

## FOOD FACILITY PLAN CHECK REQUIREMENTS

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### INTRODUCTION

The San Francisco Environmental Health Section Plan Check Guide for Retail Food Facilities is a construction and equipment guide that is available to any person intending to design, construct or remodel a food establishment within San Francisco. The guide intends to provide basic information on the major construction requirements. Refer to *the California Health and Safety Code, Division 104-Environmental Health, Part 7. California Retail Food Code for complete and detailed information.* The Guide does not supersede any state law, local ordinance or code.

This guide only encompasses health aspects and should not be construed to encompass other agencies involved such as the City Planning Department, Department of Building Inspection, and the Fire Department. Owners and agents should be advised to contact the appropriate agencies involved to obtain any permits and/or to clarify other local codes.

### PLAN CHECK FEE AND DEPOSIT

On August 1, 1991, the Health Department has inaugurated a fee program for the review of plans, pursuant to Municipal Code II, Section 35. The program is as follows.

A \$1,085 deposit in the form of a check or money order payable to the San Francisco Health Department will be required when new and remodel plans are submitted. All time spent checking the plans, processing permits, consultations, site inspections, and other costs associated with the project will be deducted from your deposit at an hourly rate. Current rate is \$167 per hour. A check or money order shall be submitted to the Environmental Health Section office at 1390 Market St, Suite 210, San Francisco, CA 94102. Lack of payment may delay the review of your project. When the project is completed and the permit is issued, any remainder of the deposit will be refunded to you.

Plan Check costs shall be charged against the deposit at the hourly rate. A two and half hour minimum administrative charge is non-refundable for new and significant remodel projects. If Plan Check evaluated a project to be of minor repair or minor remodel, the administrative charge will be one and a half hours. If the deposit is exhausted before final approval by the Department, or if the balance is not sufficient to cover anticipated remaining costs, the Department shall collect from the applicant an additional deposit to cover said costs before any further review or inspection is made. Failure to pay the additional deposit within ten days following receipt of written notification shall void all prior approvals, and any further construction or activity shall be unlawful. If the deposit is not depleted upon final approval by the Department, the balance shall be refunded

**Time Limit**— The plan approval is valid for only six months unless work has begun. If works has not commenced within such time or the building permit has expired, resubmission of plans and deposit may be required. Protracted unfinished projects (12 months and over) are subject to an annual review and research fee of a half hour charge.

**Penalties**—Any person violating this section by failing to submit plans, obtaining necessary inspections and approvals, making deposits or commencing or continuing construction or remodeling in violation hereof shall be subject to penalties and abatement actions.

Approval Limits— Approvals of plans and specifications shall not prevent the Department from requiring corrections in such plans, specifications, installations and operations when in violation of applicable codes and laws.

Should you have any questions, please contact the Plan Check Section, Environmental Health Section, 1390 Market Street, Suite 210, San Francisco, CA 94102, 2nd Floor or by phone at 252-3816 or 252-3861.

### PLAN SUBMITTAL

The Health Department is part of the Building Permit Process. For New Construction and Major Remodeling, floor plans and specifications must be filed with the appropriate Department.

Department of Building Inspection  
Central Permit Bureau, 2nd Floor  
1660 Mission Street  
San Francisco, CA 94103  
(415) 558-6096

Planning  
1650 Mission Street, Suite 400  
San Francisco, CA 94103  
(415) 558-6377

Plumbing Inspection  
1660 Mission Street, 3rd floor  
San Francisco, CA 94103  
(415) 558-6054

Electrical Inspection  
1660 Mission Street, 3rd floor  
San Francisco, CA 94103  
(415) 558-6506

Plans may be prepared by an architect, draftsman, designer, contractor or owner. All plans must be drawn in a concise, detailed and professional manner. Inadequate plans will be rejected. Contact the Building Department as to the number of plans needed.

Plans are required to have an **equipment layout** that accurately shows and identify all food, beverage and utensil related equipment such as, exhaust hoods, stoves, ovens, and other cooking and heating equipment, work tables, cabinets, shelving, sinks, dishwashers, refrigerators, freezers, steam tables, ice makers, display cases, sneeze guards, etc. Plans are required to show locations and to identify all **materials and finishes** for floors, walls, ceiling, partitions, cabinets and base coving. Plans are required to show and identify **plumbing layout**, including location of floor drains, floor sinks, indirect waste receptacles and other significant plumbing fixtures. A **floor plan** is required to identify and reveal all areas and rooms to include restrooms, and handwashing facilities, employee dressing area, kitchen, preparation areas, bars, sculleries, janitorial areas, storage areas, garbage area, exterior doors and windows and other pertinent areas.

