

**SHELBY COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL DIVISION
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Pelham, AL 35124
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Documents Required for Food and Lodging Plan Review

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. **(420-3-22, Appendix A, Section 8-201.11)**

If any of the above applies, you must submit one set of plans drawn to a measureable scale (i.e. ¼ inch=1 foot, ⅜ inch=1 foot, etc.) depicting accurate representations of the sizes and locations of all equipment.

* When you submit plans, please provide the following information with the understanding that the omission of any of this information may delay the review process:

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

_____ **Fee for plan review** (Make checks payable to: Shelby County Health Department)
\$200 for commercial establishments that include child daycare, food service establishments, retail food stores and hotels/motels.

_____ **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 photographs.)

_____ **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.

**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 of 2,500 square feet or more; food establishments with assembly occupancy (usually that will have 50 or more seats or contain a room that will otherwise accommodate the assembly of 50 or more 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.*