Instructions &
Application Form

Philadelphia Department of Public Health

Food Business Plan Review for Stationary Food Establishments

For other applications and instruction manuals, go to:
www.phila.gov/health/foodbusiness

Office of Food Protection
Philadelphia Department
of Public Health
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
215-685-7495

City of Philadelphia
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Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
www.phila.gov/health/foodbusiness

Welcome! The City of Philadelphia is excited to welcome your food business to its outstanding array of restaurants and other food establishments. These instructions are designed to help guide you through the process of completing the required plan review application for a stationary food establishment.

As a food business owner, you are required to submit a Food Business Plan Review Application and all related attachments to the Office of Food Protection, Philadelphia Department of Public Health (PDPH). The PDPH will evaluate the submitted materials for compliance with the City's Regulations Governing Food Establishments.

Your Food Business Plan Review Application should be submitted AFTER zoning has been approved but BEFORE beginning construction that is covered in the plan review (e.g., modification of the interior or installation of food equipment). You may incur additional fees if you begin construction before receiving plan review approval.

The plan review process has been designed to help food business owners. Plan review not only provides the PDPH with required information, but it also can identify potential problems while still on paper and help to prevent costly modifications later. Issues for plan review include, but are not limited to: site and floor plans, equipment and specifications, ventilation, plumbing and electric, restroom facilities, surface finishes, refrigeration, and menu. **A checklist of all required information and attachments can be found on page 28.**

For more information, please call or visit:

Office of Food Protection
Philadelphia Department of Public Health
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
www.phila.gov/health/foodbusiness
(215) 685-7495

Monday-Friday, 9 am-4 pm

Where to Submit Completed Plan Review Application

You may submit the Food Business Plan Review Application in person or by mail. **Do not submit any fees when you submit the application.** The Office of Food Protection will conduct a preliminary review of your Application and mail or email (upon request) you a Plan Review Worksheet and Fee Assessment Letter within 30 business days. The worksheet will indicate if additional information is required.

After your completed worksheet and fee are received, the Department of Public Health will notify you of a decision in 30 business days.

If your application is approved, you will receive instructions on how to schedule an inspection. Most inspections can be scheduled within 10 business days.

If your application is missing information needed for approval, you will be notified and have 30 business days in which to respond.

Submit your plan either by mail or in person:

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Philadelphia Department of Public Health
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
(215) 685-7495
www.phila.gov/health/foodbusiness

Monday-Friday, 9 am-4 pm

Expedited Review and Inspection

If you want to request an expedited review and inspection, bring your application form and all required materials to the Office of Food Protection. There is an expediting fee of $380.00 *in addition* to the plan review fee and standard inspection fee of $190.00. Your plan review fee will be assessed in person based on your establishment's square footage. You must have all required materials and pay by cashier's check, money order or online credit card payment before review can begin. Your review and inspection will be completed within 10 business days.

> NOTE: All food establishments in Philadelphia must conform to all applicable local or state agency codes or requirements, e.g.: PA Department of Labor and Industry, PA Department of Environmental Protection, PA Liquor Control Board, Philadelphia Zoning, Building or Plumbing Codes.

Fee Schedule

Do not submit any fees with your Food Business Plan Review Application. Applicants should not submit payment until specifically directed by the Department of Public Health. The schedule below is provided for your general information only**.**

A. Required Fees:

1. **Plan Review fee:** Fees for new construction, extensive addition, renovation or alteration are based on square footage of the affected establishment area:

Establishment Size	Fee
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.

2. **Pre-operating Inspection fee:** A fee of $190.00 for inspection of the facility before it is open to the public.

