastic (R) 734 RTV
6	Walk-in Box	Cold King	30-5x6	Cowled to walls- metal trim stripping

- b. Submit Manufacturer's catalog cutsheets (Sample cutsheet provided below) to show listing with the applicable certifying agencies. If the equipment does not bear the mark of approval of any of these agencies, a set of detailed shop drawings may be evaluated to determine compliance with these standards.

Sample Cutsheet

two compartment sink

three compartment sink with single drainboard

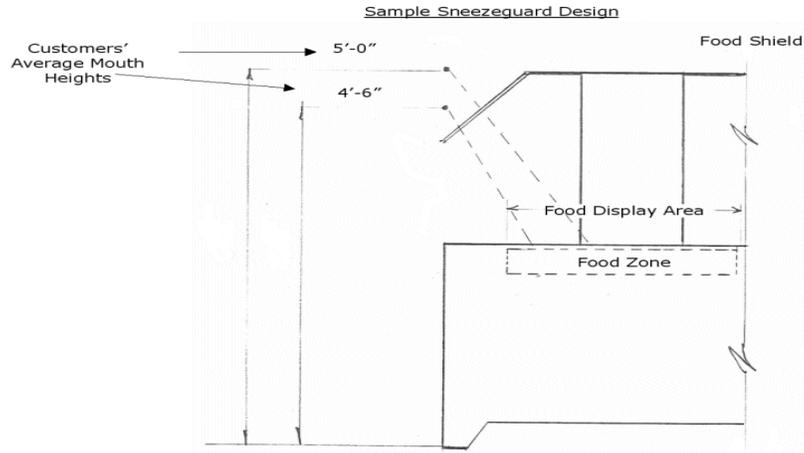
three compartment sink with double drainboards

14 gauge		
Polyboard sink covers		
Stainless steel sink covers		
Test brackets		
Test brackets with overflow		

- Available in three configurations:
 - Two 14" x 32" (356 x 813mm) bowls;
 - Two 14" x 32" (356 x 813mm) bowls and one 20" x 30" (508 x 762mm) bowl;
 - Three 32" x 14" (813 x 356mm) bowls.
- 14 gauge stainless steel construction — bowls are type 304; drainboard and backplash are type 304.
- Coved sink bowls with full 1/2" (16mm) radius construction.
- 1/4" (356mm) water level.
- Stainless steel gussets and type 304 stainless steel legs are standard.
- Swirl-away drainage.
- Type 304 leg gussets welded to type 304 stainless steel reinforcing corner plates under bowls for maximum weight support and stability.
- 9/16" (241mm) standard backplash includes 1" (25mm) upturn and tile edge for easy installation and feathering to the wall/splash surface.
- 1" (25mm) diameter front-to-back crossbracing.
- Adjustable stainless steel bullet feet.

- c. Numerically scaled their food storage or service units.

- d. Adequate storage facilities for all equipment and food must be clearly shown. Indicate the type and placement of shelves. Chemicals (pesticides, cleaning agents, medications, first-aid supplies, etc.) are required to be stored in a separate area or storage unit.
- e. Equipment for food display or customer self-service must provide for adequate protection from contamination at all times. Automatic ice dispensers are required for customer self-service of drink ice. Food shields, sneeze guards or other protective devices in food display areas where foods are subject to possible customer contamination must be submitted with cross-section drawings or other information clearly showing how food will be protected. (See sample diagram below.)



- f. Indicate the location and type of all sinks. Separate sinks are required for mops and other floor cleaning devices, hand washing, cleaning and sanitizing of multi-use utensils, food preparation, and etc. Hand washing facilities must be conveniently located to all food service, food preparation, and ware washing areas.
2. Equipment Installation - Installation of all equipment must be shown to conform to at least one of the following methods:
- a. Moveable - proper casters are provided, or the item is small and light enough to be easily moved or carried by one person for normal daily cleaning.
 - b. Sealed - properly sealed to walls, floors, or adjacent equipment. Indicate the materials used to seal (type of approved sealant, welding, trim strips, etc.).
 - c. Spaced - adequately spaced from adjacent walls, floors, or equipment. Adequate clearance must be provided beneath all equipment. Spacing of an equipment item or group of items from a wall requires free access to the sides of the equipment. Space from the wall:
 - 6 inches for total equipment length of less than 4 feet;
 - 8 inches for total equipment length between 4 and 8 feet;
 - 12 inches for total length between 8 and 12 feet; and
 - 18 inches for lengths greater than 12 feet.

