

**TEHAMA COUNTY  
DEPARTMENT OF ENVIRONMENTAL HEALTH  
CONSTRUCTION GUIDE  
FOR RETAIL FOOD FACILITIES**

## **PREFACE**

The Tehama County Plan Check guide for Retail Food Facilities is an outline of requirements for plan preparation before the submission to the Department of Environmental Health. The requirements are provided to assist in meeting applicable health and safety requirements. The Guide is intended to give basic information and not to supersede any state law, local ordinance or code.

Complete, easily readable plans drawn to scale and specifications shall be submitted to the Department for review and approval before starting any new construction or remodeling of any facility for use as a retail food facility. Plan and specifications may be required by the Department to assure compliance to California Retail Food Code, (Cal-Code). Cal-Code applies throughout the state.

This guide only encompasses health aspects and should not be construed to encompass other agencies involved such as, the local planning and zoning department, the local building authority or local fire department. Owners and agents should be advised to contact the appropriate local agencies involved to obtain any permits and/or to clarify other local codes.

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## **Construction Plan Approval Procedures For Food Facilities**

Pursuant to the California Health and Safety Code, Part 7, California Retail Food Code, Section 113700 et seq., (Cal-Code); a plan approval must be obtained from the Environmental Health Department before constructing or remodeling any building for use as a food facility. Remodel of a food facility means construction, building or repair, enlarging, altering, converting or repairing that requires a permit from the local building authority. The following procedures are required to process and approve food facility plans as well as to obtain final approval to open for business:

1. All plans must be drawn in a concise, detailed manner, sufficient for the inspector to determine compliance with the code. Inadequate plans will be rejected.
2. At minimum, the plan must be submitted, a food construction plan check application form be completed, and required plan check fees paid.
3. Before commencing construction, approvals must be obtained from the Department, local building authority and other appropriate agencies. Building permits for food facilities may not be issued until plan approval has been obtained from the Department.
4. If any changes on the approved plans are desired, revised plans must be submitted for review and approval prior to continuing construction.
5. The food facility shall not open for business until final inspection, approval is obtained from the Department and a valid Health Permit is issued. Call (530)527-8020 for inspection appointment(s).

## **I. Minimum Requirements for Food Facility Plans**

Plans shall be drawn to scale, and shall include the following:

1. Name and address of the food facility; the name, mailing address and telephone number of the owner, contractor and/or contact person.
2. Floor plan showing equipment layout: [See Appendix A for example]
3. Complete equipment checklist, including the methods of installation. [See Appendix B for example]
4. Equipment manufacturer specification sheets.
6. Plumbing layout.
7. A site plan including proposed waste storage receptacle location.
8. Room finish schedule for floors, base, walls and ceiling that indicates the type of material, and surface finish for each room or area. Color and brand name is optional.

## **II. Field Construction Inspection Procedure:**

### Final construction inspection:

Upon completion of construction, including finishing work, contact the Department to arrange for final construction inspection. Approved materials and good workmanship are significant factors in the evaluation and the final field approval of food facility

construction and equipment installation. Final construction must be approved by the Department prior to opening for business or use of remodeled areas. Additional pre-opening inspections may be required.

### **III. Structural Requirements:**

The plans must specify in detail the following:

#### Floors:

1. Floors in food establishment (except in sales and dining areas) shall be durable, smooth and impervious to water, grease and acid, of easily cleanable construction (e.g., quarry tile or seamless epoxy pour, approved commercial grade sheet vinyl or other approved materials). Floor surfaces in all areas where food is prepared, packaged, dispensed, or stored in open containers, where any utensil is washed, where refuse or garbage is stored, where janitorial facilities are located, in all toilet and hand washing areas and in employee change and clothing storage areas, shall be an approved type that continues up the walls or toe-kicks at least four (4) inches, forming a  $\frac{3}{8}$  inch minimum radius cove as an integral unit.
2. Floor drains are required in floors that are water flushed for cleaning and/or where pressure spray methods for cleaning equipment are used. Where floor drains are utilized, the floor surfaces shall be sloped 1:50 ( $\frac{1}{4}$  inch per foot) to the floor drains. When floor drains are added to an existing establishment where the floor surface is not sloped, a two (2) foot surrounding depression/slope to the floor drain may be required.
3. Approved anti-slip floor finished or materials are acceptable in areas where necessary for safety reasons, such as traffic areas.