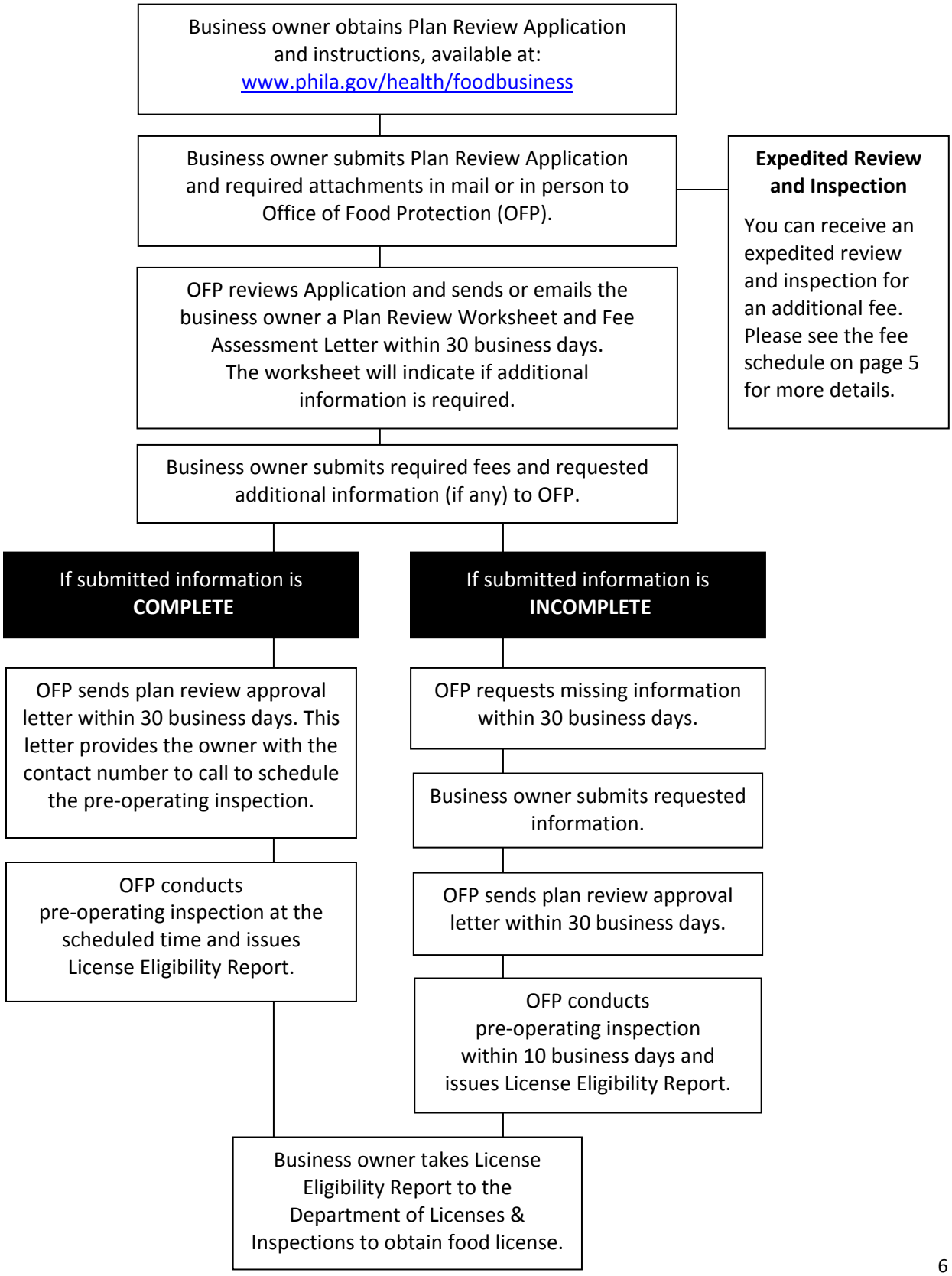
B. Other Fees (if required):

1. **Expedited Plan Review and Inspection fee**: If you want to request an expedited review and inspection, bring your application form and all required materials to the Office of Food Protection. There is an expediting fee of $380.00 *in addition* to the plan review fee and standard inspection fee of $190.00. Your plan review fee will be assessed in person based on your establishment's square footage. You must have all required materials and pay by cashier's check, money order, or online credit card payment before review can begin. Your review and inspection will be completed within 10 business days.

2. **Post-construction fee:** An added fee of $250.00 will be assessed for establishments that have begun installing/operating food equipment or otherwise beginning interior modification before submitting plans to the Philadelphia Department of Public Health. This fee is *in addition* to the plan review fee and standard inspection fee of $190.00.

NEW! You can now pay your plan review fees online with a credit card. You will need an email address, a daytime phone number, your invoice number, and the amount owed. To learn more, call (215) 685-7495.