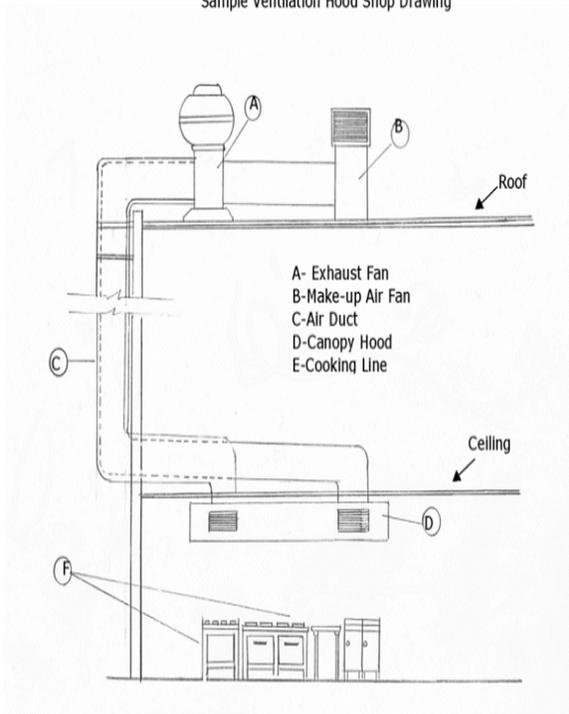
Clearly indicate spacing distances.

Note: utility lines installed behind equipment may require additional spacing.

H. Ventilation (See Sample Diagram Below)

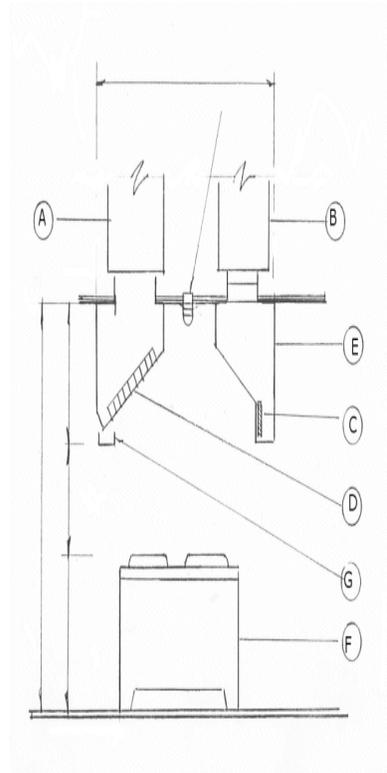
1. Show the location of establishment ventilation systems for all areas including toilet rooms, store rooms, kitchen, and utensil washing areas. All kitchen ventilation equipment must be designed in accordance with the National Fire Protection Association (NFPA Code No. 96-1991), and ANSI accredited certification program standards.
2. All ventilation systems must be shown indicating supply and exhaust outlets, size and run of ducts, and equipment used. Adequate supply of make-up air is necessary for the proper operation of all exhaust systems. Indicate how the air balance is achieved (where make-up air comes from). A detail of the final exhaust outlet must be provided. Supply the following information:
 - a. The resistance for which the kitchen exhaust fan(s) was selected.
 - b. The designed exhaust capacity for each kitchen ventilation hood (cubic feet per minute - c.f.m.).
 - c. The designed make up air capacity for each kitchen ventilation hood (c.f.m.).
 - d. Type and method of installation of the lighting and fire-protection systems within the kitchen exhaust hoods. Only vertical fire-protection system piping exposed within the hood, and only ANSI accredited certification program standards approved light fixtures and concealed electrical conduit is approved.
 - f. Manufacturers' name and model # information is required to be submitted. This information must match data plate information on the hood.

