

## BALDWIN COUNTY HEALTH DEPARTMENT

Division of Environmental Services, 22251 Palmer Street, Robertsdale, AL 36567  
Office 251-947-3618, fax 251-947-3557. Contact us at: [www.adph.org/baldwin](http://www.adph.org/baldwin)

**How to submit plans to the Baldwin County Health Department. This includes new construction, remodeling, or renovation of a building for use as a food establishment**

1. Submit a "Plan Review Application" along with the appropriate fee (\$150 - \$200) to our office. The fee is based on the square footage of the establishment. (\$150 if < 2500 square ft. and \$200 if > 2500 square ft.) A complete set of plans (May be required to have architect seal)
2. The rules for onsite sewage disposal address high-strength waste from food establishments differently than residential waste. **A licensed professional engineer is required to design the onsite sewage disposal system for a food establishment. If the building has an existing system, an engineer will be required to determine the suitability of the system to treat the waste from the proposed establishment.** The engineer's report must be submitted to the health department with the appropriate fee and application for approval. The system must receive a final approval from the Baldwin County Health Department before a food permit will be issued.
3. If the establishment will be supplied by a private water supply you will need to contact the Alabama Department of Environmental Management (ADEM) to see if a Water Supply Permit is required. If not, then a bacteriological water sample will be required before a permit can be issued. A sample will be required annually in order to renew the food permit.
4. Submit plans to the local or county building department.
5. Upon approval of the plan review (may take up to 20 days) construction/remodeling may begin. Preliminary inspections will be required during construction, at which time the health department will indicate any changes that must be made prior to operation.
6. Before the final inspection can be made you must have made application and paid the fee for the food permit. Also one must provide a valid certification from an accredited program or have verification of attendance from an accredited program in food sanitation. An appointment for the final inspection must be made at least two days prior to the inspection. If the establishment meets compliance with the health department, a permit to operate will be issued. The inspection report will indicate approval to operate, but a score will not be assigned until the next inspection.(approx. in 30 days)
7. Fees for restaurants and C-stores are based on seating (\$50-\$250). Retail food stores fees are based on square footage (\$100-\$200). Permits are renewed annually. Then you must apply for your business license with the city/county offices. You will need to bring you food permit to show them that you have been permitted by the Baldwin County Health Department.

**Baldwin County Health Department, Division of Inspection**  
P.O. Drawer 369, Robertsdale, Alabama 36567 (251)947-3618 FAX (251)947-3557  
22251 Palmer Street, Robertsdale, Alabama 36567 www.adph.org/baldwin  
**FOOD ESTABLISHMENT PLAN REVIEW APPLICATION**

New  BCHD#  
 Remodel  
 Conversion

Name of Establishment: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Applicants Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Title (owner, manager, architect, etc...): \_\_\_\_\_

**I have submitted plans/applications to the following:**

<input type="checkbox"/> Plumbing	<input type="checkbox"/> Zoning	<b>Hours of Operation:</b>	Sunday _____
<input type="checkbox"/> Electric	<input type="checkbox"/> Fire	Monday _____	Tuesday _____
<input type="checkbox"/> Building	<input type="checkbox"/> Other	Wednesday _____	Thursday _____
		Friday _____	Saturday _____

Number of Seats: \_\_\_\_\_ Number of Staff (max) \_\_\_\_\_  
Total Square Feet of Facility: \_\_\_\_\_ Maximum Meals to be served: \_\_\_\_\_

Projected Date for: \_\_\_\_\_ Type of Service (Check all that apply):  
Start of Construction: \_\_\_\_\_  Sit down meals  
Proposed Opening \_\_\_\_\_  Take out  
 Caterer  
 Mobile Food  
 Other

<b>Water Supply:</b>	<b>Sewage Disposal:</b>	<b>Non-Smoking Establishment:</b>
Public: _____	Public: _____	Yes _____
(Municipality) _____	(Municipality) _____	No _____ Designated area _____
Well _____	On-site _____	

- Please include the following documents:**
- Proposed Menu
  - Manufacturer specification sheets for each piece of equipment shown on plan
  - Site plan showing location of business and outside facilities(dumpsters, renderer container,etc.)
  - Plan drawn to scale of facility showing location of equipment, plumbing, electrical services and mechanical ventilation.