Flowchart and Timeframes



Plan Review Instructions
FOR STATIONARY FOOD ESTABLISHMENTS

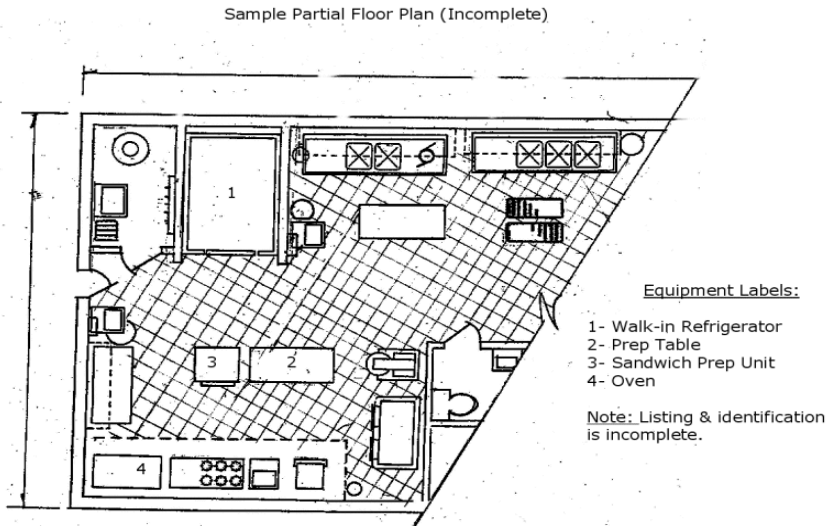
This section details the attachments required as part of your plan review submission. Required attachments include both narrative and drawings, as indicated below. Plans must be clear, concise, legible, to scale, and be of such size as to enable all information to be clearly shown. No free hand drawings will be accepted. The following are required:

A. Site Plan
Submit an accurately scaled site plan showing the location of the food establishment in relation to outside features (streets, buildings, refuse storage, ventilation system fan locations, water supply and sewage disposal system features, etc.).

B. Facility Plan
Submit an accurately scaled floor plan of the facility showing all areas including:

- Kitchen (food preparation area)
- Bar area
- Dining area
- Toilet rooms
- Customer/wait staff service area(s)
- Basement/utilities area
- Refuse/recycle storage area
- Other

The overall interior dimension of each affected floor, including basement, must be shown in order to calculate the area of the establishment. Also include the location of all equipment, including equipment for food and utensils/equipment storage, etc.



1. Sanitary Structural Facility Information
Submit structural facility information that includes the following:

1. Surface finish details: 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 "Surface Finish Detail Schedule" form included in this application may be used for this purpose (SCHEDULE A).

Sample Surface Finish Detail Schedule

Room/Area	Floors	Coved Base	Walls	Ceiling	Lighting/Shielding
Kitchen	Gold-Monolithic oxychloride terrazzo	Terrazzo	Light Yellow epoxy filled/ painted cinder block ceramic tile-rubber silicone grout behind cooking line	White non-perforated metal pan suspended tile	2 x 4 Fluorescent bulbs with plastic lens
Storage	White vinyl asbestos tile	Black vinyl	White-painted sheetrock	White high gloss painted sheetrock	Recessed lights with plastic shields
Utensil Washing	Red quarry tile epoxy grout	Quarry tile	White ceramic tile. Mastic grout	White vinyl coated sheetrock suspended tile	2 x 2 Fluorescent bulbs with plastic lens
Toilet Room	Yellow ceramic tile mastic grout	Yellow ceramic	Ceramic tile Wainscot White satin enamel-painted sheetrock	White latex semi-gloss enamel	Sconce lighting
Processing	Red brick paver, Furan resin grout	Metal	White glassboard	White epoxy painted cement ceiling	2 x 4 Fluorescent bulbs with plastic lens

Additional information required to be shown in plans when applicable:

- Locations and type of slip resistant textured flooring.
- 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.

- Overhead protection
- Type of mortar and grout selected for tile work.
- Materials or method for sealing utility lines that run through walls, floors and ceilings.
- Suspended ceiling tile must be approved. Provide manufacturers information for material and surface finish, or submit sample of tile.
- Indicate materials and methods for installation of beverage systems. Concealed utility lines and penetrations through void spaces require approved sleeves and/or conduit.

2. Vermin Control - Doors and Windows

- Indicate or describe self-closing devices on doors where required.
- Indicate or describe screening or other insect-control devices (include size of screening).
- Indicate or describe how fly control will be maintained.

2. Electrical System Information
Submit drawing indicating the location and number of electrical outlets in food and beverage service areas.