Sample Ventilation Hood Shop Drawing



- A- Exhaust Fan
- B- Make-up Air Fan
- C- Air Duct
- D- Canopy Hood
- E- Cooking Line

Sample Ventilation Hood Shop Drawing



- A- Exhaust Fan Duct
- B- Make-up Air Duct
- C- Fresh Air Resistor
- D- Grease Filter
- E- Fresh Air Plenum
- F- Cooking Line
- G- Grease Collection Pan

NOTE: All exhaust hood shop drawings **must** include the manufacturer's name (make sure they comply with ANSI Standards) and exhaust fan & make-up air capacity measured in CFMs.

I.

1. Describe facilities to be provided for storage of refuse containers and recyclables including all storage areas and all handling equipment provided. Describe the type, size and location for all storage containers (cans, dumpster, compactors etc.).

Note: Dumpsters, if over 2 cubic yards in size, must have a built-in drain with approved stopper at the lowest point of the container for cleaning purposes.

2. Indicate facilities provided for cleaning of refuse storage containers. Liquid waste from cleaning must be disposed of in an approved manner (sewage system).

Note: Outside refuse storage areas must be provided with proper surface finishes, must have an approved sanitary drain, and must be designed for proper drainage.

3. Information about cooking oil recycling must be provided. You may refer to the "Grease Disposal Guide" excerpt present latter in this document for additional information.

Food Establishment Plumbing Requirements Guide

PLUMBING FIXTURE REQUIREMENTS

Utensil Washing Sink - A utensil washing sink, normally one or three compartments, with all compartments/basins sized to immerse the largest item to be washed, must be provided. Three compartment sinks are generally required for all food facilities preparing potentially hazardous food. An exemption to a three-compartment sink will be based upon individual review of menu and complexity of operation. Plumbing Code requires a direct connection for a utensil washing sink which may or may not have a grease trap.

Grease Trap or Interceptor - The mandatory installation and sizing of grease trap units are regulatory requirements governed by the Industrial Waste Unit of the Water Department. The piping to the grease trap is regulated by the Plumbing Code. A sink plumbed to a grease trap may not have the normally required trapped drain. In particular food processing applications when significant quantities of grease or fat may be discharged a grease trap may precede the required indirect waste connection. The installation of a grease trap must allow for adequate clearance, at least six inches, between it and adjacent equipment or walls so as to facilitate cleaning of the area. In addition, the location of the grease trap must allow for easy servicing and maintenance of the unit itself.

Hand Washing Facilities - Conveniently located hand washing facilities are required for all food service areas. Hand washing sinks in toilet rooms are not approved as a means of meeting this requirement. The use of a sink other than a specific hand wash sink, i.e. utility sink, janitorial sink, garbage grinder sink, for meeting hand washing facility requirements may be considered upon review of the operation and facility design and approval by the food protection services plan review unit.

Food Preparation - A separate food preparation sink plumbed with an indirect waste connection to the plumbing system is required. An exemption from this requirement will be based on individual review of menu and complexity of operation.



Installation Location Criteria- Food preparation sinks as well as other food contact surfaces must be protected from potential sources of contamination. Example: A minimum separation space of two feet is required between a food preparation sink and adjacent hand wash or utensil sink. An approved physical barrier may be considered as an alternative means of protection.

Garbage Grinders- Food establishments installing garbage grinders in accordance with the Streets Department requirements must comply with Plumbing Code and Health Code requirements. Due to physical plumbing requirements for the installation of commercial grinders their installation is normally limited to being provided in a separate dedicated sink or as part of an automated dishwashing system; i.e., scrap sink or scraping trough. When appropriate, the separate grinder sink may be approved for use to meet hand washing facility requirements. Garbage grinder installation requires a direct connection to the plumbing system and must not be connected to a grease trap.

Mop Waste - Adequate approved facilities for discharging mop water is required. A floor mounted basin is recommended for ease of use; however, janitor's closets and utility sinks are also commonly used facilities. Discharge of cleaning waste to City streets or sewer inlets is prohibited.

Exterior Refuse Storage - Exterior refuse storage areas when permitted by licensure are required to have facilities for cleaning and maintaining the area in a sanitary condition. All new facilities must have this area properly sloped to a drain which is installed in accordance with the Philadelphia Plumbing Code.