**Statement:** I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from this Health Regulatory Office may nullify this approval.

Signature: \_\_\_\_\_  
Approval of these plans and specifications by this Health Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required-federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure of equipment) a pre-opening inspection of the establishment with equipment will be necessary to determine if it complies with the local and state laws governing food service establishments.

## Documents Required

### Food Establishment Plan Review

**“Chapter 8-201.11 When Plans are Required:** “A permit applicant or permit holder shall submit to the Regulatory Authority properly prepared plans and specifications for review and approval before: (A) The construction of a food establishment; (B) The conversion of an existing structure for use as a food establishment; (C) The remodeling of a Food Establishment or a change of type of Food Establishment or Food operation as specified under para.8-302.14(C) if the Regulatory Authority determines that plans and specifications are necessary to ensure compliance with the 2005 Food Code.”

-Rules of (Alabama) State Board of Health for Food Establishment Sanitation, 2008

The following documents must be provided when submitting plans; the omission of any of these documents may delay the review process:

- \_\_\_\_\_ Proposed Menu\*
- \_\_\_\_\_ Food Preparation Information Form\*(handling raw foods, holding foods hot, or re-heating foods)
- \_\_\_\_\_ Manufacture’s Specification Sheet (i.e., “cut sheet” or “spec sheet”) for each piece of equipment with size and/or model and any options such as casters indicated.
- \_\_\_\_\_ Plans drawn to scale (minimum of ¼ inch= 1 foot preferred for ease in reading plans) with the following plans and contents included:
  - \_\_\_\_\_ Site Plan showing location of business in building and location of building on site including alleys and streets.
    - \_\_\_\_\_ Details of garbage and refuse container storage area showing location of dumpster, waste grease container, other containers and floor drain in storage pad; elevation and slope of pad; and location of washing facilities such as hot water faucet.
    - \_\_\_\_\_ Water source and sewage facilities indicated.
    - \_\_\_\_\_ Walking and driving surfaces with surfacing materials indicated.
  - \_\_\_\_\_ Floor Plans showing location of equipment in food storage, preparation, display, and service areas, including server stations: equipment and utensil washing areas; and auxiliary areas such as storage rooms, toilet rooms, and employee locker and break rooms.
    - \_\_\_\_\_ Equipment Schedule identifying each piece of equipment.
    - \_\_\_\_\_ Elevated Drawings of areas and equipment.

- \_\_\_\_\_ Finish Schedule with finishes and/or materials for floors, cove base, walls and ceilings.
- \_\_\_\_\_ Door Schedule with hardware such as door closers and fly fans indicated.
- \_\_\_\_\_ Construction Details including elevated and section drawings of site-built shelf equipment such as built-in shelf units, units, service counters, bar die and counter units.
- \_\_\_\_\_ Plumbing Plans showing location of pressurized hot and cold water supply lines and non-pressurized drain, waste, and vent piping including location of floor drains, floor sinks, hub drains, and grease interceptors.
- \_\_\_\_\_ Plumbing Fixture and Equipment Connection Schedules indicating type of water service (i.e., hot and/or cold) and type of drain (i.e., direct or indirect) for each plumbing fixture and each piece of equipment with plumbing connections.
- \_\_\_\_\_ Hot Water Generating Equipment Schedule with storage tank capacity in gallons and input in total watts of kilowatts for electrically operated or BTU's for gas operated tank type water heater; or with flow rate in gallons per minute and input as above for tank less, or instantaneous, water heaters.
- \_\_\_\_\_ Cross connection control, backsiphonage, and backflow prevention device locations and specifications.
- \_\_\_\_\_ Mechanical plans showing heating, ventilation, and air conditioning (HVAC) information including location of HVAC units, ducts, and supply and return diffusers; location of outside (i.e., make-up) air supply units and exhaust fans; location of exhaust vents, Inc.
- \_\_\_\_\_ Air Balance Schedule with outside supply air and exhaust air volumes (cfm's) with resulting pressures.
- \_\_\_\_\_ Air Conditioning Unit Schedule with cooling and heating capacities.
- \_\_\_\_\_ Kitchen Exhaust Hood ventilation and design details.
- \_\_\_\_\_ Light Plans showing location of light fixtures (usually shown in Reflected Ceiling Plan).
- \_\_\_\_\_ Lighting Fixture Schedule with number of lamps per light fixture, number of lumens per lamp, etc.
- \_\_\_\_\_ Illumination Schedule showing levels of illumination maintained in each room and method used in calculating levels of illumination\*.