3. Light Fixture Information
Submit drawing indicating the type and placement of all light fixtures, wattage or lamp requirements for the fixture and means of protection (covers, globes, shields) in food and beverage service areas.

4. Plumbing System Information
Submit a detailed plan of the plumbing system, including:

1. Water connections to all food service equipment (steam tables, potato peelers, etc.).
2. 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.

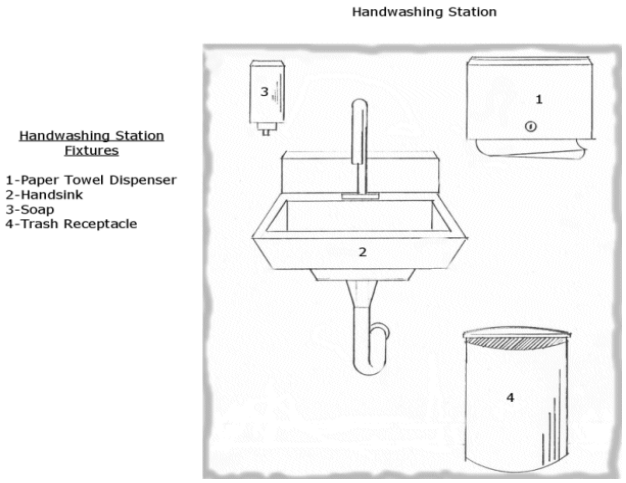
3. The location of all drinking fountains.

4. A complete description of the hot water generating system, including; hot water heater capacity, recovery rate, hot water supply temperature(s). Sufficient hot water to meet the peak demands of the establishment operation must be provided.

5. The location of all sanitary waste fixtures, floor drains, garbage grinder, grease traps, mop receptacles, ejector pits, etc. Refer to "Food Establishment Plumbing Requirements Guide" (Appendix A) and "Food Establishment Grindable Food Waste Recycling & Garbage Grinder Installation Guide" (Appendix B) for more information about plumbing features and requirements.

5. Toilet Room Information

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, hand wash sign, and waste receptacles (see diagram below).



6. Equipment Design and Construction Information

Submit information about the design and construction of all equipment, including:

1. Complete the "Equipment Schedule" provided as an attachment to this guide (SCHEDULE B). The manufacturer and the model for all equipment must be provided (see sample below).

   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. Accredited ANSI certification programs may include: National Sanitation Foundation (NSF), Baking Industry Sanitation

Standards Committee (BISSC), Commercial Refrigeration Manufactures Association (CRMA), Edison Test Laboratories (ETL), Underwriter Laboratories Food Division (UL), or other appropriate testing agency.)

NOTE: 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 (APPENDIX C).

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

2. Submit Manufacturer's catalog cut sheets (see sample 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.

NSF

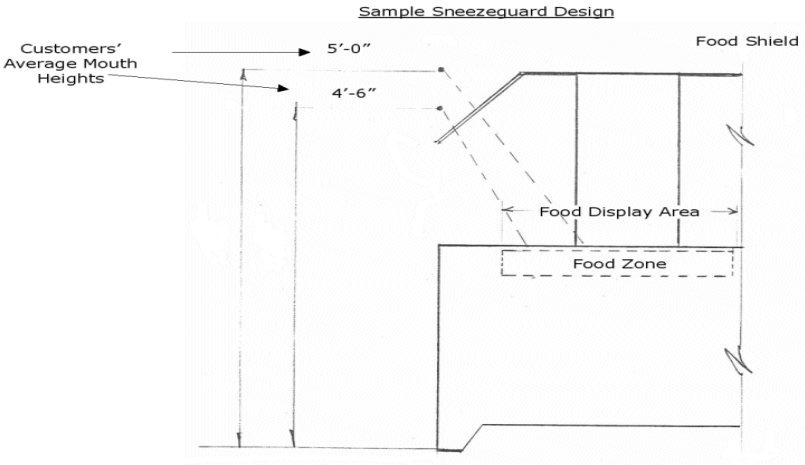
Polyboard sink covers		
Stainless steel sink covers		
Twist brackets		
Twist brackets with overflow		

- 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 backsplash are type 304.
- Coved sink bowls with full ⅝˝ (16mm) radius construction.
- 14˝ (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.
- 9½˝ (241mm) standard backsplash 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.