Water Requirements -Sufficient hot water to meet the peak demands of the establishment operation must be provided. A guide to determining peak demand may include totaling the following typical usage:

1. Utensil sink capacity of two compartments.
231 cubic inches = one gallon
2. Hand wash sinks = 6 gallon/hour
3. Mop sink = 10 gallons/hour
4. Dish machine = Rated use per hour

Hot water demand is normally calculated for a two hour time period, which would be compared to the hot water heater storage capacity and recovery rate over a two hour period of time.

Water Supply Protection

1. Approved backflow prevention devices must be installed on the building water main (i.e., RPZ, reduced pressure zone device, double check valve assembly).
2. Approved backflow prevention devices must be installed on all direct potable water connections to food service equipment (i.e. soda dispensing systems, coffee machines) and potential cross connections (i.e. hose bibbs).
3. The use of water line tapping devices to supply soda systems, ice machines, etc. is not approved. The establishment operator is responsible for having appropriate connections available with approved vacuum breakers for such installations.
4. Cross connections between potable and non-potable sources and submerged inlets must be eliminated.

Waste Water Drainage

1. All food preparation, processing, dispensing etc. equipment must be properly designed to have all liquid waste discharge to the plumbing system by an indirect waste connection.
2. Indirect waste drains must be properly air gapped, two times the pipe diameter minimum.
3. Indirect waste drains must be located to provide easy sight and cleaning access.
4. The indirect waste receptacles, hub drains, funnel drains, floor sinks, etc. must provide effective capture of the discharge.

Plumbing Code Notations

1. All drain lines must be properly trapped at the highest practical point of the discharge line.
2. All piping must be of approved materials; i.e. plastic piping is not approved.
3. All piping diameter size must be approved for the fixture. Example: Walk-in refrigeration unit evaporator pan has factory supplied 1/2 inch drain.
4. All indirect waste drain fixtures must be at least one inch above the floor level.
5. Floor drains are required in all rooms where floors are subjected to the flooding type cleaning or where normal operations release or discharge water or liquid waste on the floor. Floor drains are to have flooring sloped to the drain.

Sanitary Installation Practices

1. Traps must be located a sufficient height above the floor to facilitate cleaning.
2. Drain lines that run under equipment must be elevated off floor to promote cleaning access.
3. Drain lines that run along the wall must be spaced a minimum of one inch to provide cleaning access or a properly designed and sealed chase or enclosure should be used.
4. All wall, floor, ceiling penetrations must be properly sealed.
5. Sleeves are required when approved permanent sealing of lines running through building structures can not be done. Example: Soda supply lines passing through a wall between rooms must have a sleeve installed through which the lines will run.
6. A leak proof sanitary trough must be installed under any overhead soil line that is exposed within a food preparation area.

Food Establishment Grindable Food Waste Recycling & Garbage Grinder Installation Guide

Food establishments that produce grindable food waste are required to properly recycle this product as the proper means of disposal. Grindable food waste is not to be discarded as general refuse. Grindable food waste can be properly disposed of by installing and using a garbage disposal/grinder to recycle this product using the City of Philadelphia's sewage system. Other means of handling this material for recycling must be approved and be properly documented.

Food establishments installing garbage grinders must ensure that the installation complies with:
The Philadelphia Department of Public Health;
Department of Licenses and Inspections; and
The Philadelphia Water Department requirements

for the installation of garbage grinders has generated concern within the foodservice industry regarding the correct and acceptable methods of installing garbage grinders. In an effort to provide food establishments with this installation guide, the Plumbing Unit of the Department of Licenses and Inspections and the Industrial Waste Unit of the Water Department were consulted and illustrations presented were reviewed.

General Requirements and Restrictions:

1. Installation of garbage grinder requires a direct connection to the plumbing system.
2. Garbage grinders shall not be connected to a grease trap.
3. Garbage grinders shall not be placed in any basin of an equipment washing sink.
4. Garbage grinders shall not be placed in any basin of a sink used for food preparation.
5. The type of garbage grinder and method of installation must comply with all plumbing code requirements.

