

Pennsylvania Department of Agriculture  
Bureau of Food Safety and Laboratory Services  
717-787-4315  
[www.EatSafePA.com](http://www.EatSafePA.com)

**INSTRUCTIONS FOR COMPLETING THE RETAIL FOOD FACILITIES AND  
RESTAURANTS PLAN REVIEW AND APPLICATION**

These instructions are for your review and to assist you in completing the plan review application.

**Preplanning**

1. Review thoroughly a copy of the rules and regulations pertaining to the specific type of food service facility planned prior to and during preparation of plans. Applicable law is Title 3 of the Consolidated Statutes, Chapter 57, Subchapter A, Retail Food Facility Safety Act. Regulations governing food safety in retail food facilities are found in the PA Code, Title 7, Chapter 46, Food Code.
2. Discuss any unanswered questions regarding licensing and requirements for plan review with your Regional Department of Agriculture representative.
3. **Complete a “Retail Food Facilities and Restaurants Plan Review and Application”** which is to be submitted at **least 60 days** prior to opening.
4. Do not begin construction, remodel or conversion of the facility prior to submitting acceptable plans and prior to receiving approval of the submitted plans from the regional PA Department of Agriculture Food Sanitarian or Food Sanitarian Supervisor, or other licensor office\*. New owners and change of ownerships are required to submit plans and gain approval *prior to* sale and preparation of foods.
5. All local planning, zoning, building, fire etc., codes must be considered as well as requirements of the Department of Labor and Industry, Department of Environmental Protection, and the Liquor Control Board, if the facility will also be regulated by these agencies. It is your responsibility to assure compliance with other applicable laws and regulations.

**\*County, township, cities or boroughs are authorized by Law to have local health offices, if they choose. As such, if a local or county health office exists, they will have jurisdiction for issuing licenses to Retail Food Facilities. Proprietors operating in a county or local health jurisdiction should contact their County or Local Health Department. Do NOT fill out this application. A list of County or Local Health Departments can be found on the website at [www.EatSafePA.com](http://www.EatSafePA.com), on the Retail Food Facility and Restaurant ‘Program’ page.**

**SECTION 1:**

**PART A:** Please select in this section which best describes your facility.

Note: A **mobilized unit** is any operation that moves from location to location or event to event with the **exact** same set-up, equipment, food type, etc... Each individual mobile unit requires its own retail license. A license issued by the Department is **not** valid in local health jurisdictions. When filling out this application, if a mobile unit has a home base commissary/depot it works from, that commissary/depot is considered part of the Retail Food Facility License and should be addressed in the application and plan review.

**PART B:** Please select the box that best describes why you are filling out this application. Are you a new owner looking to get a new license? Are you taking over an existing operating facility (change of ownership)? Are you remodeling your licensed facility or significantly changing your food type? Whichever best describes, please select. If none of these choices seems to describe why you are applying, select “other” and note why you are applying for a Retail Food License.

## **SECTION 2:**

This section will capture information about your facility. Please fill in this section completely. If you are a mobile unit, the “address of the facility” is the address of the location that the mobile unit returns to at the end of the business day.

Please select which best describes your owner type.

## **SECTION 3:**

This section will capture the detail of your facility structure and any construction that may be occurring to the facility.

**Construction/Structural Information:** Please select which best describes the nature of your construction, if any, that may apply to this facility.

## **SECTION 4:**

Applicants must submit a floor plan and equipment schedule. The plan must include the basic lay out of the facility, the location of all food service equipment, a listing of the equipment (including manufacturer’s names and model numbers), water and sewer connection locations, restroom locations and fixtures, lighting schedules, surface or finish coat materials of floors, walls and ceilings (even if temporary), and site plan showing exterior building structures (including storage areas, trash receptacles, outside refrigeration units, etc...). See the “Guidelines for Preparation of Floor Plans and Equipment Schedule” located at the end of these Instructions for more detailed assistance in complying with this Section.

If you are a “**change of ownership**” as described in Section 1, you may skip this section and move to Section 5.

If you are a “**Remodel**” only as described in Section 1, you do not need to submit plans for the entire facility but only for those areas of the facility that are affected by the remodel. Aesthetic changes only that do not affect food storage, production or other food related areas need not submit any plans (i.e. re-decorating the dining room, painting the walls a new color).