## PLAN CHECK REQUIREMENT COMPLIANCE AND INSPECTION PROCEDURE

The contractor, owner and/or designated agent are responsible to provide the proper and complete information and to make corrections as specified by Plan Check on the approved plans. \* All responsible parties should read the Plan Check requirements on the approved plan. The same parties are responsible to notify the Plan Checker when construction begins and to schedule in advance the following inspections:

Rough plumbing signoff (Preliminary Inspection) 2 working days  
Installation of finishes and equipment (Pre-final Inspection) 2 working days  
Completion of the project (Final Inspection) 3 working days

Approved materials and good workmanship are significant factors in the evaluation and final field approval of food facility construction and equipment installation. The Health Department's "Permit to Operate" will be issued upon Plan Check's final construction approval and the sanitation inspection approval by the District Health Inspector; however the Building Department must approved the "Final Certificate of Final Completion" prior to opening the establishment for business.

## GENERAL CONSTRUCTION AND EQUIPMENT REQUIREMENTS

### 1. UTENSIL WASHING FACILITIES-KITCHEN (114090 and 114095)

Facilities in which food is prepared or in which multi-service KITCHEN utensils are used shall have at least a THREE-COMPARTMENT METAL SINK WITH TWO INTEGRAL METAL DRAINBOARDS. The sink compartment and drainboards shall be large enough to accommodate the largest item cleaned therein. A "back-splash" of approved material which is easily cleanable shall be installed on the wall behind the sink.

### 2. MECHANICAL WAREWASHING ( 114101, 114103, and 114099.6)

Dishwashers and glass washing machines shall be certified or classified for sanitation by an American National Institute (ANSI) accredited certification program and shall be operated in accordance with these standards.

Spray type dishwashing and glass washing machines which are designed for a hot water bactericidal rinse shall be provided with an approved booster heater or be connected to an approved recirculating water system which is capable of maintaining the rinse water at not less than 180 degrees Fahrenheit (82 degrees Celsius) to achieve a utensil surface temperature of no less than 160 degrees Fahrenheit. These machines normally require an approved Type II exhaust hood.

Dishwashing machines must have two (2) integral metal drainboards or dishtables, one for soiled utensils and one for clean utensils. The drainboards shall be sloped and drained to an approved waste receptor.

For glass washing machines and under counter dishwashing machines, there shall be two (2) metal drainboards located adjacent to the machines. The drainboards shall be sloped and drained to an approved waste receptor.

### 3. FOOD PREPARATION SINK (114163)

A dedicated food preparation sink shall be provided in permanent food facilities for washing, rinsing, soaking, thawing, or similar preparation for foods. The minimum size of the sink compartment must be at least 18"W x 18"L and 12" in depth with a drain board or an approved adjacent preparation table of 18"x 18", or the preparation sink shall be larger for safe food preparation. \* Indirect plumbing is required.

#### 4. HANDWASHING FACILITIES (113953)

Hand washing facilities shall be provided within or adjacent to toilet rooms and shall be equipped with an adequate supply of hot and cold running water under pressure from a premixing faucet.

Hand washing facilities shall be provided exclusively in sufficient numbers and conveniently located in each food preparation area and warewashing area (i.e., deli, meat, bakery, sushi bar, drink bar, dishwashing area, etc.).

Hand washing cleanser and single use sanitary towels in permanently installed dispensers shall be provided at hand washing facilities.

#### 5. JANITORIAL FACILITIES (114279 and 114281)

At least one curbed cleaning facility or janitorial sink with a mixing valve shall be provided in a conveniently located area with proper storage fixtures for mops, brooms, cleaning supplies, etc. The janitorial facilities whether in a room, area, or cabinet shall be separated from any food, utensil and linen. A backflow device shall be installed if there will be any hose attachment.

#### 6. FLOORS (114268)

Floor surfaces in all areas 1) in which foods are prepared, packaged, or stored; 2) in which utensils are washed; 3) in which garbage or refuse are stored; 4) in which janitorial facilities are located; 5) in employee change rooms and employee clothing storage areas; and 6) in all toilet and handwashing areas, shall be smooth and of durable construction and of non-absorbent materials which are easily cleaned. These floor surfaces shall be coved at the juncture of the floor and wall with a 3/8-inch minimum radius coving, and shall extend up the wall at least 4 inches, except in areas where foods are stored only in unopened original containers. The use of topset rubber, vinyl, plastic, wood or similar molding material(s) as substitute for the coving at the floor/wall juncture is ***not acceptable***.