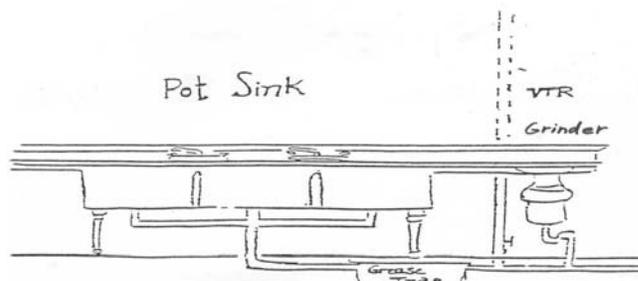
GARBAGE GRINDER INSTALLATION AND LOCATION ARE SUBJECT TO HEALTH DEPARTMENT EVALUATION AND APPROVAL.

The following illustrations and notes are provided to guide the food establishment operator concerning appropriate and proper placement and plumbing of garbage grinders:

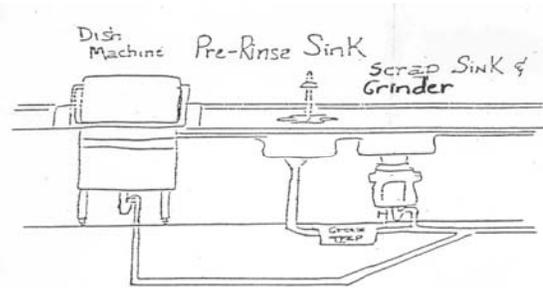
A. Separate Grinder Sink - A one compartment free standing sink may be installed with a properly plumbed garbage disposal unit. When such an installation is used, a request may be made for evaluation and use of this sink to meet hand washing facility requirements. Installation of a garbage grinder in a wall-hung hand sink cannot be approved.



B. Pot sink with Drainboard Installation - A garbage grinder may be installed on a three compartment sink drain board with proper cutout and cone assembly.



C. Dishwasher with Scrap Sink and Grinder - A scrap sink with grinder may be installed separate from the pre-rinse sink of an automated dishwashing system. The pre-rinse sink is required to be plumbed to the grease trap; whereas, the grinder unit must be directly connected as noted above.



Guidelines for Approved Uses of Plastic Laminated Surfaces, Cabinetry and Millwork

Restrictions:

1. Work tables or surfaces used for food preparation or areas subject to cutting, chipping or similar operations, cannot be of a plastic laminate construction.
2. Plastic laminate construction is not approved in areas where surfaces are in routine contact with heated objects in excess of 275°F or above (e.g. no hot food cooking or warming units).
3. Plastic laminate counter construction is not approved for drop-in sink units with the exception of hand washing sinks.

Required Design Features for Cabinetry and Laminated Millwork:

1. All laminated surfaces must have the appropriate grade of laminated material required under Standard #35 of the National Sanitation Foundation (NSF).
2. All exposed surfaces must be laminated.
3. All laminated surfaces must be constructed to provide a continuous plane that joins in a tightly formed 90° angle.
4. Counter top(s) when part of a cabinet unit must be an integral part of the constructed unit(s). The use of supporting blocks, strips or other means of counter top support are prohibited.
5. Doors on cabinet units must have approved slip pin hinges. Fixed hinges, piano hinges or internal concealed hinges are not permitted.
6. Drawers must meet NSF Standard #2 design requirements.
7. All surface penetrations must be properly grommetted. All cut outs must have all exposed edges properly laminated prior to installations of drop in equipment.
8. The lowest horizontal surface must be six inches above the finished floor.
9. Wall hung units require an integral sanitary sloped top.

Fabrication approval of custom laminated surfaces requires submission of appropriate drawings and details showing all construction features.

**Excerpt from the "Grease Disposal Guide; What should you know? "
published by the Philadelphia Water Department.**

For Commercial Establishments:

Restaurants and other businesses dealing with significant amounts of grease must install devices such as grease traps. A grease trap is a device designed to prevent grease, oil, solids, and other debris from entering the sewer system.

Grease traps should be checked periodically for backups, foul odors, and high Biochemical Oxygen Demand levels to ensure that they are functioning correctly. A reliable pumper should also pump the trap out to remove collected oil and grease at regular intervals. Remember that the grease trap is meant solely to handle the grease that inevitably gets into the drains from washing dishes and cooking utensils. It does not allow you to dump your grease into the drains.