*All other Facility Types in Section 1 must attach full plans, sign and then move to the next Section.*

## **SECTION 5: Water, Sewer, Waste Information**

This section will capture the information about the water supply you are using, your waste water disposal and your trash collection.

**Water Supply:** Please select the type of water supply you are using at the facility. Building owners/operators may need to supply you this information if you are using their water supply. On the application, please select the water supply being used in your facility. All water supplies are either PUBLIC or NON-PUBLIC.

### Public or Municipal Water Supplies:

Public supplies are those regulated by DEP. Some ‘wells’ and/or non-municipal water supplies are additionally regulated by DEP as Public supplies. **You must contact DEP (717-783-2300) to determine if your water supply should be regulated by that Agency.** You may obtain your water from ANY DEP regulated water supply.

For Municipal- Public water sources, please list the name of the Public Water Supplier. For example: Pennsylvania American Water.

For Non-Municipal Public water supplies, please provide proof from DEP that you water supply has been approved as a Public supply, including your assigned Public Water Supply number.

### Non-Public Water Supply:

If it has been determined that you are utilizing a NON-PUBLIC, NON- DEP regulated water supply please see below\*.

\*A non public water system (one not regulated by DEP) shall be required to conform to the construction, maintenance, and operation requirements established for a transient non-community water system as defined in 25 Pa. Code Chapter 109. Those water systems will need to submit initial sampling of the water supply to include, all 3 sequential total coliform samples and one nitrate/nitrite to PDA prior to licensing or registration. Ongoing testing of the water supply for non-public systems (non-DEP regulated), shall continue with quarterly Coliform and

annual Nitrate/Nitrite testing. This water testing will most likely be provided by the owner of the property. Verification of this approval must be submitted.

Please consider the following...

- Approval of the water supply shall be based on satisfactory compliance with the latest edition of the Public Water Supply Manual for Construction Standards and Title 25, Chapter 109 for Water Quality, Pennsylvania Department of Environmental Protection (DEP).
- If your facility is on a well and determined to be 'public', it must be approved by DEP, Department of Environmental Protection (717-783-2300). Written documentation of approval must be provided.
- Facilities shall also comply with Chapter 46, PA Food Code sections relating to water, 46.801 – 46.806 and 46.841 – 46.844 (mobile water tanks), if applicable.

**Sewage Disposal:** On the application, please check which applies. If your facility is utilizing a municipal sewage system, you need only supply the name of the sewage enforcement municipality.

For Retail Food Facilities NOT using a municipal/public sewer, the following will need addressed:

- It is the responsibility of the owner/applicant of the Retail Food Facility to contact the local Sewer Enforcement Officer for their municipality to review whether or not the current on-lot sewage system is approved and adequate for the use of the facility. Please provide that date on which this contact was made and confirm by signature that you are compliant to the best of your knowledge with any and all sewage disposal requirements.

Note: Approval of all sewage disposal systems will be based upon satisfactory compliance with Chapter 71 and 73 of this title, The Clean Streams Law, Act of June 22, 1937, P.L. 1987, as amended (35 P.S. §§691.1 et seq.), and/or as determined by the local governing sewage enforcement agency or local Sewer Enforcement Officer (SEO) and with Food Code sections 46.861 – 46.863.

**Refuse, Recyclables & Returnable:** On the application, please check any that apply.

- If refuse is to be disposed of on site at the Retail Food Facility the refuse company name need only be supplied.
  - a. Disposal of garbage and refuse shall conform to the Solid Waste Act, Act of July 31, 1968, P.L. 788 (No. 241), Section 6, (35P.S. Section 6006) and the regulation adopted pursuant thereto, Chapter 75 of this title (relating to Solid Waste Management).
- If disposal is to take place off site, list the name of the collector and location of disposal site.
- The handling of refuse, recyclable and returnable shall comply with all applicable sections of Chapter 46, Food Code

## **SECTION 6: Other Codes**

Please select whichever box may apply. A signature is required for this section. Some of this information may need verified with the property or building owners/operators.

## **SECTION 7: Retail Food Facility Information**

**PART A:** This section will collect the days of the week and time in which the facility is operating. If the facility is mobile, please indicate the events/locations you plan on selling from.

