

**NOTICE TO PREPARERS OF PLANS FOR CONSTRUCTION AND/OR
RENOVATIONS OF A FOOD SERVICE ESTABLISHMENT**

Provisions of the NY State and Westchester County Sanitary Code require that plans and specifications are to be submitted to this Department for review and approval **PRIOR to construction and renovation of a food service establishment.** This applies to new construction, converting an existing building into a food service establishment, or an existing food service establishment that is being remodeled. If renovations are done to existing food service establishments, the establishment is required to conform to current codes and regulations. In these instances, a statement is required declaring that all used equipment will meet current N.S.F. standards and is subject to field evaluation by the Department. Any equipment determined to be substandard must be removed and replaced with approvable equipment.

The following guidelines will assist you in selecting the proper equipment to meet the needs of your business; to allow you the opportunity to review the processes of your business relative to food receiving, storage, preparation, service, etc.; to conform to all required Sanitary Codes; and to meet the standards of the Westchester County Health Department. Additional items may be required by the reviewing Public Health Sanitarian pursuant to NY State Sanitary Code, Chapter 1, Sub-Part 14-1 and Westchester County Sanitary Code. For Building, Fire, Mechanical, Plumbing or Electrical codes, contact the Building Department in the municipality having jurisdiction where the establishment is located.

Plans submitted shall be accompanied by a non-refundable fee as follows:

<u>Seating Capacity</u>	<u>Fee.</u>
0 to 100	\$250
101 to 200	\$330
200 or more	\$420

Please submit a check or money order payable to Westchester County Health Department. Do not submit cash. In addition, an \$85 fee may be required for subsequent reviews of plans for the same establishment until such plans are approved. Be sure plans are complete to avoid further charge and delay.

A minimum of two sets of plans are required. These plans shall include the physical layout of the establishment, including public areas and bathrooms. The plans shall be drawn to scale. When your plans are approved, we maintain one set for our records and you receive a stamped, approved set back. It is the owner/operator's responsibility

to immediately report any changes made to the plans after our approval and before or during construction. A new set of plans may be required for additional review and approval prior to completion of the change. Only finishes, fixtures, materials, equipment or installations that are equal to or better than what was originally approved may be substituted after the approval process.

After construction and prior to operation, a pre-opening inspection is required by the Westchester County Health Department. At the time of this inspection, all major construction must be complete and all food service equipment installed and operational. Hot water must be provided and refrigeration must be maintaining proper holding temperatures. No perishable food can be in the establishment until after this inspection.

GENERAL NOTES

The following items are to be included with the plan submission:

Plan review fee as indicated.

Proposed menu and a brief description of the business plan. i.e. sit down restaurant, take out only, catering, banquets, etc. Include all food and beverages that you intend to serve. If you plan on off premise catering, include a detailed explanation of your catering activities.

Name, address, telephone number, and email of person who prepared plans. NOTE: All correspondence will be sent to this person. If you wish to include another person, please indicate the name, title and contact information (including email address) on a separate sheet of paper.

Indicate seating capacity of establishment.

For renovations to existing establishments, please show all existing and proposed equipment.

Include a cross-section of counters, bars, back bars, and any other millwork showing method of construction and that all exposed surfaces are properly finished. There is to be no exposed raw wood, wood products, or open studs.

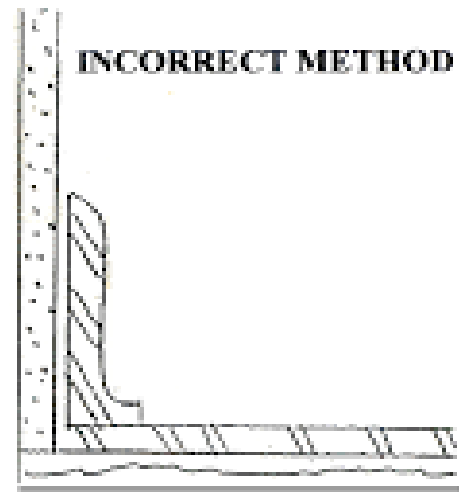
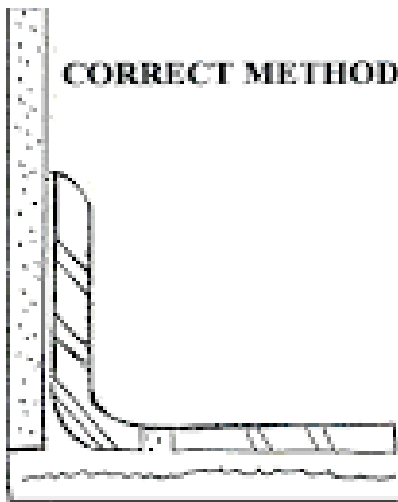
SURFACE FINISHES – FINISH SCHEDULE

The quality and method of workmanship is just as important as the material itself.