You should have a contract with a reputable cooking oil disposal and recycling service providers who must give you a service agreement stating how often, where, and what quantities are involved in the disposal of your cooking oil and greases. Do not take the services of a friend or neighbor who offers to take the grease off your hands for a "small fee. "Choose rendering services that provide cleanup responses to accidental spills of cooking oil and grease at your business. Choose a company that will remove waste from and clean grease traps. The same rendering provider may provide this service also, or you may have to look for a different one.

Do some research and find the best cooking oil and grease disposal service to suit your needs. Two firms that provide these services are:

Darling Rendering Services (800) 914-1221

*MOPAC (Greaseland)
(800) 967-8325, extension 3206*

**There is no "miracle"
solution for grease.**

FOOD ESTABLISHMENT PRE-OPERATIVE INSPECTION PREPARATION GUIDE

IN ORDER TO PREPARE FOR YOUR FINAL INSPECTION FOR LICENSE APPROVAL, THE FOLLOWING LIST SHOULD BE CHECKED FOR COMPLETION PRIOR TO THE SANITARIAN'S VISIT:

1. All construction must be completed in all food service areas.
2. All equipment must be cleaned and in a "ready to operate" condition.
3. All refrigeration units must be operating and provided with readily visible thermometers to verify operating temperature of the refrigeration units.
4. All stationary food equipment must be properly sealed to adjoining surfaces or equipment using approved food grade adhesive sealant and/or properly designed trim or enclosure pieces. Proof of the type of adhesive sealant used must be on the premises at the time of inspection.
5. Toilet facilities must be ready for use and equipped with employee hand wash reminder signs, soap, single service towels, and self-closing doors. The mechanical ventilation must be working and properly ducted to the outside air.
6. Soap and single service towel dispensers must be installed at all hand wash sinks.
7. Approved drying rack(s) or other equipment must be provided at the three compartment sink for proper air drying of utensils and equipment.
8. Ice machine(s) must be cleaned and sanitized prior to use for ice production. A written procedure for the cleaning and sanitizing of the ice machines must be available for review. If this service is provided by contract, a copy of the service contract and a record of work performed shall be provided to the establishment and kept available for review.
9. Cleaning supplies and cleaning equipment storage facilities must be provided. An approved storage rack must be installed for hanging of mop(s), broom(s) and other cleaning equipment items.
10. An approved sanitizer must be present on the premises. The proper use of all sanitizing chemicals must be demonstrated for each three compartment sink and/or mechanical dishwasher.
11. Hot and cold running water must be supplied to all sinks, food equipment and plumbing fixtures requiring water.
12. All plumbing fixtures must work properly and have no leaks present.
13. Approved backflow prevention devices must be provided for all hose bibbs and water feed lines to soda systems and other equipment (i.e. some coffee machines, etc.). Be prepared to show where these backflow devices are located.
14. All food and food service items when present must be properly stored on approved shelving or dunnage racks in food storage areas.
15. Kitchen exhaust systems must be operational and have air flow properly balanced.
16. All construction and surface finish applications are required to be completed prior to inspection.

Plan Review Reference Publication List

References listed below are provided to assist you develop plan submission information.

American Conference of Governmental Industrial Hygienists Phone: 513-742-6163 www.acgih.gov

Baking Industry Sanitation Standards Committee Phone: 773-761-4100 www.bissc.org

Building Officials and Code Administrators Int'l, Inc Phone: 708-799-2300 www.bocai.org

International Association for Food Protection, Inc. www.iafp.net
www.foodprotection.org

The 3A Sanitary Standards Sources Phone: 800-669-9277 www.TechStreet.com

Intertek Testing Services Phone: 800-813-9442 www.etlsemko.com

National Fire Protection Association Phone: 1-800-344-3555 www.nfpa.org

National Sanitation Foundation Int'l (NSF) Phone: 800-NSF-MARK www.nsf.org

Pennsylvania Department of Agriculture Phone: 717-787-4737 www.pda.state.us

Tile Council of America, Inc. Phone: 864-646-8453 www.tileusa.com

Underwriters Laboratories, Inc. Phone: 847-272-8800 www.ul.com/eph

U.S. Food & Drug Association www.fda.gov



Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
http://www.phila.gov/health/units/ehs/html/plan_review.html