### **PART B:**

**Type of Service:** This section addresses information regarding the type of service your facility is providing to consumers. If your type is not listed, please select 'other' and describe your facility type.

**Type of Menu:** For Full and Limited Menu facilities, this section requests information regarding your intended menu. Your menu should be submitted with your plans. If a formal menu has not been developed, please provide a list of items that you are considering making/selling.

If your Retail Food Facility is only selling a few very specific food items, please list those items in the space provided.

If your Retail Food Facility is a grocery store (sells packaged food) and consists of 'departments', please check any departments that will be in your facility.

*Raw and Undercooked Animal Foods: These types of foods may include, cook to order steaks, cooked to order eggs, sushi, cook to order meats, or any other raw animal foods or food that contains raw animal food, that are being provide in a ready-to-eat form, whether packaged or not packaged. These items may require a consumer advisory be provided on the menu or packaging.*

Please also, indicate in Part B if you have or have applied for a PA Liquor License.

**Projected Capacity:** Please indicate the total number of seats anticipated in the food facility. Include all seating for the on-site consumption of foods, inside seating and any outside seating if food employee service occurs at the seating, or the seating is only accessible from inside the retail food facility. If there are no seats, please indicate "0". Additionally, indicate the number of anticipated patrons your plan on serving per day.

**PART C:** There are two items evaluated in this Section: Food Employee Certification and Employee Health. On the Application check which category you feel is applicable to your Retail Food Facility, with consideration of the information below,.

**Food Employee Certification:** You may need to have a certified food handler on staff. A certified food handler is a person in charge of the facility who has taken and passed a nationally recognized food safety course. Acceptable courses to date are National Registry for Food Safety Professionals (NRFSP), ServSafe (National Education Foundation), and Certified Professional Food Manager (Thomson Prometrics, Inc).

Anyone handling exposed potentially hazardous food must meet this requirement, with some exemptions. The following are exempt from Food Employee Certification:

- A retail food facility which handles only commercially pre-packaged food and beverages
- A retail food facility in which only non-potentially hazardous foods and beverages are sold
- Charitable non-profit organizations

**Employee Health Policy:** Even if you are the only employee Chapter 46 (Sections 46.111 thru 46.115) Food Code, requires that the person in charge understand under what conditions an employee, including themselves, may work while ill and at what point restriction or exclusion of the person from the food facility should take place. This policy does not need to be a written policy. This Employee Health question is asked to bring your attention to this very important issue. Your Sanitarian, as part of a routine inspection, will discuss your policy with you. This policy must comply with Sections 46.111-46.115 of Chapter 46.

### **SECTION 8:**

Enter the Date the Retail Food Facility is anticipating opening or that the legal change of ownership will occur.

Please read the remainder of this section and fill in the appropriate 'ownership' block with signatures.

## **OTHER IMPORTANT FOOD SAFETY INFORMATION FOR REVIEW**

### **Food Safety and Handling:**

- A. All potentially hazardous foods shall be kept out of the temperature danger zone (41°F to 135°F). They must be kept cold or hot.
- B. Ready to Eat animal-derived foods must be cooked or reheated to the proper temperatures, unless a consumer advisory is provided.
  - i. 145°F or eggs, fish, beef, pork
  - ii. 155°F for ground meats
  - iii. 165°F for poultry and stuffed meats
  - iv. 165°F for reheating cooked foods for hot holding
- C. All food shall be protected at all times from environmental and other sources of cross contamination.
- D. Proper warewashing includes 3 steps: wash, rinse, and sanitize. Sanitizing food equipment is a risk factor violation if not accomplished correctly.
- E. All unpackaged food shall be protected from direct consumer handling at all times until purchased. Self-service of ready-to eat foods shall have appropriate protection such as sneeze-guards / display covers and appropriate dispensing utensils.
- F. **No bare hand contact is allowed on any ready to eat foods.** Gloves or utensils, such as spatulas or hand papers, must be used.
- G. Good personal hygiene and proper handwashing are essential.

## **GUIDELINES FOR PREPARATION OF FLOOR PLANS & EQUIPMENT SCHEDULE**

Plans must include, where applicable, information relating to the grounds, building, lay-out of the facility, equipment (even if minimal) and such other information as may be required by the Department of Agriculture (PDA).