### Walls and Ceilings:

Walls and ceilings of all rooms (except bar areas, rooms where food is stored in unopened containers and dining areas) shall be durable, smooth, nonabsorbent and washable (e.g., gloss or semi-gloss enamel paint, epoxy paint, FRP (fiberglass reinforced paneling), stainless steel, ceramic tile or other approved materials and finishes.) Walls and ceilings in food preparation and utensil washing areas shall be light colored. Exposed brick, concrete block, rough concrete, rough plaster or textured gypsum board is not acceptable. Acoustical ceiling tile may be used if it meets the requirements of Cal Code.

### Conduits:

1. All plumbing, electrical and gas lines shall be concealed within the building structure to as great an extent as possible. When otherwise installed, they shall be mounted or enclosed so as to facilitate cleaning (e.g., at least  $\frac{1}{2}$  inch from the wall and six (6) inches above the floor).
2. Where conduits or pipelines enter a wall, ceiling or floor, the opening around the line shall be tightly sealed and made smooth.

### Dry Food and Beverage Storage:

1. Adequate and suitable space shall be provided and designated on plans for dry storage purposes. This area shall be equipped with sufficient and approved shelving to accommodate anticipated needs. It shall include only aisle space and floor area where shelving, cabinets or other storage facilities are located. It shall not include floor area where desks, equipment, ladders or other items may be placed.

The following recommended methods of determining adequate storage space may be used:

- a. A floor area equivalent to 25% of all kitchen space or,
- b. One square foot of floor space per customer seat, whichever is greater.
- c. Shelving shall meet or be equivalent to approved applicable sanitation standards which is smooth, durable, easily cleanable, nonabsorbent, and vermin tight. The lowest shelf shall be at least six (6) inches above the floor with clear unobstructed area below. Unfinished wood is not acceptable.

Other Required Storage Facilities:

1. Adequate and suitable space shall be provided for the separate storage of clean and soiled linens.
2. A room, area or cabinet separated from any food preparation or storage area, or utensil washing or storage area, shall be provided for the storage of all cleaning equipment, supplies and poisonous substances (e.g., mops, buckets, brooms, cleaning compounds, waxes, insecticides, rodenticides and other pesticides, detergents, bleaches, cleaning compounds or any other injurious or poisonous materials).

Refuse Disposal Facilities:

1. Garbage and waste grease shall be disposed into adequate, watertight, nonabsorbent, rodent proof containers with close-fitting lids. There shall be an area provided for the storage of these containers and facilities for their washing.



2. For **exterior** refuse disposal facilities a securable enclosure is recommended. Ground surfaces and enclosure surfaces should be constructed so as to be durable and cleanable. Where wash down facilities are provided, liquid waste shall be disposed of in an approved manner.

Toilet Facilities:

1. In each food establishment, there shall be employee toilet facilities. The requirements on the number of toilets and handicapped facilities shall be in accordance with local building and plumbing ordinances.
2. Toilet facilities which are provided for use by patrons shall be so situated that patrons do not pass through food preparation, food storage or utensil washing areas.
3. Hand washing facilities shall be provided within or adjacent to toilet rooms and shall be equipped with an adequate supply of hot and cold running water under pressure from a premixing faucet. Hand washing cleanser and single use sanitary towels in permanently installed dispensers or hot air blowers shall be provided at hand washing facilities.
4. Toilet tissue shall be provided in a permanently installed dispenser at each toilet.
5. Toilet rooms shall be separated from other portions of food establishment by well-fitted, self-closing doors that prevent passage of flies, dust or odors.
6. Public toilet facilities shall be provided in each food establishment with more than 20,000 square feet of floor space. Separate men's and women's toilet facilities are required.

### Clothing Change Rooms and Areas:

A room, enclosure (e.g., locker, cabinet, etc.) or designated area shall be provided where employees may change and store clothing and personal effects. The room, enclosure or area shall be separated from toilets, food storage, food preparation and utensil washing areas. The room, enclosure or designated area should be sized to accommodate the number of employees.

### Exterior Doors:

1. All exterior doors shall be well fitted and self-closing to effectively prevent the entrance of flies, rodents and vermin.
2. Large cargo type doors shall not open directly into food preparation area. Cargo type doors that open into any food warehouse of a food facility may only be open during deliveries. An overhead air curtain is not a substitute device to permit a door to remain open.

