

BALDWIN COUNTY HEALTH DEPARTMENT

Division of Environmental Services, 22251 Palmer Street, Robertsdale, AL. 36567
Office 251-947-3618 fax 251-947-3557

Website: www.alabamapublichealth.gov/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", the appropriate fee, and a full set of plans to our office. (some plans may require a submittal by a architect) The fee is based on the square footage of the establishment. (\$150 if < 2500 square ft. and \$200 if > 2500 square ft.)
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 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 one must have made application and paid the fee for the food permit. Proof of a current (within 5 years) certified food person must also be indicated. 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, it will be approved to operate and the food permit is issued.
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. The permit holder will apply for a business license with the appropriate city/county office. The establishment representative will need to bring the food permit to the business license office as proof of being permitted with the Baldwin County Health Department

Baldwin County Health Department, Environmental Services
P.O. Drawer 369, Robertsdale, Alabama 36567 (251)947-3618 FAX (251)947-3557
22251 Palmer Street, Robertsdale, Alabama 36567

FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

- New food establishment
 Remodel of an existing food establishment
 Conversion to a food establishment

Name of Establishment: _____
Address: _____
Name of Owner: _____
Mailing Address: _____
Telephone: _____ Fax: _____
Applicants Name: _____
Mailing Address: _____

I have submitted plans/applications to the following:

Zoning
 Fire
 Building Other

Hours of Operation : Sunday _____
Monday _____ Tuesday _____
Wednesday _____ Thursday _____
Friday _____ Saturday _____

Number of Seats: _____
Total Square Feet of Facility: _____

Number of Staff (max) _____
Maximum Meals to be served: _____

Projected Date for:

Start of Construction: _____
Completion date: _____

Type of Service (Check all that apply):

Sit down meals
 Take out
 Caterer
 Mobile
 Other

Water Supply:

Public: _____
(Municipality)
Private _____

Sewage Disposal:

Public: _____
(Municipality)
Private _____

Non-Smoking Establishment:

Yes _____
No _____ What percent _____

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 any outside facility (dumpsters, 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:* (brief description of the food, handling and prepping of the food, and cooking process (if any) of the food-(eg. is the food establishment planning to prep and cook raw protein foods for immediate service, or plan to cook raw protein foods and hot hold, or plan to prep and cook raw protein foods, cool the food and reheat the next day for service)

_____ Manufacturer’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.

*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

- _____ 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*.

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

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 than 2500 square feet in size, the fee is \$200.00. For establishments less than 2500 square feet 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. Starting January 2020 a person with a valid certification must be present at all times.

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 the ADEM Water Supply Branch at 334-271-7821 for more information regarding requirements for a well.

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. The services of an engineer is required to design the system.

Sinks – A three compartment stainless steel sink, large enough to hold the largest piece of equipment, with two drain boards is required. This is for the 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 to faucet spigots.

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 requires 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, eg. they can have a minimum of a two compartment stainless steel sink w/ drain boards, it does not require a person with a valid certification, and does not require the dumpster to be stored on a cleanable surface. All other requirements for a Priority Category 3 establishment 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 least 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.

**Sample schedule for indicating the
FINISH SCHEDULE**

ROOM	WALL	FLOOR	CEILING
KITCHEN	FRP-floor to ceiling	Quarry tile	lay-in 2' x 4' vinyl-faced
DISHWASHING AREA	FRP-floor to ceiling	Quarry tile	lay-in 2'x4' vinyl-faced tiles
REST ROOMS	Ceramic tile and base to 48", with sheetrock above, finished with enamel paint	Ceramic tile	Sheetrock, finished with epoxy paint
BAR	sheetrock finished with epoxy paint and rubber vinyl baseboard	Quarry tile	Finished plywood or sheetrock, finished with enamel paint
DRY STORAGE	Gypsum board finished with enamel paint	Commercial grade tile	sheetrock finished with enamel paint
COOLER	Metal Panel	Quarry tile	Metal Panel
FREEZER	Metal Panel	Metal Panel	Metal Panel
WAITRESS STATION	Painted Sheetrock, FRP behind sinks and work tables	Ceramic tile	Lay-in vinyl face ceiling tiles