3. Numerically scaled thermometers, accurate to ±3°F must be indicated for all hot and cold food storage or service units.

4. 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.) must be stored in a separate area or storage unit.

5. 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 below).



6. 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.

7. Equipment Installation Information
Submit information about the installation of all equipment. Installation 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.

8. Ventilation Information
Submit information about the design, construction and installation of the ventilation system.

1. Indicate 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.

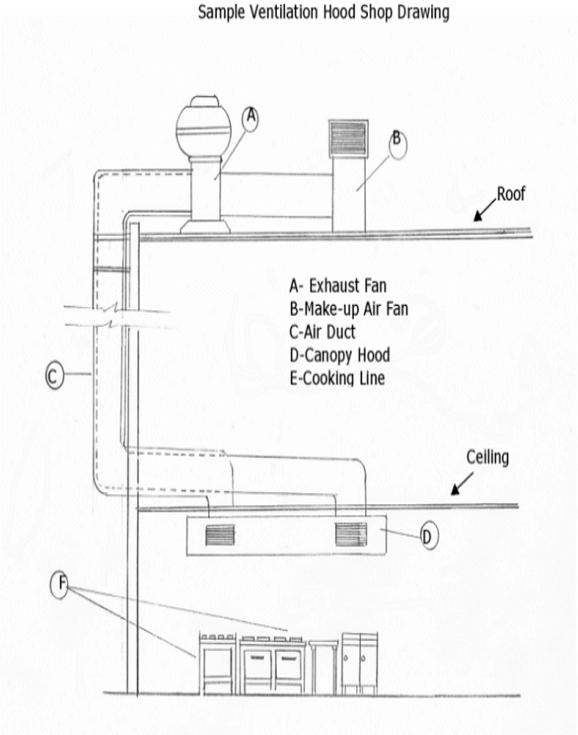
b. The designed exhaust capacity for each kitchen ventilation hood (cubic feet per minute - c.f.m.).

c. The designed make up air capacity for each kitchen ventilation hood (c.f.m.).

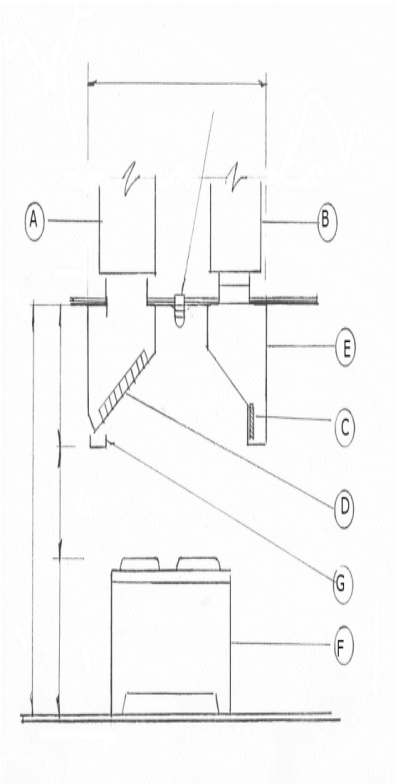
d. Type and method of installation of the lighting and fire-protection systems within the kitchen exhaust hoods. Only vertical fire-protection system piping exposed within the hood, and only ANSI accredited certification program standards approved light fixtures and concealed electrical conduit is approved.

e. 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



Sample Ventilation Hood Shop Drawing



A-Exhaust Fan Duct
B-Make-up Air Duct
C-Fresh Air Resister
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.

9. Refuse & Recyclables Information
Submit information about the facilities for refuse and recyclables.

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 two 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. Please refer to the "Grease Disposal Guide" for more information (APPENDIX D).

C. Menu Information/Food Handling
Submit a complete menu and/or description of the foods to be handled. *Note: Consumer advisory information for any raw or undercooked foods must be indicated on proposed menus.*

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:

- Hazard Analysis Critical Control Point (HACCP) plans
- Process control information
- Sanitation Standard Operating Procedure (SSOP)
- Personnel training requirements
- Proposed food labels
- Specialized equipment maintenance procedures
- Chemical, biological or physical property analysis for food products
- Food transportation procedures
- Special operational procedures
- Cleaning schedules

APPENDIX A:
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 routinely required for all food facilities preparing potentially hazardous food. An exemption to a three-compartment sink may be granted 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. Approval for 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.