### Pass-through Windows:

Food service passthrough window service openings shall be limited to 216 square inches each. The service openings shall not be closer together than 18 inches. Each opening shall be provided with a solid or screened window, equipped with a self-closing device. Screening shall be at least 16 mesh per square inch. Passthrough windows of up to 432 square inches are approved if equipped with an air curtain device. The counter surface of the service openings shall be smooth and easily cleanable.

### Lighting:

In every room and area in which any food is prepared, manufactured, processed, or prepackaged, or in which

equipment or utensils are cleaned, sufficient natural or artificial lighting shall be provided to produce the following light intensity, while the area is in use:

- a. At least 10-foot candles at a distance of 30 inches above the floor, in walk-in refrigeration units and dry food storage areas.
- b. At least 20-foot candles at a surface where food is provided for consumer self-service or where fresh produce or prepackaged foods are sold or offered for consumption, inside equipment such as reach-in and under-counter refrigerators, and at a distance of 30 inches above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms.
- c. At least 50-foot candles at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor and in other areas and rooms during periods of cleaning.

Water:

1. An adequate, protected, pressurized, potable supply of hot water at least 43 degrees Celsius (120 degrees Fahrenheit) and cold water shall be provided.
2. In sizing the water heater, the peak hourly demands for all sinks, dishwashing machines, and other equipment requiring hot water are added together to determine the minimum required recovery rate.
3. The water supply shall be from a water system approved by the health officer or the State health department.

### Backflow Protection:

An approved backflow prevention device shall be properly installed upstream of any potential hazard between the potable water system and a source of contamination (e.g., all threaded water outlets, mop sinks, sprayers, dishwashers, etc.)

### Indirect Waste Receptors:

1. All steam tables, ice machines and bins, food preparation sinks, utensils washing sinks, and other similar equipment with drain lines shall discharge their liquid waste through an air gap into a floor sink or other approved waste receptor.
2. Condensate and liquid waste from food preparation equipment and utensil sinks, dishwashers, dipper wells, steam tables, ice machines, beverage dispensers, refrigeration condensers and similar equipment must be drained by indirect drainage into an open floor sink or other approved waste receptor. warewashing sinks maybe directly plumbed to the sewer line if required by local building officials.
3. Floor sinks or other approved waste receptors shall be located so that they are readily accessible for inspection, cleaning and repair. Overflow from floor sinks shall be prevented from flowing into inaccessible areas.

### Sewage Disposal, Grease Traps and Interceptors:

1. All liquid waste, including sewage generated by a food establishment, shall be disposed of in an approved manner into either a public sewer system or to an approved on-site sewage disposal system.
2. Check with local building, sanitary or public works agencies for information or regulations regarding

special sewerage, grease traps and grease interceptor requirements. Grease trap and grease interceptors shall not be installed in food preparation areas unless approved by the Department. In general grease traps should be installed flush with the floor to prevent sanitation problems, check with local Building and Safety officials for requirements.

Ventilation:

Provide adequate ventilation to remove gases, odors, steam, heat, grease, vapors and smoke from all rooms in the facility including: food preparation, scullery, toilet, janitorial, garbage and change rooms, consistent with the requirements of local building codes.

Exhaust Hoods and Ducts:

Mechanical exhaust ventilation shall be required at or above all commercial type deep fat fryers, broilers, fry grills, steam jacketed kettles, ranges, ovens, barbecues, rotisseries, dishwashing machines and similar equipment to effectively remove gases odors, steam, heat, grease vapors and smoke from the food establishment. Usually chemical sanitizing or under counter dishwashing machines do not require exhaust hoods.

***Refer to California Mechanical Code Chapter on Commercial Kitchen Ventilation Systems.***

Equipment Requirements:

1. Equipment and utensils shall be designed and constructed to be durable and to retain their characteristic qualities under normal use conditions. All new and replacement food-related and utensil-related equipment shall be certified or classified for sanitation by an American National Standards Institute

(ANSI) accredited certification program. In the absence of an applicable ANSI certified sanitation standard, food-related and utensil-related equipment shall be evaluated for approval by the enforcement agency.