\*This information shall be provided if requested so that a thorough review can be completed. A consumer advisory by way of a disclosure and reminder must be made available to the public if the establishment offers animal foods raw or under cooked. This is usually included on the menu. The disclosure must include identification of the animal derived foods by asterisking them to a footnote that states that the items are served raw or undercooked, or contain (or may contain) raw or undercooked ingredients.

## CONSTRUCTION AND PERMITTING GUIDE FOR FOOD ESTABLISHMENTS

In an effort to assist people proposing to construct or remodel and operate a food establishment the Baldwin County Health Department has provided this construction and permitting procedure guide. The guide discusses plan submittal, basic structural requirements, and the application procedure. A sample plan and finish schedule are also provided. Complete regulations for food establishments may be downloaded from our website at [www.adph.org/environmental/Default.asp?id=1155](http://www.adph.org/environmental/Default.asp?id=1155)

Prior to beginning construction, one complete set of plans and specifications must be submitted to the Health Department for review. Services of an architect are required for:

- 1) The construction, enlargement or alteration of any building with a total area of 2500 square feet or more.
- 2) Educational occupancy of any size, including child care facilities (facility having 12 or more children are reviewed by this department)
- 3) Assembly occupancy of any size (gathering of 100 or more persons in one room). A restaurant with seating for 100 or more persons is assembly occupancy.
- 4) Institutional occupancy of any size, such as prison, jails and health or custodial care on a 24-hour basis with six or more persons.

Plans under 2500 square feet do not necessarily have to be prepared by an architect, however the plans *must be drawn to scale*. The plans should indicate **EQUIPMENT LAYOUT, PLUMBING, VENTILATION**, and provide a **FINISH SCHEDULE** (see samples). A plan review application and fee must be completed and paid when the plans are submitted. The fee is based on the size of the establishment. For establishments more the 2500 square feet in size, the fee is \$200.00. For establishments less than 2500 square fee in size, the fee is \$150.00. The Health Department will review the plans and send written notification of any changes that will be required, as well as any additional recommendations. The plans are non-returnable and must remain on file with the Health Department. During construction if it becomes necessary to make any alterations to the plans, the Health Department must be contacted in order to insure that any structural or equipment changes will be in compliance. Also, prior to construction, the local building department should be contacted in order to insure compliance with all applicable rules.

**NOTE:** The Baldwin County Health Department requires that each full food or retail food establishment have a person on staff, that has a valid certification from an accredited program or have verification of attendance from an accredited program in food sanitation. This verification is required before a food permit can be issued.

*The following basic structural requirements should be considered when preparing plans:*

**Water supply** – If a public water supply is to supply water to the establishment, contact the local water authority or municipality service connection. If a private water well will be the source of water for the establishment, the well must be tested to insure the water is free of bacterial contamination. The Health Department or a private laboratory may test the water. Water sampling kits are available from this office. The Alabama Department of Environmental Management (ADEM) also has regulations for private wells that supply water to food establishments. Please contact Mr.Ed Jackson (334)271-7821 with the ADEM Water Supply Branch for more information regarding requirements for wells.

**Sewage Disposal** – If sanitary sewer is available, contact the local building department for grease trap requirements. If a septic system is to be used, a grease trap will be required. Submit the proper application and paperwork to our On-Site Division at the Health Department before any construction is begun.

**Sinks** – A three compartment stainless steel sink with two drain boards is required for proper washing, rinsing, and sanitizing of utensils.

Separate hand washing sinks are required in all areas where food is prepared, handled, and served, and in the utensil washing area, if in a separate area. Hand washing sinks are required in the restrooms and cannot serve as the hand sink for the food service area. Installing a food preparation sink in addition to the required sinks is also recommended. Hot and cold water through mixing faucets must be provided to all sinks.