Food Preparation - A separate food preparation sink plumbed with an indirect waste connection to the plumbing system is required when menu or food preparation practices indicate the need for such equipment. Typically, full service restaurants, salad bar, and seafood operations require food preparation sinks.

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. When the primary purpose of a grinder is for waste from food preparation, installation of a garbage grinder as an integral component of the food preparation equipment will be evaluated upon specific request. 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.

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 cannot be done. Example: Soda supply lines passing through a wall between rooms must have a sleeve installed through which the lines will run.
5. A leak proof sanitary trough must be installed under any overhead soil line that is exposed within a food preparation area.

APPENDIX B:
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

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.

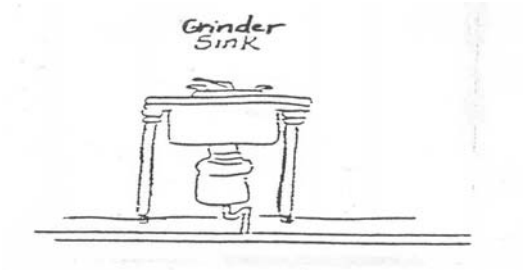
General Requirements and Restrictions:

1. Installation of garbage grinder requires 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.

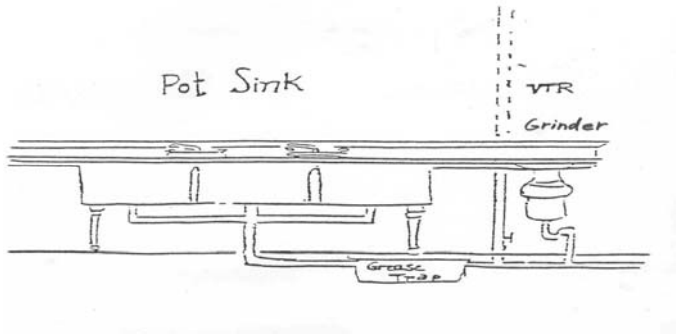
GARBAGE GRINDER INSTALLATION AND LOCATION ARE SUBJECT TO HEALTH DEPARTMENT EVALUATION AND APPROVAL.

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

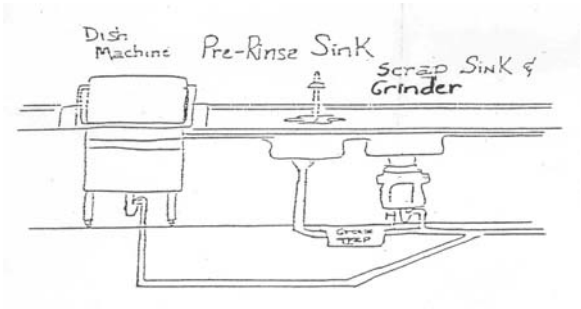
A. Separate Grinder Sink - A one compartment free standing sink may be installed with a properly plumbed garbage disposal unit. When such an installation is used, a request may be made for evaluation and use of this sink to meet hand washing facility requirements. Installation of a garbage grinder in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



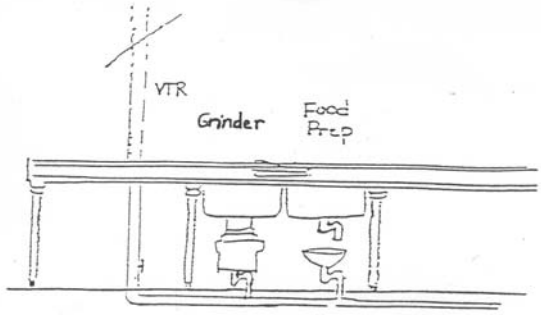
B. <u>Pot sink with Drainboard Installation</u> - A garbage grinder may be installed on a three compartment sink drain board with proper cutout and cone assembly.



C. <u>Dishwasher with Scrap Sink and Grinder</u> - 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.



D. <u>Combination Grinder/Food Prep Sink Arrangement</u> - This installation may be approved when the source of grindable food wastes are generated principally by a food preparation operation. Each compartment must be separately and properly plumbed; the food prep compartment must be indirectly connected with an air gap waste drain; the grinder compartment must be directly connected.



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

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

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.

APPENDIX D
Guidelines for Grease Disposal
(excerpted from the Philadelphia Water Department publication "What should you know?")

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.

APPENDIX E
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.