2. All utensils, display cases, windows, counters, shelves, tables, refrigeration units, sinks, dishwashing machines, and other equipment or utensils used in the preparation, sale, service, and display of food shall be made of nontoxic, non-corrodible materials and shall be constructed, installed and maintained to be easily cleaned.
3. Equipment shall be installed so as to facilitate cleaning under and around the equipment, and of all the adjacent surfaces. Equipment should be sealed to adjacent walls and equipment, or should be spaced away from the adjacent walls and equipment at least six (6) inches for every four (4) linear feet of equipment.

Refrigeration:

1. All reach-in and walk-in refrigeration and freezer units shall be adequate in capacity and usage to meet the needs of the proposed operation and shall be specifically constructed for commercial use. Domestic model refrigeration and freezers will not be accepted.
2. All refrigeration units shall have shelving that is nonabsorbent, non-corrodible, easily cleanable which meets or is equivalent to approved applicable sanitation standards. Wood is not acceptable.
3. All refrigeration units shall be provided with an accurate within 2 degrees Fahrenheit, readily visible thermometer.

### Sinks:

Hot and cold water under pressure shall be provided through a mixing valve to each compartment of the following sinks:

### Kitchen Utensil Sinks:

1. Manual warewashing sinks, except as specified in shall have at least three compartments with two integral metal drainboards for manually washing, rinsing, and sanitizing equipment and utensils. Sink compartments shall be large enough to accommodate immersion of the largest equipment and utensils.
2. Warewashing equipment shall be provided with two integral metal drainboards of adequate size and construction. One drainboard shall be attached at the point of entry for soiled equipment and utensils and one shall be attached at the point of exit for cleaned and sanitized equipment and utensils.

### Food Preparation Sink:

Food facilities needing a separate sink for food preparation such as, but not limited to, thawing, washing, or soaking shall have a food preparation sink that drains by means of an indirect connection.

### Hand washing Sinks:

1. A handwashing facility shall be clean, unobstructed, and accessible at all times for employee use. Hand washing sinks shall be provided in each food preparation area (i.e., deli, meat, bakery, sushi bar, oyster bar, etc.).
2. Soap and single-use sanitary towels shall be provided in permanently installed dispensers at the handwashing sinks.

3. Hand washing sinks shall have such water provided from a combination faucet, or water from a premixing faucet which supplies warm water for a minimum of fifteen seconds while both hands are free for washing.

#### Janitorial Sink

At least one curbed cleaning facility or janitorial sink equipped with a drain shall be provided and conveniently located for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste.

Restricted food service facilities shall be exempt from Subdivision if hot water is available for janitorial purposes and wastewater from janitorial activities is disposed of through an approved sewage disposal system.