All finishes shall be of commercial grade quality and approved for use in Food Service areas.

FLOORS – Floor coverings in food preparation, storage, utensil washing, walk in refrigerators or freezers, bars and/or service bars, toilet and dressing rooms, and vestibules, including basement floors used for same are to be smooth, easily cleanable, grease resistant, waterproof and durable.

SANITARY COVE BASE is to be provided and should be compatible to the wall and floor coverings. Cove base should be at least four inches in height. Wood base coving is not allowed. Cove base in a walk in box shall be provided on the interior and exterior walls.



WALLS – Walls of food preparation, storage, utensil washing, walk in refrigerators or freezers, bars and/or service bars (to include behind equipment), toilet and dressing rooms, and vestibules, including basement walls used for same are to be light colored, smooth, non-absorbent and easily cleanable.

If panels are installed, joint finishes shall be compatible with the wall structure.

Concrete block, if used must be rendered non-porous and smooth by the application of an approved block filler followed by the application of an epoxy-type covering.

Wall finishes behind a cook line shall be of stainless steel or equivalent.

Walls behind sinks or other wet areas shall be of a material that is water proof, durable and easily cleanable.

CEILINGS - Ceilings in food preparation, storage, utensil washing, walk in refrigerators or freezers, bars and/or service bars, toilet and dressing rooms, vestibules, including basement ceilings used for same must be light colored, non-absorbent, non-porous, smooth and easily cleanable.

SERVICE STATIONS - Service stations without plumbing connections, located within a dining room, may use the same wall and ceiling finishes as the dining room. Service stations with plumbing connections or those extending from the kitchen must utilize the same room and area finishes as listed above.

Floor finishes at buffets, salad bars and beverage stations shall be durable, light colored, waterproof, grease resistant and cleanable and shall extend at least three feet from the serving side(s) of the buffet, salad bar and beverage station.

BARS – Interior bar wall surfaces and undersides of bar counter tops must have smooth, non-absorbent and light colored finishes that can withstand frequent cleaning. Splash areas shall be finished with a durable and waterproof material such as ceramic tile, FRP (fiber-reinforced plastic) or stainless steel.

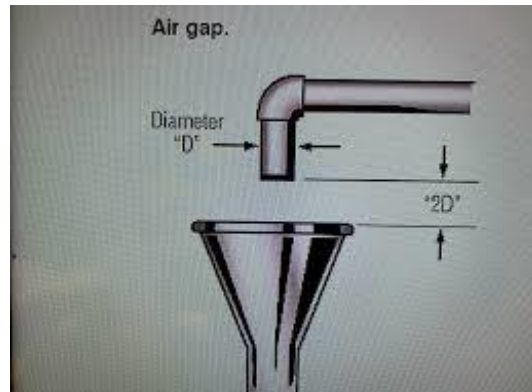
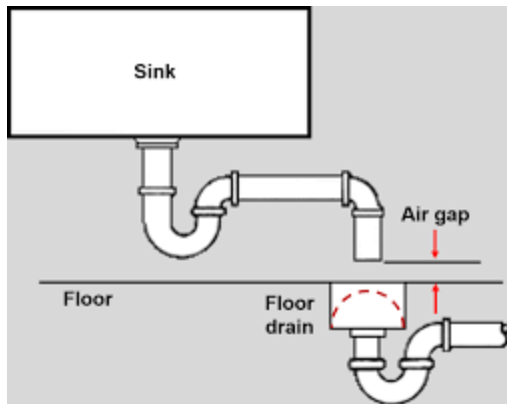
COUNTERTOPS - must be made of stainless steel, Corian, quartz or sealed granite. Counter tops for point of sale stations may be made of Formica. Countertops shall be sealed to the wall with trim or silicone caulk.

PLUMBING

Indicate water supply and sewage disposal as public or private. Private water supplies require a non-community water supply permit and private sewage disposal will require approval from the engineering division of the Health Department.

Provide a plumbing schematic showing waste drains and water supply to all equipment, with appropriate protections. Coffee makers and other such equipment connected to the water supply must have backflow protection.