**Can wash** – A can wash must be provided for cleaning trash cans and disposing of mop water. A can wash is usually a minimum of a 3'x3' curbed concrete structure or prefabricated from fiberglass or stone located outside. It is supplied with hot and cold water and connected to sanitary sewer.

**Garbage and Refuse** – All garbage and refuse containers such as cans, dumpsters, grease containers, and compactor systems must sit on a concrete pad or machine-laid asphalt.

**Dumpster Pad** – If the dumpster is cleaned on the premises or if liquid waste results from the operation of the compactor system, the dumpster pad must have a drain system, and at least hot water must be available for cleaning the dumpster and/or compactor.

**Grease Bins** – If a grease bin or other waste grease container is used, it must sit on a concrete pad or machine laid asphalt. The grease bin pad can be combined with the dumpster pad. Grease bins are subject to the cleaning requirements for dumpsters. An approved renderer must be used to pick up the grease.

**Backflow Prevention** – Atmospheric vacuum breakers must be installed where hoses are attached to faucets.

**Indirect Drains** – Indirect drains, air gap. A direct connection may not exist between the sewage system and a drain originating from equipment in which food, portable equipment, or utensils are placed. eg. ice machines, ice bins, dish machines, and other food contact equipment which require drains. The utensil washing sink, if allowed by the local plumbing jurisdiction, may have a direct connection.

**Ventilation** – Restrooms must be mechanically vented to the outside.

**Exhaust Systems**- Commercial stainless steel hoods must comply with local building and fire codes. The Health Department requires adequate ventilation to remove excess heat, steam, grease or obnoxious odors. Exhaust system must include an exhaust and make-up air fans.

**Floors, Walls, Ceilings** – Materials must be smooth, durable and easy to clean. Wall areas subject to food and/or water splash must be covered with a non-absorbent, easily cleanable material such as the fiberglass reinforced plastic (FRP), marlite or a similar equivalent. Exposed utility service lines and pipes cannot be installed where they obstruct or prevent the cleaning of the ceiling or walls. An acceptable lay in ceiling tile would be the vinyl faced gypsum tile. Floors which are subject to flood washing or grease will need to be constructed of quarry tile, ceramic tile or an epoxy floor system approved for this use.

**Lighting** – Light fixtures must have shields and must provide at least 50 foot candles of light in food preparation areas. Adequate lighting should be indicated in the hood and walk-in's fixtures.

**Shelving** – All food and paper-goods must be stored at least six inches above the floor. Wood shelving is discouraged, but if used it should be covered with a smooth, non-absorbent laminate surface or epoxy paint. Pallets should not be used unless a pallet jack is available for use.

**Doors and Windows** – Restroom and exterior doors must have self-closing devices (springs or hydraulic closers). Windows must have tight fitting screens. All screening material must be not less than 16 mesh to the inch.

**Food establishments are defined as Priority Category 1, 2, 3, or 4. Most restaurants and retail stores fall into the Priority Category 3. This is a full food establishment:**

where unpackaged raw food from an animal source is handled, prepared , or used; or

potentially hazardous food that is not ready-to-eat is cooked or further prepared to eliminate or reduce pathogens; or

customer utensils are reused, or food is cooled, or food previously cooled in the establishment is reheated.

**A Priority Category 2 establishment would be one which none of the three criteria above are met.**

A Priority Category 2 establishment does have some exclusions, such as they must have a minimum of a two compartment stainless steel sink w/ drain boards, does not require a certified food manager, and does not require the dumpster to be stored on a cleanable surface. Most all other requirements for a Priority Category 3 establishment will still have to be met.

When construction nears completion, the Health Department should be contacted to make a preliminary inspection of the establishment. After the preliminary inspection, the Health Department will indicate any changes that must be made prior to operation. Also, as construction nears completion and an opening date has been selected, an application for a permit to operate must be submitted. A fee will be charged for the permit and this fee must be paid when the application is submitted. Please contact the Health Department for fee amount. When the establishment is ready for its final inspection please contact the Health Department at lease two days prior for an appointment. If the establishment is in compliance with all regulations, the permit to operate will be issued.

Please contact the Health Department at 251-947-3618 for further assistance.