

# The City of Summit HEALTH DEPARTMENT

512 Springfield Ave

Summit , NJ 07901

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## **RETAIL FOOD ESTABLISHMENT PLAN REVIEW APPLICATION**

The New Jersey State Sanitary Code, Chapter 24, Sanitation in Retail Food Establishments, N.J.A.C. 8:24-9.1 requires that plans and specifications be submitted to the health authority for review whenever a retail food establishment is constructed, renovated/remodeled or significantly altered or when a structure is converted to use as a retail food establishment. Construction, renovation, alteration or conversion may not be initiated until plans and specifications have been approved by the health and construction authorities.

**RETAIL FOOD ESTABLISHMENT PLAN REVIEW FEES** (City of Summit Board of Health Code- BH-A5). The fees for review of retail food establishment plans are based upon the extent of alteration. Payments can be made to the City of Summit in the form of Business checks, Cashier's checks, or cash only.

Trade name:	Type of Operation:	Type of Project:
Owner's name:	<input type="checkbox"/> Bakery	<input type="checkbox"/> New Construction
Establishment location:	<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Renovation/Remodel
City, State, Zip Code:	<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Conversion
Business Telephone Number: Email:	<input type="checkbox"/> Ice Cream	
<b>Corporate Information</b>		
Name:	<input type="checkbox"/> Luncheonette/Deli	
Address:	<input type="checkbox"/> Restaurant	
City, State, Zip Code:	<input type="checkbox"/> Tavern/Bar	
Telephone Number: Email:	<input type="checkbox"/> Prepackaged Food Only	
<b>Project Contact Person(s)</b>		
Name:	<input type="checkbox"/> Other (Please Describe) _____	
Address:	<b>Restaurant – Seating Capacity:</b> <input type="text"/>	
City, State, Zip Code:	<b>New Construction or Extensive Alteration</b>	
Telephone Number: Email:	<input type="checkbox"/> \$200.00 per plan	
<b>Limited Pre-existing Establishment Alteration</b>		
	<input type="checkbox"/> \$75.00 per plan	

Anticipated start date: \_\_\_\_\_

**TOTAL AMOUNT DUE:**

Anticipated completion date: \_\_\_\_\_

Water Source  Public  Well  
Sewer System  Public Sanitary  Septic System

Applicant's Name (Print): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

## **FOR HEALTH DEPARTMENT USE ONLY**

Date Submitted \_\_\_\_\_ Date Approved \_\_\_\_\_ Signature of Inspector \_\_\_\_\_

# **Plan Review Guidelines for New Construction or Remodeling of a Retail Food Establishment**

**Westfield Regional Health Department  
425 E. Broad Street  
Westfield, NJ 07090**

Providing Public Health to Chatham Borough, Fanwood, Garwood, Madison  
Mountainside, New Providence, Roselle Park, Summit and Westfield

## Preface

The purpose of these guidelines is to help architects, engineers, contractors and independent operators understand the plan review process for food establishments under the jurisdiction of the Westfield Regional Health Department. **THIS GUIDELINE IS NOT INCLUSIVE OF ALL REGULATORY OR CONSTRUCTION INFORMATION THAT IS NECESSARY FOR THE OPERATION OF A RETAIL FOOD ESTABLISHMENT.** These represent only a summary of the Sanitary Code that may affect the construction or remodel of a retail food establishment.

All food establishments must be inspected and applicable fees paid before the Health Department will issue the retail food license. Food establishments must comply with the regulations set forth in the NJ STATE SANITARY CODE, CHAPTER 24 (N.J.A.C. 8:24), “Sanitation in Retail Food Establishments and Food and Beverage Vending Machines.” To obtain a copy of this code access the NJ State website at: [http://www.state.nj.us/health/eoh/documents/chapter24\\_effective\\_1207.pdf](http://www.state.nj.us/health/eoh/documents/chapter24_effective_1207.pdf)

## Plan Review

- Submit a full set of plans, menu and specification (cut) sheets of all new equipment. Plans must be clear, concise, legible, to scale and be of such size as to enable all information to be clearly shown. Plans will be reviewed and responded to within 30 days of submission. (NOTE: *Any change to plans must be approved by the Health Department prior to construction.*)
- Complete plan review application and submit the applicable fee.
- Plans will be required for:
  - The construction of a retail food establishment;
  - The conversion of an existing structure for use as a retail food establishment;
  - The remodeling or a change of type of retail food establishment or food operation.