DOOR SCHEDULE

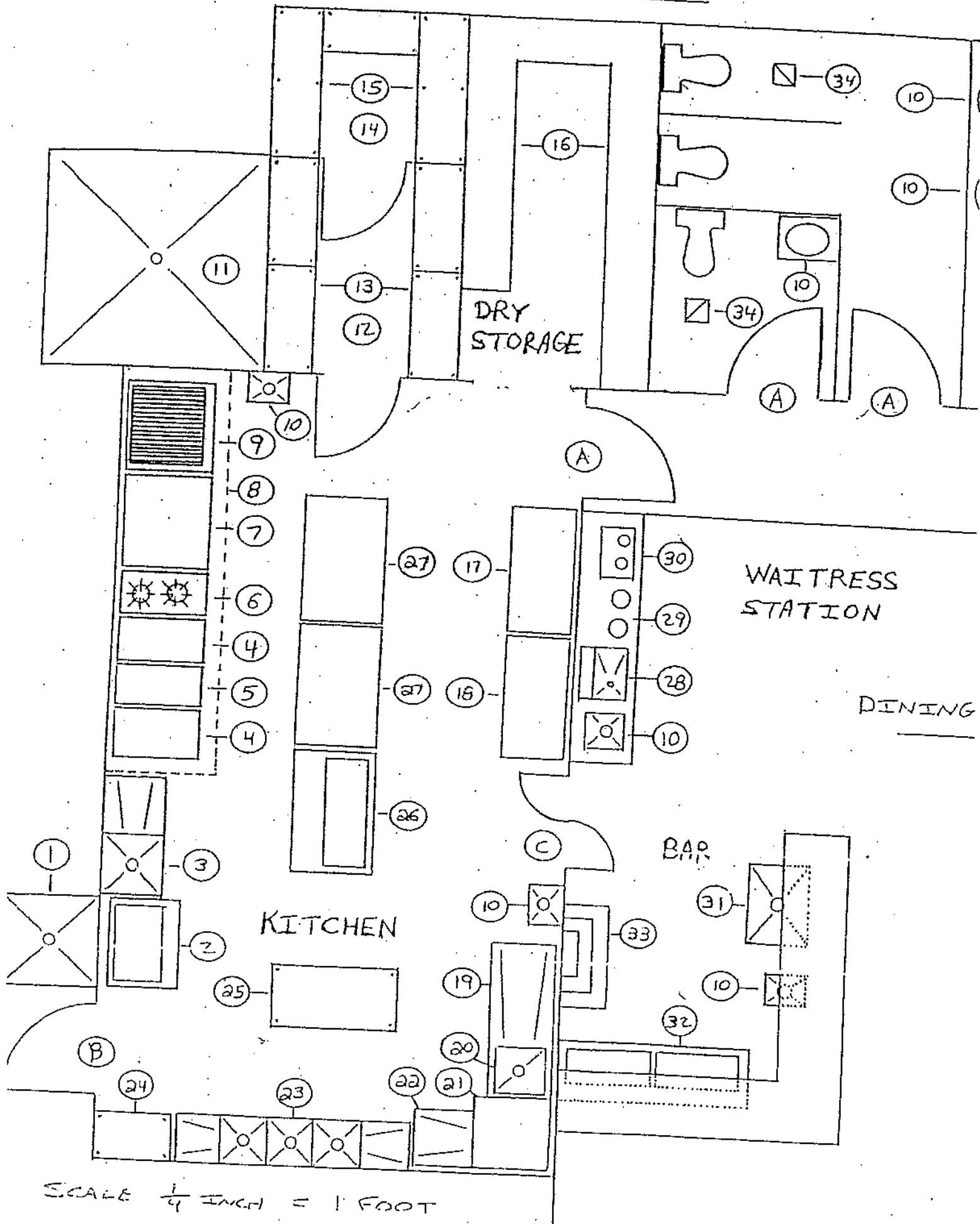
You can identify door type with letters, eg.