Acceptable Materials include 1) smooth troweled concrete (minimum 3" thickness) with sealer: 2) magnasite (minimum 1" thickness) with sealer: 3) quarry tile; 4) ceramic tile; and 5) other material(s) that are impervious, grease-resistant, and easily cleanable and which are on an individual case basis specifically approved by the Health Department. Such materials shall be installed over a waterproof membrane and on stable sub-flooring.

Non-acceptable Materials include 1) wood; 2) linoleum; 3) vinyl tile; and 4) other material(s) not specifically approved on an individual case basis by the Health Department

Floor drains shall be installed 1) in floors that are water-flushed for cleaning; 2) in areas where pressure spray methods for cleaning equipment are used; and 3) and/or in such other locations as may be required by the Health Department. Floor surfaces in areas with required floor drains shall be sloped 1:50 (one-quarter (1/4) inch to the foot).

#### 7. WALLS AND CEILINGS (114271)

Walls and ceilings of all rooms (except for alcoholic bar areas, dining and sales areas, offices, and rooms in which food is stored in unopened containers) shall be of a durable, smooth, non-absorbent, and washable. The finishes for walls and ceilings shall be submitted to the Health Department for review and approval prior to installation. In addition, walls and ceilings of food preparation and utensil washing areas, and interior surfaces of walk-in refrigeration units, shall be light-colored as to easily identify grease, dirt, residue, rodent rubs marks, evidence of insects and mold and mildew.

Wall areas adjacent to bar sinks and areas food or beverage is prepared shall be smooth and have a non-absorbent washable surface and in addition, walls adjacent to cooking equipment shall also be durable to resist heat.

Plumbing, electrical lines, and conduits of all types shall be installed within walls as practicable. When otherwise installed, they shall be mounted or enclosed so as to facilitate cleaning.

Attachments to walls and ceilings, such as light fixtures, ventilation components, vent covers, fans, and other attachments shall be easily cleanable.

#### 8. EQUIPMENT AND UTENSIL STANDARDS (114130)

All new and replacement food-related and utensil-related equipment shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program (NSF, UL Sanitation, ETL). In the absence of an application ANSI sanitation certification, food-related and utensil-related equipment shall be approved by the enforcement agency.

Equipment located in food/beverage service areas, food/beverage preparation areas, and utensil wash areas shall be elevated at least 6 inches above the floor with approved washable round metal legs. Sturdy cleanable casters or a properly coved and finished sanitary curb with a 4 inch minimum height are alternatives to legs.

Cooking Equipment shall be designed and installed to allow access to clean under and around the cooking equipment, or so designed and constructed as to prevent spillage and seepage between and behind equipment.

#### 9. TOILET FACILITIES (114250, 114276 and S.F. HEALTH CODE—440.4)

Clean toilet rooms in good repair shall be provided and conveniently located and accessible to employees at all times of operation; the number of such facilities shall be in accordance with the San Francisco Building/Plumbing Code.

All food establishments with or without seating selling food for the purpose of immediate consumption shall make such toilet facilities available for use by patrons. The number of such facilities shall be in accordance with the San Francisco Building/Plumbing Code. All new food establishments of more than 20,000 square feet shall have separate toilet facilities for men and women.

Food facilities within a mall, arena, food court, amusement park and other similar premises may use common approved toilet facilities within 200 feet.

Notwithstanding section 113984.1, toilet facilities that are provided for use by patrons or guest shall be so located that patrons or guest do not pass through unprotected food preparation, food storage or utensil washing areas.

Toilet rooms shall be separated from other portions of the food establishments by well fitted, self-closing doors.

Toilet rooms shall be vented to the outside air by means of an operable screened window, an air shaft or a light switch-activated exhaust fan, that is approved according to the San Francisco Building Code.

#### 10. VENTILATION (114149, 114149.1 and 114149.2)

All areas shall have sufficient ventilation to facilitate proper food storage and reasonable employee comfort. In addition dishwasher rooms, garbage rooms, and other interior rooms without means of air exchange shall be provided with adequate ventilation. Toilet rooms shall be vented to the outside air by means of an operable screened window an air shaft, or a light-switch-activated exhaust fan meeting local Building and/or Electrical Codes.

Proper mechanical ventilation shall be provided over all cooking equipment to effectively remove cooking odors, heat, steam, smoke, grease, and vapors.