## Toilet Facilities

- Adequate and conveniently located toilet facilities shall be accessible to employees at all times.
- The public shall not access toilet facilities through food preparation, food storage and utensil/equipment washing areas.
- Toilet facilities shall be installed in accordance with N.J.A.C. 5:23, New Jersey Uniform Construction Code.
- All new retail food establishments shall provide toilets for the public in accordance with the requirements of N.J.A.C. 5:23, New Jersey Uniform Construction Code.
- Toilet rooms shall be completely enclosed and shall have tight fitting, self-closing doors and should be vented to the outside if subject to odors.
- Toilet rooms must have a handwashing sink.

## Handwashing Facilities

- The number and location of handwashing sinks shall be convenient to employees preparing or dispensing exposed food or handling clean ware.
- In all new establishments, and extensively altered or change of ownership, employee handwashing facilities shall also be located within the area where food is prepared.
- Handwashing sinks shall be equipped to provide water at a temperature range between 90-110 degrees Fahrenheit through a mixing valve or combination faucet.
- Handwashing sinks shall be provided with a hand cleaning agent and hand drying device or disposable towels. Common towels are prohibited.

## Physical Facilities

- Adequate space shall be provided for storage of food, utensils, paper products, supplies, cleaning equipment and employee's personal items. Floors, walls and ceilings in preparation areas, walk-in refrigerators, ware washing areas, toilet rooms and areas subject to flushing or spray cleaning methods shall be smooth, nonabsorbent and easily cleanable.
- Floor/wall junctures shall be sealed or provided with a coved base where water flush cleaning methods are used.
- Finishes shall be smooth, durable and easily cleanable for areas where retail food establishment operations are conducted. Show type of construction and finish of floors, walls and ceilings in food preparation, utensil washing, toilet rooms, and wait station areas.
- Openings to the outside shall be effectively protected against the entrance of vermin.
- Lighting shall be shielded against breakage in areas where food is exposed. (ex. prep areas, refrigeration units, deli cases, etc.)
- All rooms shall have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes.
- Cooking ventilation hoods and devices shall be designed and installed to prevent grease or condensation from collecting on walls, ceilings and fire suppression system piping and from dripping into food or onto food contact surfaces.

## Plumbing

- All plumbing systems shall be designed, constructed, installed and maintained in accordance with N.J.A.C. 5:23, New Jersey Uniform Construction Code.
- Hot and cold running water must be provided to all sinks.
- Metered faucets shall remain on for at least 20 seconds without the need to reactivate the faucet.
- Food preparation sinks must be indirectly connected to the sanitary sewer through a drain line that has an air-gap.
- A service sink (mop sink) equipped with a floor drain shall be provided and conveniently located for the cleaning of mop and the disposal of mop water.
- No less than a three compartment sink shall be provided for the washing and sanitizing of food contact equipment. Sink compartments shall be large enough to accommodate immersion of the largest equipment and utensils. Drain boards, utensil racks or tables shall be provided for necessary ware holding before cleaning and after sanitizing. A commercial ware washing machine may be substituted for the three-compartment sink if:
  - The ware washing machine is large enough for all food utensils, dishware, equipment, etc. that are placed in it;
  - It is equipped with a pre-wash/pre-scrape area.

