



## **City of Meriden – Department of Health and Human Services** **Food Service Establishment Plan Review Requirements**

This information provided is required by the Code of the City of Meriden, Chapter 112. Approval of the plan is required **PRIOR** to the application for a Building Permit. Failure to comply may result in the delay of construction and/or additional financial obligations.

Once the food service plan review application is submitted with the \$100 plan review fee, the review process takes approximately 5-10 working days from receipt of the plan. An in person meeting may be required to discuss the plan review.

### **Plan review requirements:**

1. Plans must be complete, properly prepared architectural plans or drawn on at least 11" X 17" paper. Plans must include all areas of the facility (basement, storage areas, restrooms, etc.).
2. The plan must show the location of all food service equipment. Each piece of equipment must be clearly labeled with its common name.
3. Food equipment schedule must include make and model numbers and listing of equipment that is certified or classified for sanitation by ANSI accredited certification program (i.e. NSF, National Sanitation Foundation). Submit specification sheets from manufacturer or supplier.
4. A copy of the menu(s) or proposed menu **MUST** be submitted with the plan. If there will be a take-out menu, catering menu, happy hour menu, etc. – all must be submitted. Plans will not be reviewed without the menu(s).
5. Other city departments you are required to obtain approval from (all located in City Hall):
  - a. Fire Marshall
  - b. Building (need copy of floor plan)
  - c. Zoning
  - d. Engineering – grease trap (if required)
6. If you will be preparing baked goods (cakes, cookies, bread, doughnuts etc.), pizza or if you have a soft serve dessert (ice cream) machine, you will need a license from Connecticut Department of Consumer Protection (860) 713-6160.
7. Certified Food Protection Manager(s) are required for all Class 2, 3 and 4 establishments. Copies of certificates must be provided.

### **Pre-operational inspections:**

The Department of Health and Human Services shall inspect the food establishment as many times as necessary prior to the start of operations to determine compliance with the approved plans and specifications and with the requirements of the FDA Food Code and the Code of the City of Meriden, Chapter 112.

The Food Service License will not be issued for the food service establishment until the following requirements are met:

1. A completed food service license application has been received by the Department.
2. Appropriate fees have been paid.
3. Plans and specifications have been approved.
4. Certificates provided for all Certified Food Protection Managers/Person in charge.
5. A final construction inspection has been completed.
6. A pre-operational inspection has been approved.



**PLAN REVIEW AND APPROVAL REQUIRED PRIOR TO SUBMITTAL FOR A  
BUILDING PERMIT PER THE CODE OF THE CITY OF MERIDEN, CHAPTER 112.**

**FOOD SERVICE FACILITY APPLICATION/SPECIFICATIONS AND PLAN REVIEW FORM**

**All information requested MUST be provided or noted as non-applicable (N/A).**

1. Provide copy of certificate for Certified Food Protection Manager(s)/ CFPM(s). All facilities serving open or exposed time/temperature control for safety food (TCS) must employ a CFPM(s). CFPM must certified from an approved food protection manager certification program.

**List name of CFPM(s):** \_\_\_\_\_

2. List categories of all food prepared more than six (6) hours in advance of service (roast, soups, etc.)

\_\_\_\_\_  
\_\_\_\_\_

3. Indicate how ingredients for cold, ready-to-eat food such as tuna, mayonnaise and eggs for salad and sandwiches will be pre-chilled before mixing/and or assembled.

\_\_\_\_\_  
\_\_\_\_\_

4. All Time Temperature Control for Safety (TCS) food must be maintained at or below 41°F or at or above 135° F, except during necessary times of preparation. Describe procedure to minimize these time periods

**General Prep:** \_\_\_\_\_

**Reheating:** \_\_\_\_\_

**Cooling:** \_\_\_\_\_

5. Will raw or undercooked animal food, such as beef, fish, chicken or shellfish be served or sold? Yes / No  
A consumer advisory must be provided. Both the reminder statement and disclosure of food items served or sold raw or undercooked must be provided using menu advisories, brochures or table tenants.

6. Briefly describe policy to exclude/restrict ill employees: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- ❖ **No person while affected with a disease in a communicable form, or while a carrier of such disease, or while afflicted with boils, infected wounds, or an acute respiratory infection, shall work in a food service establishment in an area and capacity in which there is a likelihood of transmission of disease to patrons or to fellow employees, either through direct contact or through the contamination of food or food-contact surfaces with pathogenic organisms. No such person shall be employed in such an area and capacity in a food service establishment. The manager or person in charge of the establishment shall notify the health authority when any employee of a food service establishment is known or suspected of having a disease in a communicable form.**

7. If separate food preparation sink with an indirect drain is required, indicate sink size:

Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

## Structural Concerns

All surfaces must be smooth, non-absorbent, easily cleanable, lightly colored and durable.

|                                      | 1. FLOORS       |       | 2. WALLS*       |       | 3. CEILINGS**   |       |
|--------------------------------------|-----------------|-------|-----------------|-------|-----------------|-------|
|                                      | Material/Finish | Color | Material/Finish | Color | Material/Finish | Color |
| Food/Prep Areas                      |                 |       |                 |       |                 |       |
| Warewashing/<br>Dishwashing<br>Areas |                 |       |                 |       |                 |       |
| Storage Rooms                        |                 |       |                 |       |                 |       |
| Toilet Rooms                         |                 |       |                 |       |                 |       |
| Bar Area                             |                 |       |                 |       |                 |       |

\* Areas behind grills/stoves must be stainless steel.  
Fiberglass reinforced panels (FRP) or tile is required for all other kitchen areas.

