



DORCHESTER COUNTY

HEALTH DEPARTMENT

GUIDELINES FOR SUBMITTING PLANS FOR RETAIL FOOD SERVICE FACILITIES

Maryland Health-General Code Annotated, §21-321, requires that properly prepared plans be submitted and approved before a food facility is constructed, remodeled, or materially altered, or before an existing structure is converted or remodeled for use as a food facility.

The following information must be included in plans submitted to this office:

1. FLOOR PLANS: A drawing in horizontal section of the proposed facility drawn to scale.
2. FINISH SCHEDULE: Specify by area. Finishes must be smooth, easily cleanable, durable, and non-absorbent.
 - A. Floors: Specify materials to be used. Flooring must be commercial grade.
 - B. Base: Specify coving or floor-wall juncture to be sealed by other acceptable method.
 - C. Walls: Specify material and finish.
 - D. Ceilings: Specify material and finish.
 - E. Piping/Conduits: Specify that all piping, conduit and similar construction will be located inside a wall, otherwise enclosed, or installed and minimum $\frac{3}{4}$ inch space from wall.
3. DOORS: Specify that all doors to the outside are tight fitting and self-closing.
4. LIGHTING: Specify type of lighting, foot-candles, and type of shielding.
5. KITCHEN VENTILATION HOOD SYSTEM(S): Plans and specification for any proposed hood system should include:
 - A. The manufacturer's name and the hood model number;
 - B. Hood material construction;
 - C. Hood drawing in horizontal section (plan view) drawn to scale which indicates size of hood, size and location of exhaust and supply

- collars and plenums, and location and size of equipment associated with the hood;
- D. Hood drawing in section view which indicates the arrangement of the grease or condensate removal system, the exhaust and supply plenums, and the filter support framework;
- E. Type, number, size, material of construction, effective area, and manufacturer's recommended velocity range of all grease removal devices;
- F. Exhaust and supply volumes at the calculated static loss;
- G. A list of equipment under the hood and specifications to include maximum temperature;
- H. Documentation of the hood listings such as National Sanitation Foundation Standard 2, Underwriter's Laboratories Standard 710, and American National Standard/National Fire Prevention Association Standard 96, and;
- I. Exhaust and supply fan model numbers and fan performance curves.

6. TOILET FACILITIES: Specify location on plans.

- A. Public restrooms that are accessible without entering food preparation, storage or utensil washing areas are required for on-premise consumption.
- B. Mechanical ventilation (2 cfm per square foot area minimum) that is exhausted directly to the outside is required.
- C. Doors must be self-closing.
- D. Women's bathrooms require covered trash can.

7. HANDWASHING FACILITIES: Indicate location on plans. Hand washing sinks are required in toilet facilities and in each preparation or utensil washing area. Each lavatory must have hot and cold (or tempered) running water, soap, and a hand-drying device. Common towels are not permitted. Additional hand sinks will be required if the distance between food handling or dishwashing area and a hand sink is more than 20 feet.

8. EQUIPMENT:

- A. Submit a complete list of the proposed food equipment with manufacturer and model number or provide manufacturer's specification sheets. All equipment must be NSF approved, or approved by a comparable testing organization.
- B. For custom-built equipment by an NSF listed manufacturer, specify "Custom- to be built by applicable standards," and specify the manufacturer's name. Shop drawings may be required.

- C. For custom-built equipment by a non- NSF listed manufacturer, submit complete shop drawings showing intended compliance with applicable NSF standards.
- D. Floor plan: Show equipment either sealed to adjacent surfaces, on casters, or spaced an approvable distance from the wall.
- E. Specify that all floor-mounted equipment will be placed on NSF approved 6" legs, NSF approved casters, or properly sealed to the floor. Indicate that all counter mounted equipment weighing in excess of 80 pounds will be placed on NSF approved 4" legs or sealed to all adjacent surfaces.
- F. Shelving for walk-in refrigerators or freezers must be constructed of non-corrosive materials; e.g. stainless steel, aluminum, vinyl coated.
- G. Shelving intended for storage or holding of foods or utensils should be a minimum of 18 inches from the floor.
- H. Submit shop drawings for all food guards.

9. **UTENSIL WASHING:** A commercial dishwasher and/or three compartment sink is required. Integral drain boards are required on both ends of the three-compartment sink. The compartments must be of sufficient size to accommodate ½ of the largest utensil to be washed-rinsed-sanitized.

10. **PLUMBING:** A plumbing layout and/or riser diagram which indicates the proposed location of all fixtures such as hand sinks, toilets, utility sinks, floor drains, floor sinks, hose stations, hub drains, and backflow prevention devices.

A. Indirect connections are required as follows:

- 1. Dishwashing machines, utensil and food sinks, refrigerators, steam kettles, potato peelers, ice machines, walk-ins, and all food service equipment generating waste water.
- 2. Show open site drain provided with an air gap.
- 3. Indicate separate drain lines from each compartment of three compartment sinks to an open site drain.