APPENDIX F
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#	**Zip code:**	**Date:**	**Plan Review Fee: $**	
Contact:	**Phone:**	**Scope of Work:**	**Reported Square Footage: sq.ft.**	
Title:			**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)	
		Water Heater (s) (location, size, temperature, recovery rate):	
		Sanitary Drainage System:	
		Mop Receptacles/Sink	
		Grease Traps	
		Floor Drain (s)	
		Indirect Waste Drainage	

SAMPLE ONLY

		Indirect Waste Type/Fixture (s)	
		Other	
		Toilet Room Details (Location, Fixtures, Ventilation):	
		Employee Area (Personal Storage):	
		Equipment Information & Details:	
		Design & Construction: Catalog Cut sheets	
		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):	
		Sneeze guard/Food Display Protection:	
		Drink & Ice Dispensing Equipment:	
		Sinks: Utensil Washing	
		Food Preparation	
		Hand washing: Employees	
		Hand washing: Customers	
		Mechanical Ware washing 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 Ware washing 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:	

SAMPLE ONLY

APPENDIX G
List of Reference Publications

Please be advised that listing the resources below does not imply recommendation or endorsement by the City of Philadelphia Department of Public Health

Baking Industry Sanitation Standards Committee	773-761-4100
Intertek Testing Services	800-813-9442
National Sanitation Foundation International	800-673-6275
Pennsylvania Department of Agriculture	717-787-4737
The 3A Sanitary Standards Sources	800-669-9277
Underwriters Laboratories, Inc.	847-272-8800

Checklist

Please complete this checklist to ensure that your Plan Review Application is complete. The accuracy of your submission will help to avoid processing delays and/or the rejection of your plans. *Please include a completed checklist with your application.*

_____ **Checklist**

_____ **Application Form** (all questions answered and boxes completed)

_____ **Site Plan**
accurately scaled site plan of the facility showing the location of the food establishment in relation to outside features

_____ **Facility Plan**
accurately scaled floor plan of the facility showing all areas including, kitchens, bars, dining facilities, toilet rooms, basements, refuse and recyclable storage areas:

1. Sanitary Structural Facility Information
_____ complete Surface Finish Details Schedule (Schedule A)
_____ vermin control

2. Electrical System Information
_____ electrical plan showing all outlets

3. Light Fixture Information
_____ type and placement of all light fixtures
_____ wattage or lamp requirements for the fixtures
_____ means of protection in food service areas

4. Plumbing System Information
_____ water connections to all food service equipment
_____ type and location of backflow prevention devices
_____ location of all drinking fountains
_____ description of the hot water generating system
_____ location of all sanitary waste fixtures, floor drains, garbage grinder, grease traps, mop receptacles, ejector pits, etc.

5. Toilet Room Information
_____ location of toilet rooms, hand wash stations and storage area/facilities
_____ toilet room fixtures
_____ ventilation

6. Equipment Design and Construction Information

_____ complete Equipment Schedule (Schedule B)
_____ manufacturer's catalog cut sheets
_____ numerically scaled thermometers
_____ adequate storage facilities for all equipment and food
_____ type and placement of shelves
_____ separate area or storage unit for chemical supplies, etc.
_____ food display/customer self-service protection from contamination
_____ automatic ice dispensers for customer self-service
_____ food shields, sneeze guards and other protective devices
_____ location and type of all sinks
_____ hand washing facilities

7. Equipment Installation Information

_____ moveable
_____ sealed
_____ spaced

8. Ventilation Information

_____ location of approved ventilation systems
_____ description of approved ventilation systems

9. Refuse & Recyclables Information

_____ storage facilities for refuse containers and recyclables
_____ outside refuse storage areas
_____ cooking oil recycling

_____ **Menu Information/Food Handling**

complete menu and/or description of the foods to be handled, and description of food handling procedures

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Plan Review Application Form
FOR STATIONARY FOOD ESTABLISHMENTS

Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
www.phila.gov/health/foodbusiness

A. Establishment Information

1) Establishment Name (doing business as): _____

2) Address, City, Zip: _____

3) Establishment Phone: _____ Fax: _____

4) Email: _____ Website: _____

5) Establishment Square Footage: _____ Establishment Occupancy (if known): _____

6) Hours of Operation: Mon-Fri _____; Sat _____; Sun _____; Closed _____; Other _____