\*\* Porous ceiling tiles are prohibited except in dining areas.  
Exposed waste water lines, gas lines or conduits are prohibited

**4. Doors and Windows:** Open windows must be protected with 16 mesh to 25.4 mm screens. Outside door must self-close. If door is left open, provide one of the following:

Screened door     air curtain     other \_\_\_\_\_

**5. Lighting Requirements:** All lights in the food preparation areas must be shielded or coated or shatter-resistant in areas where there is exposed food, clean equipment, utensils, linens or unwrapped single service storage.

Protective shielding: shatterproof bulbs \_\_\_\_\_ light covers \_\_\_\_\_ other \_\_\_\_\_

**\*\* Minimum lighting requirements:**

**50-foot candles of light:** at a surface where a food employee is working with food, utensils or equipment, such as knives, slicers, grinders or saws where safety is a factor.

**20-foot candles of light:** at a surface where food is provided for consumer self-service such as buffets, salad bars or where fresh produce or packaged foods are sold/offered for consumption, inside reach-in refrigerators or in areas used for handwashing, warewashing and equipment storage or in toilet rooms.

**10-foot candles of light:** walk-in refrigeration units, dry food storage areas and in other areas and rooms during periods of cleaning

**6. Ventilation:** All hoods/ventilation systems must be approved by the Meriden Fire Marshal and Building Dept. Applicable permits must be obtained from the Building Dept.

❖ Cooking line proposed:       Yes       No

❖ **All fixed cooking equipment requires a hood. See Building and Fire Marshal for type/size.**

❖ **Dish machines that produce steam are required to have a ventilation hood. See Building Dept.**

**7. Toilet Rooms:**

❖ Covered container required in female and unisex toilet rooms.

❖ All toilet room doors must be equipped with self-closing devices and solid, non-vented doors.

**\* Note: Toilet facilities for the public must not be accessed through food preparation or food storage areas. (See Building Dept. for public restroom requirements)**

Indicate where lockers or other suitable facilities are located for storage of employees' clothing and other possessions.

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**8. Water/Sewer:**

❖ Backflow prevention devices must be installed on sinks, hose outlets, carbonators, sinks dishwasher and spray equipment.

❖ If well water, provide proof of water analysis (required annually).

❖ If septic, provide proof of tank size and maintenance schedule.

**9. Hand Washing Facilities:**

❖ Hand sinks are required in all food preparation areas, food dispensing, warewashing/dishwashing areas, in or immediately adjacent to toilet rooms and bar/service area.

❖ Provide liquid soap/dispensers, disposable towels/drying device and waste receptacle at each hand sink.

**Design, Construction and Installation of Equipment**

❖ All food equipment that is certified or classified for sanitation in conformance to a recognized American National Standard by an American National Standards Institute (ANSI) – accredited certification program is deemed to comply. Domestic grade/residential equipment prohibited.

❖ Wood is strictly prohibited in food preparation areas.

10. Equipment layout must be designed so the equipment abuts walls and adjoining equipment and does not create a void. Floor drain required near line area for proper cleaning.

If floor drain cannot be provided due to site conditions, indicate how cleaning will be accomplished.

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**SITE PLAN MUST BE ATTACHED**

**Cleaning-Sanitizing of Equipment and Utensils**

11. Manual Dishwashing: 3-bay sink proposed:  Yes  No

Indicate size of each compartment: Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

❖ Sink must be large enough to submerge the largest piece of equipment or utensil used.

❖ Must be single unit.

Two drainboards provided:  Yes  No

❖ Drainboards must be large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation.

❖ All facilities preparing food must install a grease trap at 3-bay sink. Contact the Engineering Dept. at 630-4018 for approval process.

Indicate how equipment in 3-bay sink, stationary equipment or equipment too large to submerge in 3-bay sink or placed in dishwasher, will be cleaned and sanitized.