FOOD ESTABLISHMENT PLAN REVIEW/CHANGE OF OWNERSHIP APPLICATION

- 1) Establishment Name: _____
- 2) Address, City, Zip: _____
- 3) Establishment Phone: _____ Fax: _____
- 4) Establishment Square Footage: _____ Email: _____
- 5) Establishment Occupancy (if known): _____ Primary Language Spoken _____

<p style="text-align: center;">Licensee (owner, partnership, or corporation)</p> <p>Name _____</p> <p>Co. President _____</p> <p>Mailing Address _____</p> <p>City, State _____</p> <p>Zip _____ Phone _____</p> <p>Fax _____ Email _____</p> <p>Phila. Business License # _____</p>	<p style="text-align: center;">Plan Review Contact Person (other than Licensee)</p> <p>Name _____</p> <p>___ Designer ___ Contractor ___ Manager ___ Other _____</p> <p>Address _____</p> <p>City, State _____</p> <p>Zip _____ Phone _____</p> <p>Fax _____</p> <p>Email _____</p>
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Establishment Emergency Contact Name: _____

Establishment Emergency Contact phone #: _____

6) Establishment Type (indicate all that apply):

- | | |
|--|--|
| <ul style="list-style-type: none"> ___ Restaurant (no alcohol service) #seats _____ ___ Restaurant (with bar/alcohol service) #seats _____ ___ Prepared Food Take-out, Wait seating provided _____ ___ Grocery Market (retail sales, prepared & prepackaged foods) ___ Prepackaged Food Retail Sales ___ Prepackaged Food Retail Sales Limited (complete below box) ___ Institution (health, child, adult, educational services)
 Specify _____ Max # for Service _____ ___ Vending Machine, Type _____ ___ Other (describe) _____ | <ul style="list-style-type: none"> ___ Caterer ___ Social Club ___ Wholesale Warehouse ___ Wholesale Processor ___ Wholesale Bakery ___ Live Animal Slaughter ___ Mobile Food Unit, ID# _____ ___ Commissary/Support Facility for Mobile Food Unit |
|--|--|

COMPLETE THIS BOX ONLY WHEN THE SALE OF FOOD IS NOT THE PRINCIPAL ENTERPRISE, IS LIMITED TO ONLY PREPACKAGED FOOD ITEMS, AND INVOLVES **LESS THAN 15%** OF THE RETAIL DISPLAY AREA. ESTABLISHMENTS ARE REQUIRED TO SUBMIT A SIMPLE FLOOR PLAN SHOWING AFFECTED FOOD & BEVERAGE DISPLAY AREAS. REFER TO FEE SCHEDULE ITEM I (A) & I (B). **NOTE: NO Personal or Business Checks are accepted.**

Total Retail Display Square Footage: _____ sq.ft.

Retail Food Sales Square Footage: _____ sq.ft.

7) Hours of Operation: Mon.-Sat. _____; Mon.-Sun. _____; Mon.-Fri. _____;
 Closed _____