There shall be no direct connection between the sewage system and any drains originating from food service equipment. An unobstructed vertical air gap is required between the lowest opening of the fixture drain and the flood-level rim of the receiving receptacle or drain opening. When air gaps exist, the gap must be at least twice the diameter of the water supply inlet, but not less than one inch and exist between the water supply inlet and the fixture's flood level rim. Fixtures and equipment requiring indirect waste connections include food preparation sinks, refrigerators and freezers, ice makers and storage bins, steam tables and kettles and dipper wells.



Provide the capacity, temperature and recovery rate of the hot water heater. The hot water supply should be sufficient to satisfy the continuous and peak hot water demands of the facility. A 40-gallon storage capacity commercial water heater is the minimum size required. Heat on demand or "tankless" water systems must be NSF approved (or equivalent).

If facility will be preparing fresh meats, vegetables or fruits, a food preparation sink is required. The sink shall be a minimum 24" by 24" in size and provided with an indirect drain.

A three-compartment sink with two (soiled and clean) self-draining drain boards for manual utensil washing or a mechanical dishwasher is required.

The basins of the three-compartment sink must be large enough to immerse the largest cutting board, utensil, or piece of cookware. If space is a problem, the clean drain board/drying rack may be wall mounted and should be pitched a minimum of 1/8 inch per foot to drain back into the sink. The drain board/rack shall be large enough to allow for air-drying of clean utensils. A good rule of thumb is the drain board should be of equal or larger size than the largest compartment of the sink. Each basin shall be provided with adequate hot and cold potable running water. The cleaning area must be designed so there is sufficient space for handling dirty and clean utensils; maintaining an adequate separation distance to prevent them from coming in contact with each other and ensuring the workflow is uninterrupted and goes from soiled dishes to clean dishes.

If a dishwasher is provided, indicate whether it is a heat or chemical sanitizing machine. Heat sanitizing machines require an exhaust hood to the outside.

If an under the counter dish machine is used, the facility will be restricted to No Cooking and Limited Food Preparation unless a three compartment sink is also provided to satisfactorily wash, rinse and sanitize equipment which will not fit into the dishwasher.

Adequate facilities shall be provided for pre-scraping equipment and utensils.

Thermometers and appropriate test kits must be available to monitor water temperatures and chemical requirements.

A mechanical glasswasher (brush system) or a three-compartment sink is required at bars, in addition to a hand wash sink.

Soda gun holder drains are to connect indirectly to waste plumbing and NOT ice storage bin(s) or a utensil sink.

Storage of packaged food in contact with water from undrained ice is prohibited.

Ice bins are required to have an indirect drain. The use of beverage cooling plates in utensil washing or ice bins, where ice is intended for human consumption, is prohibited. Separate facilities are required unless the unit is self-contained and N.S.F. approved.

Splashguards shall be installed at any sink that is adjacent to a food prep area.

Dipper wells are required if you are serving bulk ice cream or ices.

Steam tables require an indirect drain. Food service equipment, sinks or buckets cannot receive the discharge of an indirect waste line.

The local building department shall have jurisdiction over the number and size of grease traps. If required, indicate the location of them on your plans.

Sump and waste water cleanouts must be sealed.

A utility sink or curbed cleaning facility with a floor drain is to be provided and used for cleaning mops and similar wet floor cleaning tools, disposal of mop water and similar liquid waste. Sinks should be separate from food preparation and storage areas.

Walk in boxes shall have condensate waste draining into the sewage system via an air gap located outside the unit.

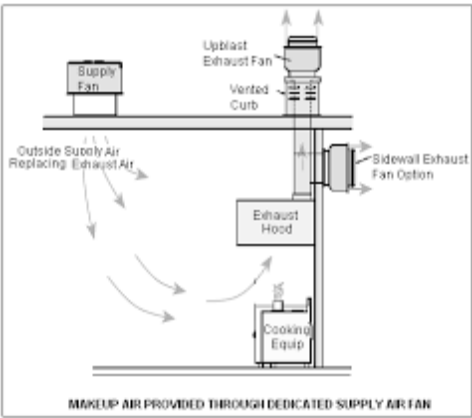
VENTILATION

All establishments shall be adequately ventilated to prevent excessive heat, moisture, steam, vapors, odors, condensation, smoke and fumes. All cooking equipment (whether gas or electric) that produces steam, mists, particulate matter, vapors, grease, condensate, fumes, smoke, heat or odors shall be located underneath an exhaust hood. A convection oven must be provided with proper hood and ventilation. The only exception is an electric convection oven used to make dry baked goods only.