### **ONLY ONE COPY IS NECESSARY**

Drawings/floor plans may be 'hand-drawn,' but must be clear, concise, legible, to approximate scale, and of such size to enable all information to be clearly shown. Drawings will not be returned to you unless specifically requested. The Department does not maintain a copy of your plans.

The "Equipment Schedule" and "Room Finish Schedule" provided at the end of these instructions *may* be utilized to help organize your information.

The below outline is a generalized list of items that should be addressed on your floor plans and equipment schedules. Note: not all areas below may be applicable to your facility.

**Facility Details** (see Chapter 46, Food Code for detailed requirements)

#### **A. Structural Facilities**

- a) **Floors:** all construction details must be clearly shown or indicated, including:
  - 1) Construction and finish materials (Information can be presented on the attached "Room Finish Schedule" form). For existing building, finish coats should be listed. (Ex: linoleum, concrete sealed with high gloss paint, etc...)
  - 2) Location of floor drains
  - 3) Materials for the juncture between floors and walls
- b) **Walls and Ceilings:** complete details must be provided, including:
  - 1) Materials (Information can be presented on the attached "Room Finish Schedule" form)
  - 2) Finish
- c) **Doors and Windows**
  - 1) Indicate self-closing devices on doors where required.
  - 2) Indicate screening or other insect-control devices (include size of screening)
- d) **Lighting**
  - 1) Indicate the placement of all fixtures (in relation to equipment)
  - 2) Indicate illumination levels (in foot-candles or numbers/wattages of lights) for all areas; including toilet rooms, storage areas, food preparation areas, etc... Specific intensities must be shown for food preparation and utensil and ware washing areas. See Chapter 46, Food Code, sections 46.943.
  - 3) Provide protection for light fixtures to ensure shattered glass does not become a food safety hazard.
- e) **Plumbing:** A detailed plan of the plumbing system must be provided, including:
  - 1) Water connections to all food service equipment
  - 2) Drainage or condensate lines from equipment such as ice-makers, walk-in coolers etc... showing clearly the methods of discharge of the waste waters

- 3) Mixing valves on all lavatory fixtures.
  - 4) A complete plan of the hot water generating system must be including where hot water is to be used as a sanitizing agent, ware washing facilities and hand wash sink locations
  - 5) Cross connection and backflow control at all necessary areas
  - 6) ***Commonwealth regulations prohibit the use of lead pipe, lead-based solder and fitting in potable water drinking systems after January 6, 1991.***
- f) **Toilet and Handwashing Facilities**
- 1) Indicate the construction detail of the floors, walls and ceilings in restrooms. (Information can be presented on the attached “Room Finish Schedule” Form).
  - 2) Indicate method of ventilation to outside air.
  - 3) Indicate location of all handwash sinks.
    - i. A minimum of one handwash sink for food employees must be accessible and conveniently located IN the food preparation areas.
    - ii. If seating for the public is available on the food facility premises, a minimum of one handwash sink must be available for patrons. Provision of public restrooms will meet this requirement.
    - iii. In or immediately adjacent to restrooms.
  - 4) Indicate soap dispensers, towel dispensers, waste receptacles and employee hand washing signage for each toilet room and/ or sink. NOTE: Waste receptacles in women’s restrooms for sanitary napkin disposal shall be covered.
  - 5) Indicate dressing/locker rooms or storage areas for employee’s personal effects (some type of storage facilities for personal items is required).
- g) **Food Storage Areas**
- 1) Indicate construction of floors, walls, and ceilings in these areas. (Information can be presented on the attached “Room Finish Schedule” form)
  - 2) Indicate height and depth of storage shelves (distance from the lowest shelf to floor must be no less than 6”). Also indicate the finish of the storage shelves, and their location (not under overhead water or sewer pipes).
- h) **Food Displays** - Indicate counter sneeze guards or other protective devices (sneeze guards are required for all consumer self service operations or areas within any food facility).