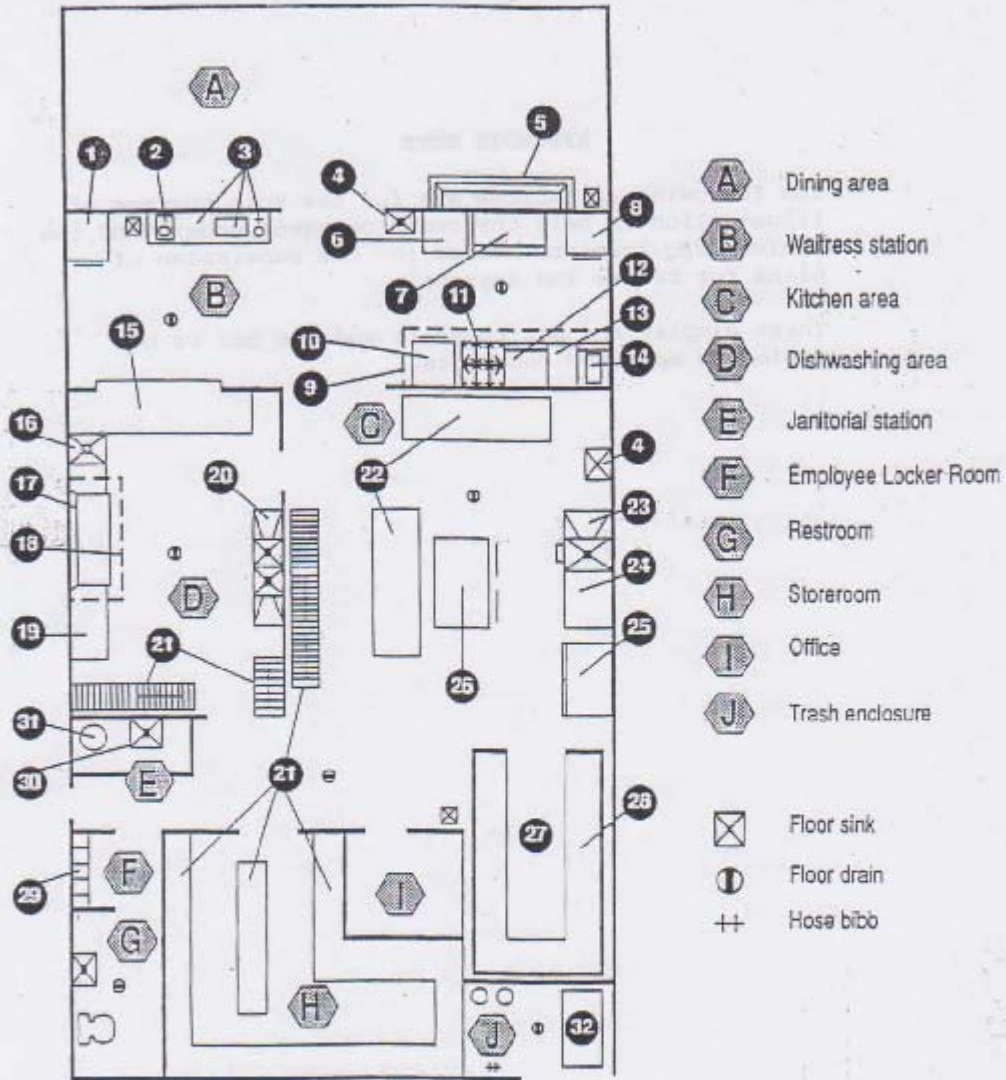


#### **IV. APPENDIX NOTE**

The following appendices are for the sole purpose of illustration to help the owner or agent understand the minimum requirements needed for the submission of plans for review and approval.

These samples are not to scale and are not to be copied as approved documents.

APPENDIX A



Each piece of equipment is numbered to correspond with the equipment checklist in Appendix B.

Appendix B

EQUIPMENT CHECKLIST		DATE	TIME	OF								
ITEM NUMBER	ITEM	MANUFACTURER	MODEL NUMBER	NSF	OTHER DOCUMENTATION	READY TO USE BY ONE PERSON (WHEN FULL)	CHANGES TO APPROVE (IF APPLICABLE)	SEAL TO FLOOR	SEAL TO BACK WALL	SEAL TO SIDE WALL	SEAL TO ADJACENT EQUIPMENT	SEAL TO ADJACENT EQUIPMENT
1	Ice Maker							2'	2'	6"	6"	12"
2	Coffee Maker											12"
3	Counter w/water & hot bin											6"
4	Employee hand sink							30"				
5	Sisal Bar											
6	Work table w/s											
7	Refrigerated prep. unit											
8	Reach-in freezer								6"			6"
9	Exhaust hood (Type I)											
10	Convection oven/stand							36"	6"			6"
11	6 burner range/oven											
12	Grill											
13	Fryer deep station w/s							36"				14
14	Deep fat fryer							6"	6"			13
15	Soiled dish table w/s							36"				16
16	Scrap sink w/pne-cinso & garbage disposal							6"				15
17	High temp. dishwasher							10"	6"			15/16
18	Vapor hood (Type II)											
19	Clean dish table w/s							36"				
20	2-compartment pot sink							22"				12"
21	Storage shelving							6"	1"			
22	Worktable w/s							6"				
23	Food prep. sink							72"				24
24	Worktable w/s							6"				23
25	Reach-in freezer							6"	6"			12"

(THIS IS A SAMPLE ONLY; Specific brand names and colors for materials should be specified whenever possible to insure acceptability.)

# ROOM FINISH SCHEDULE

ROOM or AREA	FLOOR	FLOOR BASE or COVE	WALLS	CEILING	REMARKS
<b>A</b> Dining area					
<b>B</b> Waitress station					
<b>C</b> Kitchen area					
<b>D</b> Dishwashing area					
<b>E</b> Janitorial station					
<b>F</b> Employee locker room					
<b>G</b> Restroom					
<b>H</b> Storeroom					
<b>I</b> Office					
<b>J</b> Trash enclosure					

EQUIPMENT CHIT (Salad bar sneeze guards: Refer to the CCDEH Buffet/Service Guidelines.)