 *Note: Establishments are strongly advised to have a three-compartment sink also in case of a malfunction with the ware washing machine.*

## Food Equipment

- All food equipment shall comply with the standards of the American National Standards Institute (ANSI).
- Equipment for cooling and heating food and cold and hot holding food shall be sufficient in number and capacity to maintain proper food holding temperatures.
- Refrigeration units must be able to maintain a 41 degree Fahrenheit food temperature in all newly constructed food establishment and any refrigeration equipment that is replaced. All new cold holding units for potentially hazardous foods shall be provided with an integral or permanently affixed temperature-measuring device that is in clear view.
- Sneeze guards shall be provided where applicable and shall conform to the Food and Drug Administration (FDA) or NSF standards for construction, installation and use.
- Food, equipment, utensils and laundered linens shall not be stored in locker rooms, toilet rooms, and mechanical rooms or under sewer lines that are not shielded to intercept potential drips.
- Equipment that is fixed and not easily movable (hand washing sinks, 3 compartment sinks, prep-sinks, etc.) shall be installed so that it is sealed to adjoining equipment or walls if equipment is exposed to spillage or seepage.
- Counter top food equipment shall be easily movable or sealed to the counter or be mounted on 4 inch legs.
- Floor mounted food equipment shall be easily movable, or seated and sealed to the floor or mounted on 6 inch legs or casters.

## Waste Disposal

- Outdoor storage surfaces for refuse, recyclables and oil collection containers shall be constructed of nonabsorbent material and shall be smooth, durable and sloped to drain.

## Certification Requirements

- By *January 2, 2010*, one *person in charge* (PIC) in a *Risk Type 3\** Food Establishment shall be a certified food protection manager who has shown proficiency of the required information through an accredited certification program approved by the *Conference for Food Protection* (CFP).
  - CFP approved Program Examinations:
    - *ServSafe* ([www.servsafe.com](http://www.servsafe.com))
    - *National Registry of Food Safety Professionals* ([www.nrfsp.com](http://www.nrfsp.com))
    - *Thompson Prometric* ([www.prometric.com/foodsafety](http://www.prometric.com/foodsafety))
    - *360 Training* ([www.360training.com](http://www.360training.com))
    - *Statefoodsafety.com*

\* *Risk Type 3 Food Establishments may include, but are not limited to full service restaurants, diners, commissaries, and catering operations; or hospitals, nursing homes, and preschools preparing and serving potentially hazardous foods.*

## Pre-operational Inspection

- A pre-operational inspection by the Health Department is required prior to the start of operations to determine compliance with NJ State Sanitary code Chapter 24 (N.J.A.C. 8:24). Approval from all other departments **MUST** be completed **PRIOR** to the pre-operational inspection. (See **pre-operational checklist**.)
- Once you pass the pre-operational inspection your retail food license will be issued. **THIS DOES NOT PERMIT YOU TO OPERATE!** You must obtain a Certificate of Occupancy or Temporary C/O from the appropriate Construction Department **prior** to operation.
- Please be able to provide the name, address, and phone number for the following contractors: exterminator, garbage removal company, grease recycling company, and grease trap cleaning company (when applicable).

## Additional Requirements:

Smoking is not permitted in any retail food establishment and such establishment shall comply with the New Jersey Smoke-Free Air Act (N.J.S.A. 26:3D-55 through 3D-64).

## Pre-operational checklist for retail food establishments

- Called Health Department to schedule pre-operational inspection. **(Allow at least 72 hrs. notice when scheduling this inspection)**
- All utilities turned on and functioning properly. Handwash sinks are set up appropriately with soap, paper towel or hand dryer, garbage pail, and handwash signage.
- Three bay sink (or dishwasher) must be appropriately set up for wash, rinse, and sanitize and have appropriate test strips and plugs. Must have an area for storing soiled equipment and an area for air drying clean equipment.
- Hot and cold holding equipment must be on with thermometers in place. A (thin probe) stem thermometer is available for monitoring food temperatures.
- Debris from construction or remodel has been removed and the establishment is clean to sight and touch.
- Applied and paid for application to operate a retail food establishment.
- Must have an adequate number of shallow pans (and a source for ice), and/or chill wands for cooling food if applicable.
- Must be able to provide all contractor information: garbage hauler, pest control, grease removal company, and name of grease trap cleaning company if applicable. Please provide proof of food handler training.
- Receive **final** approval from all other applicable departments within the municipality.

**X**

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Owner/Person in Charge

Please check off each item on this list when completed. Once all items have been checked off, return this list to your inspector in order to schedule your pre-operational inspection.