All exhaust hoods must meet NSF Standard #2 requirements and shall be designed, constructed, installed and maintained in conformance with the National Fire Protection Association Bulletin #96. Mechanical ventilation must be constructed, installed, and

maintained to prevent grease and condensation from collecting on walls or ceilings and from dripping into food or onto food contact surfaces. The installation and operation of ventilation systems shall be approved by the Local Municipality having jurisdiction and shall not create a nuisance or unlawful emissions.

TYPE 1 hoods are required where grease or smoke deposition from cooking fatty foods or cooking with oils creates a fire hazard by leaving a film of grease on surfaces. These hoods shall be provided with removable grease filters.



TYPE 2 hoods are used primarily for the general collection and removal of heat, steam, vapors or odors.



All exhaust hoods shall extend a minimum of six inches past the exposed sides of equipment.

Ventless hood systems shall be reviewed and approved on a case by case basis and may result in a permit restriction of cooking of non fatty proteins only.

Coffee Roasters, Breweries, and other air contamination sources must receive approval from our Division of Air Quality prior to operation. Please refer to our website for further information. <https://health.westchestergov.com/air-quality-forms>

In addition, wood or charcoal fired cooking equipment will only be permitted under the following conditions:

- Cleaning of firebox or adding fuel is prohibited during the cooking process.
- Storage of wood/charcoal fuel to be OUTSIDE of food preparation and food storage areas only and must not constitute a nuisance.
- Equipment use and location must be approved by the local fire and building depts.
- Exhaust from unit(s) must not cause a nuisance either interiorly or exteriorly.
- All food cooked in unit(s) must be cooked in a manner so as to avoid contamination with fuel by-products (i.e. ash, non-combusted charcoal, etc.)
- All components of firebox to be regularly and adequately maintained.
- If unit(s) output is to exceed 1,000,000 BTU's a permit is required from the Division of Air Quality.
- It is recommended that a pollution control device be installed on the exhaust system to reduce particulate matter.
- Any brick, masonry, and grouting surfaces of the unit(s), if applicable, must be finished so as to provide a flat, smooth, water proof, and easily cleanable surface.

Hot water sanitizing dishwashers shall be provided with adequate ventilation that is sized according to manufacturer specifications.

All bathrooms shall be provided with mechanical ventilation.

FOOD SERVICE EQUIPMENT

All food service equipment (including countertop equipment) shall meet or be equivalent to applicable National Sanitation Foundation (NSF) standards, or equivalent food equipment standards of another recognized testing agency. If NSF standards do not exist for a piece of equipment, the equipment must be inspected and approved by Westchester County Health Department before being placed into service. Unmarked and used equipment shall be field evaluated.

Show location, make and model numbers of all equipment. Countertop equipment such as toasters, blenders, slicers, juicers, crock pots/hot holding units, coffee pots, panini

press, etc. shall be indicated, and must be NSF approved. Include specification sheets for all equipment.

Show locations of prep tables and food preparation areas. Adequately sized and properly constructed prep space is required for safe preparation of foods and elimination of cross contamination. Inadequate space for food preparation will result in menu restrictions.

Sufficient refrigeration and freezer space must be provided so that potentially hazardous foods required to meet menu demands at peak times are able to be rapidly cooled and properly stored. Inadequate refrigeration and freezer space will result in menu restrictions.

Utility and service line connections through the floor must be adequately sealed. Exposed vertical and horizontal lines are not recommended, but if present, lines shall be six inches off the floor and one inch from walls. Any insulation material used on utility pipes or lines in the food preparation or storage areas must be smooth, non-absorbent and easily cleanable.

Equipment including ice makers and ice storage equipment shall not be located under exposed or unprotected sewer lines, open stairwells, or other sources of contamination.

Thermometers shall be conspicuously located in all refrigeration units.

Refrigerated worktables can be utilized for assembling potentially hazardous foods during peak periods. They are not designed for long term storage of foods.

Cold buffet lines shall be mechanically refrigerated.

Refrigeration units shall be conveniently located near food prep areas and not affected by extreme heat sources such as ovens, grills, and deep fryers.