7) Anticipated Total Number of Employees Working Per Shift: _____

Licensee (owner, partnership, or corporation)	**Plan Review Contact Person (other than licensee; person who should receive all correspondence)**
Name _____	Name _____
Co. President _____	____ Designer ____ Contractor ____ Manager ____ Other_____
Mailing Address_____	Address _____
City, State _____	City, State _____
Zip _____ Phone _____	Zip _____ Phone _____
Fax_____ Email _____	Fax _____
Phila. Business Privilege # (if available) _____	Email _____
Establishment emergency contact name: _____ Establishment emergency contact phone #: _____	

B. Category of Application

Please select one:

_____ **New Construction**

Work Start Date: _____ Work Completion Date: _____

_____ **Conversion** (the addition of food handling to an existing non-food establishment)

Work Start Date: _____ Work 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 categories listed below. Check all items that apply.

_____ 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: _____

Work Start Date: _____ Work Completion Date: _____

C. Scope of Operation (brief description of the work done

_____
_____
_____

D. Establishment Type (indicate all that apply)

____ Restaurant (alcohol service) # seats _____
____ Restaurant (no alcohol service) # seats _____
____ Caterer
____ Wholesale Warehouse/Processor
____ Grocery Market (retail sales, prepared & prepackaged foods)
____ Institution (health, child, adult, educational services)
Specify _____ Max # for Service _____
____ Prepackaged Food Retail Sales
____ Other (specify) _____

COMPLETE THIS BOX ONLY when the sale of food is: 1) not the principal enterprise, 2) is limited to only prepackaged food items, and 3) involves less than 15% of the retail display area. Examples include: hardware stores, clothing stores, toy stores, etc., selling pre-packaged snacks.

Establishments are required to submit a simple floor plan showing affected food and beverage display areas.

Total Retail Display Square Footage: _____ sq.ft.
Retail Food Sales Square Footage: _____ sq.ft.

E. Operational Details

Answer YES or NO to ALL items:

YES	NO			YES	NO	
		Food safety certified individual is present at all hours of operation with valid City of Philadelphia Food Safety Certificate.				Hot food is prepared.
		There is a written Employee Health Policy, which includes restrictions and exclusions for food workers who are ill, infectious, have cuts, or lesions.				Food is prepared in advance for later service.
		A written food safety plan (HACCP) is provided. Must be submitted for sushi, smoked meat, vacuum packaging, bottling fresh juices, and other specialized food processing.				Food is cooked, cooled and reheated (example: pot of soup, chili, roast beef, rice, gravy, leftover food, etc.).
		Raw or Undercooked food is served (rare/medium done steaks, eggs, hamburgers, shellfish etc.). Consumer Advisory information is required.				Food is handled by customer (buffet bars, hotdogs, microwave use, etc.).
		Shellfish is handled (clams, oysters, etc.). Shellfish tags must be kept for 90 days.				Hot beverage is provided (coffee, tea, etc.).
		Raw food items are washed- any type: vegetable, fruit, meat, etc.)				Beverage is handled by customer (coffee, soda, ice, etc.).
		Food or food items are stored in a remote or auxiliary area.				Outdoor food/beverage handling is provided (outdoor cooking, bar, etc.).
		Basement or sublevel is present				Delivery service is provided.
		Live food is handled (seafood, birds, livestock, etc.) Specify: _____				Hood for cooking exhaust is provided.
		Food is stored or prepared in multiple floors (example: basement, 2nd floor, etc.).				Cooking oil waste is generated.
		Dining room or toilet room is provided on multiple floors (basement, 2nd floor, etc.).				Dishwashing machine is provided (specify low or high temperature)

YES	NO			YES	NO	
		Foods with trans fats are served.				Menu labeling signs are in place.
		Has PA liquor license.				No smoking signs are in place.
		Has FASD (Fetal Alcohol Spectrum Disorder) sign in place.				Grindable food waste is generated.
		Has inside storage room for trash.				Has outside dumpster/trash cans.

F. Menu

Please attach menu to application.

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: _____

SCHEDULE A: SURFACE FINISH DETAILS SCHEDULE
COMPLETE AND SUBMIT WITH YOUR APPLICATION

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

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

_____

_____

SCHEDULE B: EQUIPMENT SCHEDULE
COMPLETE AND SUBMIT WITH YOUR APPLICATION

Item No.	Equipment Description	Manufacturer's Name	Model No.	Method of Installation