Mechanical exhaust ventilation systems/hoods and make-up air system shall conform to the provisions of the Uniform Mechanical Code. In addition, such exhaust systems shall comply Article 29, the Noise Ordinance of the San Francisco Police Code by meeting applicable sound level standards.

Ventilation Hood system shall be designed and installed for easy cleaning of all interior and exterior surfaces. The hood system shall be designed and installed to prevent dripping of grease and condensate.

#### 10. FOOD PROTECTION (114060)

Food on display shall be protected from contamination by the use of packaging, counter, service line, or sneeze guards that intercept a direct line between the customer's mouth, and the food being displayed, containers with tight-fitting securely attached lids, display cases, mechanical dispensers, or other effective means. The means and specifications of protection device must be diagrammed and explained in detail. The Health Department will evaluate and approve the device and means based upon the application and proper protection of the food.

#### 11. FOOD STORAGE (114047)

Adequate and suitable space shall be provided for the storage of food. Food shall be protected from all sources of contamination and adulteration and stored at least 6" off floor. Dollies, racks or pallets NOT meeting the 6" height requirement may be used if easily movable for case lot packaged items that are separated from non-packaged foods, food preparation and utensil areas.

#### 12. GARBAGE/REFUSE/WASTE MATERIAL STORAGE (114245)

Each food facility shall be provided a designated room, enclosure, or area for the storage of garbage, recyclables, returnables and other wastes awaiting collection and removal by licensed scavengers. The room, enclosure and area shall be well ventilated, and cleanable. The storage shall not be located on public sidewalks or streets.

#### 13. RODENT-PROOFING/INSECT-PROOFING/VERMIN-PROOFING (114259)

Food facilities shall be constructed, equipped, maintained, and operated to exclude and prevent the entrance and harborage of animals, birds and vermin, including but not limited to, rodents and insects. Any opening, gap and void including the threshold of doors, shall be no more than one-quarter (1/4) inch, and the thickness of the material used shall be not less than 18 gauge. Insect screen material(s) shall be not less than 16-mesh to the inch.

#### 14. EMPLOYEES DRESSING ROOM AND LOCKERS (114256)

A room, enclosure, or designated area, separated from toilets, food storage, food preparation areas, and utensil washing areas, shall be provided where employees regularly change clothes. Lockers or other suitable facilities shall be provided in a designated location separated from food and utensil areas.

#### 15. WATER (114192 and 114195)

Adequate supplies of hot (minimum 120°F) and cold water shall be provided through a mixing valve to each compartment of all sink(s)/basin(s) within the premises. The hot water source and system shall meet the peak demands of throughout the food facility.

#### 16. BACKSIPHONAGE PREVENTION AND DRAINAGE (114193)

Equipment such as food preparation sinks, refrigerators, ice machine and ice bins, steam table, display cases, "espresso" machine, walk in boxes or other similar equipment that discharge liquid waste shall be

drained by means of indirect waste pipes and shall discharge through an air gap into the a floor sink or other approved type of receptacle.

The indirect connection shall be at least double the diameter of the discharge line measure vertically above the overflow rim of the waste receptor, but in no case less than one inch. Waste receptors (such as floor sinks, funnel drains, etc) shall be readily accessible for cleaning and inspection. Reach in refrigeration units may utilize a properly installed and functioning evaporator.

A floor drain is required in the area where cooking occurs or where an area is water flushed.

All liquid wastes shall be disposed of through the plumbing system which shall discharge into the public sewer system. All plumbing fixtures shall be installed in compliance with local plumbing ordinances.

#### 17. LIGHTING (114252 and 114252.1)

The following combined light intensity is required while the area is in use:

At least 10-foot candles from 30 inches above the floor in walk in boxes and dry food storage areas.

At least 20-foot candles where food is self-service, or fresh produce or prepackaged are sold or offered for consumption, in refrigerators, and in hand washing, warewashing, equipment and utensil storage, and in toilet room areas.

At least 50-foot candles at work surfaces where employee is working with food, utensils and equipment.

Protective covers or shatterproof lighting are required in areas of where there is exposed food, utensils, equipment and linen.

#### 18. LINEN STORAGE (114185.4.)

Adequate and suitable space shall be provided for storage of clean linens, including aprons and other apparel, napkins, tablecloths, cleaning cloths, and similar items.

Soiled linens shall be stored in clean, nonabsorbent containers or washable laundry bags and located to prevent contamination to food, utensils, clean linen and work surfaces.