B. All submerged water inlets and hose bib connections must be protected by a properly installed vacuum breaker or other acceptable backflow prevention device.

11. **STORAGE:** Specify shelving materials and finishes. Note: Exposed storage of food and utensils is prohibited less than 18" from the floor.

12. **UTILITIES:** Specify public or private water supply and sewage disposal system.

13. **REFUSE STORAGE:** Note the type of storage facilities on plans. Specify that the outside storage container will be leak-proof, rodent-proof, and located

on a paved surface or a concrete pad.

14. MOP SINK: Specify location on plans. Utensil washing sinks, food preparation sinks, or mop sinks may not be used as hand sinks.

15. MENU and HACCP PLAN: Submit menu and HACCP plan. See *Guidelines for Submitting a Hazard Analysis Critical Control Point Plan*.

16. OPERATIONS MANUAL: Include quality control measures, written procedures for employee training for food safety and HACCP, and a cleaning schedule.

Additional information may be required based on a review of the plans. Acceptable plans will be approved in writing. If the plans cannot be approved, the owner/ designer will be notified in writing.

Submit the plans and required information to:
Dorchester County Health Department
Environmental Health Division
3 Cedar Street
Cambridge, MD 21613

The fees for plan reviews are as follows:

New facility: \$150

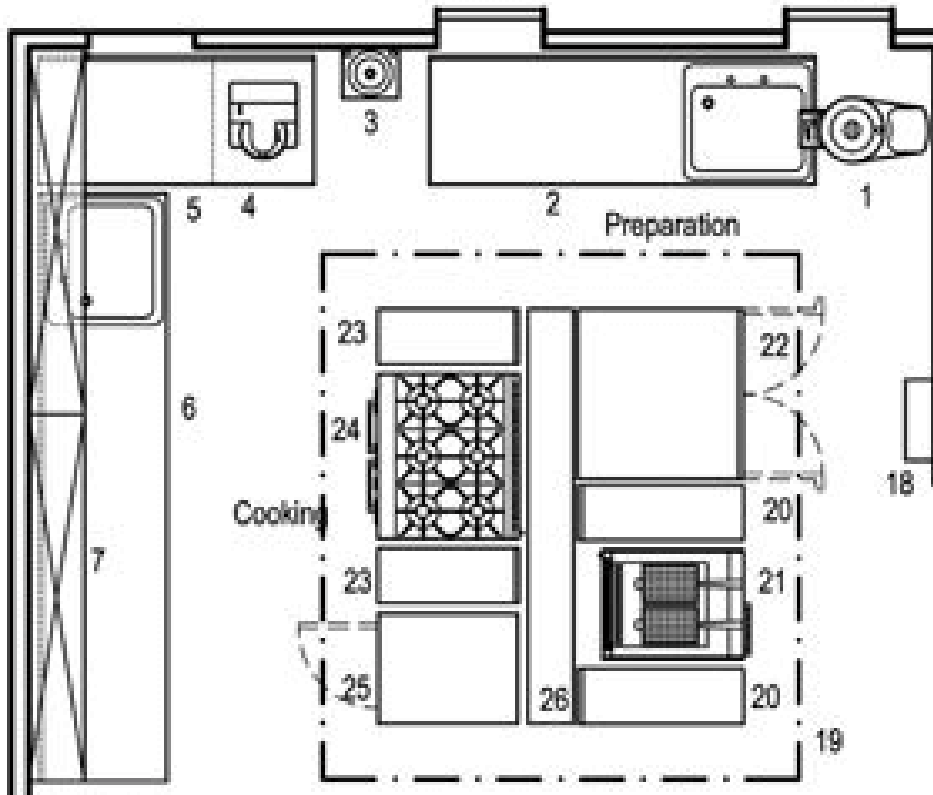
Remodel of existing food service facility: \$75

Equipment addition: \$25

A copy of the *Code of Maryland Food Facility Regulations, COMAR 10.15.03* may be viewed online at
<http://www.dsd.state.md.us/comar/subtitlesearch.aspx?search=10.15.03>

Contact the Dorchester County Health Department, Environmental Health Division at 410- 228-1167 if you have questions regarding these requirements.

Floor Plan Example



(Provided by CADPro)

Plans should be to scale (for example 1 ft= ¼ inch) and may be hand drawn. A numbered equipment schedule should also be included along with manufacturer specification sheets for each piece of equipment. Plumbing should be located on the floor plans, along with all floor drains.

Equipment Schedule Example

| Item # | Manufacturer/Type | Model # |
|--------|---|---------|
| 1 | Hobart Buffalo Chopper | BC12345 |
| 2 | John Boos Stainless prep table with integrated sink-6 ft | JB6SSWS |
| 3 | Hobart Floor Mixer | FL31256 |
| 4 | Berkel Deli Slicer | DS12 |
| 5 | John Boos Stainless Prep table -5 ft | JB5SS |
| 6 | John Boos Stainless Prep table with integrated sink- 9 ft | JB9SSWS |