

George Latimer  
County Executive

Sherlita Amler, M.D.  
Commissioner of Health

NOTICE TO PREPARERS OF PLANS FOR CONSTRUCTION AND  
MAJOR RENOVATIONS OF AN ANIMAL FACILITY

Provisions of the Westchester County Sanitary Code require that plans and specifications be submitted to this Department for review and approval prior to construction or major renovations of an animal facility .

Plans to be accompanied by a non-refundable fee as specified in the following table:

*Animal Facility*

Fee

**\$ 85.00**

In addition, a **forty dollar (\$ 40.00)** fee shall accompany each subsequent review of plans for the same establishment until such plans are approved.

Please submit a check or money order payable to “Westchester County Department of Health.” **DO NOT SUBMIT CASH.** Be sure plans are complete to avoid further charge and delay.

**Submit Plans To:** Westchester County Health Department  
Bureau of Public Health Protection  
25 Moore Avenue  
Mt. Kisco, New York 10549  
(914) 864-7359

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## GUIDELINES FOR ANIMAL FACILITY PLANS

### **I. General**

- A. Plans to be submitted in duplicate (In triplicate if local Building Department requests copy).
- B. Include the name and address of the person who prepared the plans and the name and address of the owner of the establishment.
- C. For renovations to existing establishments include existing structures, equipment, and other applicable information.

### **II. Include all information on the plans.**

#### **A. Construction – Floor, wall, ceiling materials and finish schedules for the following:**

- 1. Living areas (kennel, stable, cages, etc.)
- 2. Grooming/bathing areas
- 3. Toilet rooms
- 4. Food storage/preparation
- 5. Garbage storage area (interior)

#### **NOTE:**

All wall and floor junctures shall be covered in animal handling areas, food preparation/storage areas, bathing areas, tubs, dressing or locker rooms, and toilet rooms.

#### **B. Lighting and Ventilation**

- 1. Adequate artificial or natural light
- 2. Adequate artificial or natural ventilation to be provided for all rooms and equipment.

#### **C. Vermin, Rodent, and Insect Protection**

- 1. Outer openings screened or other adequate controls
- 2. Outer self-closing doors
- 3. Building rodent proof

#### **D. Garbage and Refuse**

- 1. Type of containers – Insect/rodent proof, leak proof, durable, adequate number
- 2. Exterior and interior surfaces upon which garbage receptacles are stored

#### **E. Plumbing**

- 1. Compliance with State and Local laws
- 2. Potable and non-potable piping separate
- 3. Individual back-siphonage protection for:

Water closets/Urinals  
Lavatories  
Hose connections  
Other

4. Indicate water supply and sewage disposal as public or private.
5. Mobile units to specify potable water tank and waste water tank capacities (Note: waste water must be 15% greater capacity).

#### **F. Toilet and Hand washing facilities (As per Westchester County Sanitary Code).**

1. Adequate and conveniently located.
2. Toilets and hand washing basins for patrons and employees
3. Potable hot and cold water to all hand washing sinks tempered by means of a mixing valve or combination faucet.
4. Hand drying (type) and soap dispenser.

#### **G. Dressing Rooms and Lockers**

1. To be provided when, as a routine procedure, employees change within the establishment.

#### **H. Equipment**

1. Equipment layout and specifications:
  - a) Show all equipment – include section through of all millwork
  - b) Field evaluation required where used equipment is provided.
2. Installation Requirements
  - a) Floor Mounting: sealed to the floor around entire perimeter of equipment so as to be moisture proof and prevent accumulation of debris.
  - b) Masonry Bases: minimum height of two inches and be coved at juncture of base and floor. Unit must be sealed to base with mastic compound.
  - c) Portable or Wheeled Equipment: Need not meet installation requirements applicable to fixed equipment.
  - d) Equipment Mounted on Legs: minimum height six inches. Legs to be designed to prevent accumulation of soil at point of contact.
  - e) Spacing Between and Behind Equipment: equipment to be installed with sufficient unobstructed space behind equipment and between equipment and walls to permit access for cleaning or equipment is to be sealed to the wall or adjacent equipment.
3. Width of Clear Unobstructed Space Requirements
  - a) Distance to be cleaned less than two feet in length. Space not to be less than six inches.
  - b) Distance to be cleaned greater than two feet but less than four feet. Space not to be less than eight inches.

- c) Distance to be cleaned greater than four feet but less than six feet. Space not to be less than twelve inches.
  - d) Distance to be cleaned greater than six feet. Space not to be less than eighteen inches.
  - e) Aisle Space – not less than thirty inches wide. If more than one person working in the area, space to be forty-two inches.
  - f) When equipment is butted together or spreader plates used, joints are to be effected in a manner to prevent accumulation of debris and moisture.
4. Service Connections through floor must be adequately sealed. Exposed horizontal and vertical lines to be six inches off floor and one inch from wall.
5. Hot water producing equipment:
- a) Temperature, capacity, and recovery rate to be provided.
6. Utility sink or curbed cleaning facility with a floor drain to be provided and used for cleaning mops and similar wet floor cleaning tools, disposal of mop water, and similar liquid waste.

#### **GENERAL NOTES**

1. Basement, indicate if present or absent – if present, how will it be utilized?
2. Include data as will adequately describe the operation
3. Include plot plan showing adjoining property sites, areas above the establishment, and any other information showing a nuisance will not be created.
4. Application for an Animal Facility Establishment to be submitted prior to, or at the time of, the pre-operational inspection.
5. Construction not to commence pending approval of plans.
6. Plans and specifications for construction of a new animal facility or the modification, reconstruction or renovation of an existing animal facility shall be in accordance with the requirements of all state, city and municipal laws, codes, rules and regulations.
7. All equipment to meet or be equivalent to N.S.F. standards as applicable and/or standards set forth in the latest edition of the Guide for the Care and Use of Laboratory Animals as published by the National Institutes of Health. <http://www.nap.edu/catalog/12910/guide-for-the-care-and-use-of-laboratory-animals-eighth>
8. Walking and driving surfaces of all exterior areas to be properly drained and surfaced with concrete, asphalt, gravel, or similar material.
9. All animal facilities shall comply with all applicable codes, rules regulations and policies of the department.