## **B. Equipment**

- a) **Design and Construction** - A list of all equipment must be prepared as an addendum to the plans showing the manufacturer and the model for all equipment. This information can be presented on the attached “Equipment Schedule.” Equipment must meet a minimum requirement as stated in Food Code sections 46.521--46.523, 46.541--46.544, 46.561--46.563 & 46.581--46.595. A set of detailed shop drawings may be evaluated to determine compliance with these standards. Food equipment that had been unaltered and has been certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program shall be deemed to comply with Chapter 46, sections as listed above.
- b) **Thermometers –ambient air or water** - Numerically scaled thermometers measured in Fahrenheit must be accurate to +/- 3 °F and must be accessible and readable for

each cold storage unit to be used in the storage of potentially hazardous foods for measuring ambient air or water temperature. (+/- 1.5 °F for Celsius devices or Celsius/Fahrenheit devices). Note: *Food* temperature measuring devices that are scald only in Fahrenheit shall be accurate to +/- 2 °F in the intended range of use OR +/- 1 °F for Celsius thermometers.

c) **Equipment and Utensil Storage**

- 1) Adequate storage facilities for all equipment such as tableware, kitchenware, utensils, etc., must be clearly shown. Note: Utensil storage containers must be designed so that the utensils are protected from contamination and so that only the handle of the utensil can be grasped by the employee or customer.
- 2) Complete details must be included for running water dipper wells, including water inlet, waste connection, etc.

**C. Ventilation:** The complete plan of the ventilation systems must be provided. A detail of the final exhaust outlet must be provided. If necessary to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes in a food facility, mechanical ventilation of sufficient capacity and made of approved materials shall be provided. Ventilation hood systems and devices shall be sufficient in number and capacity to prevent grease or condensation from collecting on walls, ceilings and fixtures. Exhaust ventilation hood systems in food preparation and warewashing areas (including components such as hoods, fans, guards and ducting) shall be designed to prevent grease or condensation from draining or dripping onto food, equipment, utensils, linens and single-service and single-use articles. On new installations or hood remodels, galvanized metal hoods are not acceptable in situations where grease- laden vapors are being produced. If vented to the outside, ventilation systems may not create a public health hazard or nuisance or unlawful discharge. It is the food facility operator or owner's responsibility to assure compliance with all state and local building and fire codes.

**G. Consumer Advisory, if applicable:** If a retail food facility intends to sell ready to eat animal-derived foods in a raw or undercooked form (Examples; sushi, rare steak, sunny side up eggs, raw egg coddled dressing) then a consumer advisory must be offered to patrons. A sample of the facility's compliance with the consumer advisory section of Food Code section 46.423 should be submitted with this plan. Your action plan to comply with this section or the actual menu showing compliance with this section is acceptable. Both *disclosure* of the specific food items affected and a *reminder* of the risks must be contained in the consumer advisory to be considered approved. Guidelines are available to aid you in the development of this section. Children's menus shall not include the option for undercooked comminuted meats.

**H. Room Finish, Lighting, Floor Drain, and Equipment Schedules: below listed tables and charts.** The following Room Finish Schedules can be used as is, or this information can be submitted in other formats along with facility prints.

**THE FOLLOWING CHARTS / SCHEDULES ARE FOR YOUR OPTIONAL USE**

**COMPLETE AND SUBMIT WITH YOUR PLANS OR SUBMIT IN ANOTHER FORMAT WITH YOUR PLANS**

**FLOORS, WALLS, CEILINGS SCHEDULE:**

	Wall Finishes	Floor Finishes	Ceiling Finishes
EXAMPLE	Drop down screening	Linoleum	Overhead tarp
Kitchen/Cooking Food Prep.			
Sales Area			
Dry Storage			
Warewashing			

Notes: \_\_\_\_\_

**LIGHTING SCHEDULE: If lighting is not provided due to outside lighting, please indicate such.**

	Foot Candles (fc)	Arrangement	Cleaning and Service	Shielding and Protection
EXAMPLE	35 fluorescent overhead lights)	35 fluorescent lights spaced 4' apart	Routine monthly cleaning	Protected by plastic sheaths and end caps
Preparation/Work Area				
Storage				
Serving				
Dining Area				
Special				

Notes: \_\_\_\_\_

## EQUIPMENT SCHEDULE

Provide a scaled layout drawing of all equipment, even if minimal, in the retail food facility. Complete the following list of equipment and submit with your plans..

Item No.	Type of Equipment	Manufacturer's Name	Model No.	Quantity
Example:	Freezer	Hobart	ABC124	1