Chemical type: \_\_\_\_\_ Concentration: \_\_\_\_\_

**Chemical test kit MUST be provided**

12. Mechanical Dishwashing Proposed:  Yes  No Sanitizing Method:  Hot  Cold

❖ Unit must be commercial grade

Please list name, make and model: \_\_\_\_\_

**13. Hot Water Supply:**

Storage tank capacity: \_\_\_\_\_ gallons    Recovery rate: \_\_\_\_\_ gal/hr

❖ **Hot water provided in food service establishment must be a minimum of 85° F. Hot water in public toilet rooms cannot exceed 115° F (minimum 85° F).**

**Storage and Handling of Equipment and Utensils**

❖ **All shelving must be at least 6" off the floor to aid in cleaning - wood shelving is prohibited.**

**14. Reach-in Refrigerator and Freezer Units (domestic/residential units prohibited):**

|               | <b>Refrigerator</b> | <b>Freezer</b> |
|---------------|---------------------|----------------|
| Make/Model #  | _____               | _____          |
| Size/Quantity | _____               | _____          |

Is a Walk-in Cooler or Walk-in Freezer proposed:

Yes / No (if no, are there enough reach-in refrigerators for your business)

Describe how cross-contamination will be prevented if separate units are not used (e.g. raw meat on lower shelves, designated storage shelves based on food product):

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❖ **Thermometer required in all refrigerated units.**

**15. Hot Holding Units: Make/Size/Model #: \_\_\_\_\_**

❖ **Thermometer required in all hot holding units.**

**16. Salad Bar/Buffer Proposed:     Yes     No**

Indicate if hot or cold items offered \_\_\_\_\_

Make/Size/Model #: \_\_\_\_\_

Sneeze guard provided as required?     Yes     No

Indicate how food will be rotated in salad bar/buffet: \_\_\_\_\_

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❖ **RE-USE OF POTENTIALLY HAZARDOUS FOOD PROHIBITED.**

17. Is catering operation proposed?  Yes  No

How will food be transported? List equipment: \_\_\_\_\_

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❖ Catering Combination \* (issued in conjunction with another license class) A business involved in the sale or distribution of food and drink prepared in bulk in one geographic location, for service in individual portions at another, or which involves preparation and service of food on public or private premises, not under the ownership or control of the operator of such service.

**General Storage Areas**

18. List cleaning supplies/chemical storage area: \_\_\_\_\_

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19. Is separate mop storage room/area proposed as required? Yes No

❖ **Mop sink provided, floor style basin preferred. Mop rack or hooks required for mops.**

20. Laundry facility proposed?  Yes  No

❖ **If yes, washer and dryer required.**

❖ **If proposed, must be separate from kitchen, preparation and general storage areas.**

21. Is garbage dumpster proposed?  Yes  No

Indicate dumpster volume, cubic yards and collection interval: \_\_\_\_\_

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❖ **Dumpster must be on cement pad with enclosure or not readily visible from public streets.**

Indicate if separate grease receptacle proposed.  Yes  No

❖ **Must be on cement pad with enclosure or not readily visible from public streets.**

If garbage dumpster is NOT proposed, state how garbage will be removed/stored.

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❖ **Tight fitting covers required.**

22. Self-application of pesticides/insecticides prohibited. Indicate how pest control management will be performed. \_\_\_\_\_

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# Plan Review Checklist

- All food service equipment is commercial grade/certified by an American National Standards Institute (ANSI) – accredited certification program (no residential equipment).
- All floors, walls and ceilings must be smooth, non-absorbent, easily cleanable and durable.
- Certified Food Protection Manager(s) provided for all Class 2, 3 and 4 establishments.
- A copy of menu(s) or proposed menu provided.
  - If an animal food (beef, eggs, fish, shellfish, etc.) is served or sold raw or undercooked, a reminder and disclosure must be provided on menu, brochures, table tents, etc. This will be discussed during the plan review meeting.
- Hand washing sinks provided in all food preparation, food dispensing and warewashing/dishwashing areas.
- Hand washing sink provided in or adjacent to restrooms.
- Liquid soap, paper towels or heated-air hand drying device and waste receptacle provided at all hand washing sinks. Covered waste receptacle required in ladies or unisex restroom.
- Employees must wash hands signs at all hand wash sinks.
- Approved sanitizer for food contact surfaces.
- Sanitizer test strips available.
- Appropriate food temperature measuring device with a suitable small-diameter probe.
- Alcohol wipes or other approved means to sanitize your food thermometer in between uses.
- Mop sink provided.
- Mop rack or hooks to store mops, brooms, etc.
- Thermometer provided inside all refrigerators/cold holding and hot holding units.
- Food service gloves provided for handling of food, if unable to use utensils (latex gloves prohibited).
- All shelving at least 6" off floor.
- Screens on windows or screened doors provided.
- Written employee health policy reviewed with all employees.
- Written procedures for cleanup of vomiting or diarrheal events and supplies provided.
- Garbage dumpster and grease dumpster located on a cement pad with enclosure or not readily visible from public streets.
- Hot water at least 85 degrees within the establishment and between 85-115 degrees in public restrooms.
- Food Prep sink provided if applicable.
- Stainless steel behind cooking equipment and sinks or FRP (fiberglass-reinforced plastic).
- Waterproof thermometer for hot water sanitizing dish machine.