Where possible, equipment should be mounted on casters, gliders or wheels to facilitate easy moving and cleaning. Floor mounted equipment shall be either (a) sealed to the floor and provide a vermin and water tight seal, (b) elevated on legs to provide at least a six inch clearance between the floor and the equipment, or (c) installed on a smooth, non-absorbent masonry base which is coved at the junction of the platform and the floor.

STORAGE FACILITIES

Sufficient storage space is required to ensure that food products are protected from contamination at all times. Inadequate storage space may result in menu restrictions.

Indicate storage areas for dry goods, beverages, cleaning supplies, paper goods, single service items, tableware, linens, cookware, etc. The minimum space required is 25 percent of all kitchen areas, based on wall to wall dimensions.

Shelving must be NSF approved and be a minimum of six inches from the floor.

Shelving subject to heat, moisture, or used in refrigerators must be rust resistant.

Approved NSF containers with tight fitting lids and scoops shall be provided for storage of bulk food items. (rice, flour, etc.)

Poisonous and toxic materials shall be stored outside of the food, equipment and utensil storage areas. Install cages, cabinets or physically separated shelves for storage.

If basement is to be used for food or dry goods storage, the walls, floor and ceiling shall be finished in accordance with the NY State Sanitary Code. (Refer to Pages 3-4)

There shall be no storage under exposed waste or drain lines.

The area above a walk in refrigerator or freezer cannot be used for storage purposes. If the top of the walk in box is open/exposed, there shall be an unobstructed open space of at least 30 inches between the top of the walk in and the ceiling.

LIGHTING

Protective shielding, plastic sleeves with endcaps or shatterproof bulbs shall be provided for light fixtures in food preparation areas, utensil and equipment washing areas and other areas where food is displayed. Heat lamps, where used, should be protected against breakage by a shield surrounding and extending beyond the bulb, leaving only the face of the bulb exposed.

Adequate artificial or natural light, (30 foot candles provided on working surfaces and at least 20 foot candles on all other surfaces and equipment) shall be provided at 30 inches from the floor.

TOILET AND HANDWASHING FACILITIES

Westchester County Sanitary Code requires two public access bathrooms when alcoholic beverages, including beer and wine, are sold for on premise consumption and/or when twenty or more seats are provided.

Toilet facilities shall be located so that patrons are able to access the bathroom without passing through food preparation, storage or ware washing areas. Patrons and employees must have interior access to bathrooms.

Handwashing facilities must be installed within fifteen feet of food preparation and cooking areas. They must be visible and easily accessible at all times.

A hand wash sink in a restroom cannot be considered the designated hand wash sink for the food preparation area.

Side splash guards are required on hand wash sinks if they are installed within 18 inches of a food contact surface/food preparation area. The splash guard shall be at least 8 inches high.

Hot and cold potable, tempered water by means of a mixing valve or combination faucet shall be provided to all handwashing sinks.

Paper towels and soap dispensers shall be provided at all hand wash sinks. Hand sanitizers may be available and used in addition to conventional hand washing – never as a substitute.

Separate handwash sinks will be required in the food preparation area, behind the bar and at the front counter if food preparation or service is taking place.

Bathroom doors shall be self-closing. Pocket doors are not recommended.

Garbage containers in restrooms shall be provided with lids.

DRESSING ROOMS AND LOCKERS

Adequate facilities such as lockers or changing rooms shall be provided for storing employees' coats, clothing and other personal belongings outside of the food preparation, serving, utensil washing and storage areas.

If provided, specify the location of holding soiled or damp linens, uniforms, aprons, etc.

VERMIN, INSECT AND RODENT PROTECTION

Windows, service windows and doors shall be protected against the entrance of insects and rodents. Outside openings can be protected by the installation of water tight self closing doors, self-closing service windows, screens, controlled air currents, or vestibules.

Exterior doors shall be self-closing and tight fitting. Any gap between the floor and the bottom of the door shall be protected with rodent proof material.

Garbage shall be stored in insect and rodent proof, leak proof, durable containers and shall be adequate in number.

Dumpsters and grease containers shall be located on smooth concrete or an asphalt surface and shall be enclosed.

Cleaning facilities shall be provided where large refuse containers are used. Waste shall be properly disposed of as sewage.

MISCELLANEOUS

Sneeze guards, if provided shall be at a height of no more than 15 inches from the countertop.

Exterior walk in boxes are not recommended, but if an exterior walk-in box must be present, overhead protection shall be provided between the box and the establishment. The path shall be non-porous and cleanable.