- (A) Hollow wood w/closer
- (B) Hollow metal w/closer
- (C) Double swing doors

**SAMPLE
EQUIPMENT SCHEDULE**

FIXTURE	BRAND	WATER	DRAIN	NOTES
1. Canwash	-----	hot/cold	direct	
2. Ice Machine	Manitowoc	cold	indirect	
3. Preparation Sink	Adv. Tabco	hot/cold	direct	w/drainboard
4. Fryer	PitcoFrialator	NA	NA	
5. Fryer Table	Adv. Tabco	NA	NA	
6. 2 Burner Stove	Vulcan	NA	NA	
7. Griddle	Vulcan	NA	NA	
8. Vent Hood	Captive Air	NA	NA	
9. Char Grill	Champion	NA	NA	
10. Handsink	Adv./Kohler	hot/cold	direct	
11. Dumpster Pad	-----	hot	direct	
12. Walk-in Cooler	Zero	NA	NA	
13. Cooler Shelving	-----	-----	-----	
14. Walk-in Freezer	Zero	NA	NA	
15. Freezer Shelving	-----	-----	-----	
16. Shelving	Metro	-----	-----	
17. Reach-in Cooler	True	NA	NA	
18. Reach-in Freezer	Nordic	NA	NA	
19. Soiled Dish Table	Peerless	NA	NA	
20. Prewash sink w/Spray	Peerless	hot/cold	indirect	
21. Dish Machine	Hobart	hot/cold	indirect	
22. Clean dish table	Peerless	NA	NA	
23. Pot Sink	Advance	hot/cold	direct	2 drainboards
24. Chemical Storage	-----	-----	-----	
25. Pot Rack	Metro	NA	NA	
26. Sandwich prep	True	NA	NA	
27. Work table-4ft.	Advance	NA	NA	
28. Soda Fountain w.ice	-----	cold	NA	
29. Tea	Bunn	NA	NA	
30. Coffee	Bunn	cold	NA	
31. Cocktail Sink	Advance	NA	indirect	
32. Two Door Cooler	Delfield	NA	NA	
33. Liquor Rack	-----	NA	NA	
34. Vent Fan	Bradley	NA	NA	Vent outside

SAMPLE PLAN



SCALE $\frac{1}{4}$ INCH = 1 FOOT

**QUESTIONNAIRE FOR RESTAURANTS USING ONSITE
SEWAGE DISPOSAL SYSTEMS**

Meals served: breakfast _____ lunch _____ dinner _____

Dine-in: yes _____ no _____ seating capacity _____

Take-out only: yes _____ no _____

Number of meals to be prepared and served each day: _____

Will all meals be served using single service articles: yes _____ no _____

Will a dishwasher be used: yes _____ no _____

Estimated number of gallons of water used per day: _____ gal/p/day

Maximum number of employees on duty: _____

Describe types of foods to be prepared and served: _____

Name on original permit to install: _____

Name of establishment: _____

Signature of Applicant: _____

FOR DEPARTMENT USE: FOOD INSPECTION DEPARTMENT

TYPE OF ESTABLISHMENT: Category 3 or 4 _____ Category 1 or 2 _____

EST. DAILY FLOW BASED ON ABOVE INFORMATION: _____ GPD

GREASE TRAP REQUIRED: YES _____ NO _____

SIZE OF ONSITE SYSTEM BASED ON GPD: _____ GAL. SEPTIC TANK

_____ SQ. FT. OF DRAINFIELD

SIZE OF EXISTING ONSITE SYSTEM: _____ GAL. SEPTIC TANK

_____ SQ. FT. OF DRAINFIELD

COMMENTS OR REQUIREMENT