Anticipated Total Number of Employees Working Per Shift: _____

8) Mark YES or NO to ALL items: EVERY APPLICANT MUST COMPLETE THIS SECTION

YES	NO		YES	NO	
		Smoking is permitted in ALL areas.			Food is handled by customer (hotdogs, buffet bars, microwave use, etc.).
		Smoking is permitted in DESIGNATED areas.			Hot food is prepared.
		Smoking is permitted in ALL customer areas.			Raw or Undercooked food is served (rare/medium done steaks, hamburgers, shellfish etc.). Provide Consumer Advisory information.
		Prepackaged, non-perishable food/beverage is sold (snacks, canned goods, soda, etc.).			Baking is done on premise.
		Perishable refrigerated/frozen food (dairy, meats, frozen dinners etc.) is sold.			Hood for cooking exhaust is provided.
		Prepackaged milk is sold.			Exhaust fan for hood is located on the roof.
		Fresh produce is sold.			Customer Single Service utensils are used only.
		Organic food is sold.			Delivery service is provided.
		Packaged ice for sale.			Catering service is provided (party trays or group order food preparation).
		Live food is handled (specify _____)			Mail order or Internet food sale is provided.
		Raw meat/poultry is handled.			Support services for mobile vending unit are provided.
		Raw seafood is handled.			Outside food/beverage handling is provided.
		Shellfish is handled (clams, oysters, etc.)			Tablesides/Display cooking is provided.
		Malt Beverage is sold (beer, etc.).			Joint employee/customer toilet room is provided.
		Liquor/Wine is sold.			Customer toilet room is provided.
		Ethnic food is prepared. (specify _____)			Employee toilet room is provided.
		Food is smoked on premise. HACCP Plan is required. (specify _____)			Grindable food waste is generated.
		Vacuum or reduced atmospheric packaging is provided. HACCP Plan is required. (specify _____)			Meat scrap waste is generated.
		Hot beverages provided (coffee, tea, etc.).			Cooking oil waste is generated.
		Carbonated beverage is dispensed (soda fountain).			Grease trap waste is generated.
		Beverage is handled by customer (coffee, soda, etc.).			Cardboard/Paper waste is generated.
		Cold food is prepared.			Glass waste is generated.
		Salads are prepared (any type: fruit, meat, etc.)			Metal waste is generated.
		Sushi is prepared.			Outside dumpster is provided.*
		Soft-serve/ice cream machine is provided.			Outside compactor is provided.*
		Non-dairy frozen dessert machine is provided (water ice, etc.).			Outside trash cans/containers are provided (no dumpster). *
		Fresh squeezed fruit/vegetable juice is prepared or packaged.			Bulk trash is stored inside of building.
		Free food samples are provided.			Food vending machine is provided.

9) Provide details regarding the collection frequency and collector as a part of your refuse/recyclable handling information:

Plan Review Activities:

Change of Ownership Only

Ownership Change Date: _____

Previous Establishment's Name: _____

(New ownership of an existing ongoing food establishment operation without modification to the food equipment and/or food handling activities. Plan Review Application is only required. Establishment floor plans are not required. **Required Fees: \$255.00 IN MONEY ORDER OR CASHIER'S CHECK ONLY** payable to "Philadelphia Department of Health- EHS". **NOTE: NO Personal or Business Check are accepted. (Refer to Fee Schedule Item I(A) & I(B1)). APPLICATION FORMS THAT ARE INCOMPLETE, ILLEGIBLE, OR NOT ACCOMPANIED BY THE PROPER FEE WILL BE RETURNED UNPROCESSED.**

New Construction

Construction Start Date: _____ Construction Completion Date: _____

Conversion (addition of food handling to an existing non-food establishment/vehicle).

Conversion Start Date: _____ Conversion Completion Date: _____

Modification (The remodeling or alteration of an existing food establishment or change that affects the way the establishment operates, which may or may not include the following categories listed below. Check off all items that apply to the proposed modification of the establishment.

Work Start Date: _____ Work Completion Date: _____

Installation of equipment (new or used).

Installation of surface finishes (i.e. walls, floors, ceilings).

Installation of custom millwork, cabinetry or plastic laminated surfaces.

Replacement or relocation of permanently installed equipment.

Expansion of food facility.

Addition of customer dining or eat-in service.

Other (describe): _____

Provide a copy of the proposed menu.

Indicate if raw or undercooked animal food items are being served: Yes _____ No _____

If yes, ensure that menu includes a Consumer Advisory information for this product.

I certify that the information provided on this application is correct to the best of my knowledge. I understand that incomplete or illegible application will be returned unprocessed.

Applicant Name (Print) _____ Title: _____

Applicant Signature: _____ Date: _____

**FEATURES OF THE ESTABLISHMENT
COMPLETE AND SUBMIT WITH YOUR PLANS
MATERIALS AND CONSTRUCTION**

Room / Area	Floors	Coved Base	Walls	Ceiling	Lighting & shielding
Kitchen: Cooking Food Prep.					
Dry Storage					
Warewashing					
Serving					
Toilet Room					
Janitor Closet					
Dining Area					
Other:					

Notes: