

**ELMORE COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL DIVISION**

6501 US Highway 231
Wetumpka, AL 36092
Phone: (334) 567-1171

**Documents Required for
Food and Lodging Plan Review**

420-3-22, Appendix A, Section 8-201.11 When Plans Are Required – A permit applicant or holder must submit properly prepared plans and specifications for review and approval **before** the construction, remodeling, or conversion of new or existing structure to use as a food establishment or for a change of type of food establishment or operation.

If any of the above applies, you must submit a set of plans drawn to a measurable scale (i.e. $\frac{1}{4}$ inch=1 foot, $\frac{3}{8}$ inch=1 foot, etc.) depicting accurate representations of the sizes and locations of all equipment.* When you submit plans and specifications, include the following drawings, specifications, and related documents with the understanding that the omission of any of this information may delay the review process:

_____ **Application for Food Establishment Plan Review** (may be completed when plans are submitted)

_____ **Fee for plan review** (Make checks out to: Elmore County Health Department)

- \$50 for small commercial establishments that include child daycare with <40 clients; food service establishment with <25 seats; retail food store with area < 2,500 sq. ft. motels/hotels < 51 rooms; mobile units; and camps.
- \$100 Large commercial establishments that include child daycare \geq 40 clients; food service establishment with \geq 25 seats; retail food store with area \geq 2,500 sq. ft.; motels/hotels \geq 51 rooms.

_____ **Proposed Menu**

_____ **Manufacturer's specification sheets** (i.e. "cut sheets" or "spec sheets") for each piece of equipment with size and/or model and selected options indicated (Note: Internal measurements of the compartments of an existing or used 3-compartment sink in inches (width x length x depth), along with photographs, is acceptable if no specification sheet is available. For other used equipment, include the manufacturer, model, mounting (e.g., legs, casters, etc.) and/or photographs.)

*Alabama law 34-2-32 requires the services of an architect registered in Alabama– that is, plans and specifications shall be prepared by a registered architect – for all proposed hotels; food establishments in buildings that have a total area \geq 2,500 square feet; food establishments with assembly occupancy (usually that will have \geq 50 seats or contain a room that will otherwise accommodate the assembly of \geq 50 persons); buildings that are intended for educational occupancy (e.g., schools, child day care centers); institutions such as prisons, jails, and health or custodial care facilities; and any building being converted to one of these occupancy types

- _____ **Valid Food Certification** from an accredited program. Accredited programs that are being accepted are: National Registry of Food Safety Professionals, ServSafe, and Thomson Prometric

- _____ **Site plan** showing location of business in building; location of building on site, including alleys and streets; outside storage buildings and other structures; walking and driving surfacing materials and the following information:
 - _____ Water source and sewage disposal facilities
 - _____ Details of garbage and refuse container storage area showing location of dumpster, waste grease container, and other garbage/refuse containers on storage pad; location and type of facilities for washing waste containers and storage area

- _____ **Floor plans** showing location of equipment in food storage, preparation, display, and service areas, including server stations; equipment and utensil washing areas; and other areas such as satellite service or staging areas; storage rooms, toilet rooms, and employee locker and break rooms along with the following information:
 - _____ Equipment schedule identifying each piece of equipment
 - _____ Finish schedule with finishes and/or materials for floors, cove base, walls and ceilings
 - _____ Door schedule with hardware such as door closures and fly fans indicated
 - _____ Construction details, including elevated and section drawings, of site-built equipment such as built-in shelf units, service counters, bar die and counter units, other millwork, etc.

- _____ **Plumbing plans** showing location of floor drains, floor sinks, hub drains, and grease interceptors and the following information:
 - _____ Plumbing fixture and equipment connection schedule 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
 - _____ Water heater specifications including storage tank capacity in gallons.

- _____ **Mechanical plans** showing heating, ventilation, and air conditioning (HVAC) information including locations.

- _____ **Lighting plans** showing location of light fixtures and statement regarding 50 foot-candles of light in all food preparation areas and at least 20 foot-candles of light in all other areas. Lights in the food handling, food storage and equipment cleaning/storage areas are to be shielded.

- _____ **Septic System (onsite sewage disposal system)** if the facility is going to be on a septic system the system must be designed by an **engineer**. If this is an existing building with a septic system an **engineer** must still determine if the system is adequate for the establishment you are planning and you must submit a recertification of this system done by an **engineer**.