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<https://vcrma.org/en/divisions/environmental-health>



PLAN CHECK GUIDE FOR PERMANENT FOOD FACILITIES



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- Attachment #1 Sample of Equipment Floor Plan
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INTRODUCTION

The Ventura County Environmental Health Division (Division) has prepared this Plan Check Guide for reference only and does not substitute for the requirements in the California Retail Food Code.

To bypass the information found in the introduction of this guide and to submit plans electronically – Visit <https://eco.vcrma.org/area/plancheck/#/home>. You may find electronic plan submittal on page 7 of this guide. If you experience any difficulties with your account, please email – EHDPlanCheck@ventura.org.

Pursuant to the California Health and Safety Code, Section 114380, a plan approval shall be obtained from the local Environmental Health Agency before constructing, enlarging, altering, converting, or remodeling any building for use as a food facility; and before a building permit is issued. Plan approval may also be required for a change of menu or change in operation.

"Food" may be defined for these purposes as anything that is consumed. Most of us agree that a complete restaurant meal is "food"; but items such as candy bars, canned soft drinks, packaged snacks, bottled water, ice, fruits, and coffee beverages are, by law, also considered to be "food". So, if you are planning to handle any of these items at the retail level, your operation will be a "food facility" which shall comply with the Health and Safety Code requirements.

The Ventura County Plan Check Guide for Permanent Food Facilities has been developed to familiarize you with these requirements **BEFORE** you begin construction and should be referred to when preparing your food facility plans. Even the simplest food facility is required by law to meet certain minimum requirements regarding construction and equipment standards. These requirements may differ depending on the scope of your operation.

Those planning to sell **PREPACKAGED** foods **ONLY** (food or drink that was packaged in an approved wholesale food facility prior to purchase by the retailer and sold unopened by the retailer) should refer to the following sections of the plan check guide:

Prepackaged, Non-Potentially Hazardous Foods Only	Page	4
Backup Dry Food Storage	Page	13
Refrigeration	Page	17
Equipment	Page	15
Hot Water and Water Heaters	Page	19
Water and Sewage Disposal	Page	20
Patron Restrooms	Page	27

Clothing Storage	Page	14
Floors and Walls	Page	11
Ceilings	Page	12
Janitorial Equipment	Page	17
Pass-Through Windows	Page	26
Customers' Doors	Page	24

In addition, the following sections are applicable to all facilities with any unpackaged food, including coffee, soda dispensers, and bulk food:

Warewashing Sink	Page	16
Warewashing Machine	Page	25
Service of Foods Directly to or by the Customer	Page	26
Floor Sinks	Page	20
Ice Machines	Page	18
Food Preparation Sink	Page	17
Handwashing Facilities	Page	16
Exhaust Hoods and Ducts	Page	22
Window Screens	Page	25

BEFORE YOU BEGIN remodeling an existing food facility or building a new one, plans shall be submitted to the Environmental Health Division (Division) **AND APPROVED**.

Additionally, contact your local Building and Safety Department regarding building permit requirements. One set of plans that are stamped "approved" by the Division shall be kept at the construction site and used for construction.

NOTE: CONSTRUCTION SHALL NOT DEVIATE FROM THE APPROVED PLANS WITHOUT PRIOR APPROVAL OF THE DIVISION.

GUIDELINES FOR PERMANENT RETAIL FOOD FACILITIES SELLING ONLY PRE-PACKAGED NONPOTENTIALLY HAZARDOUS

1. The building is to be rodent-proofed. Doors leading to the outside are to be self-closing and have no more than ¼ inch gap around the perimeter of the door. Seal all holes, gaps in the walls, and ceilings. Screen window openings with tight-fitting fly screens.
2. Provide at least one restroom with single-use soap and paper towels, adequate lighting, proper ventilation, and a self-closing door.
3. Provide a minimum 10-gallon commercial hot water heater; specify the location; specify all sinks to be supplied with hot water from this water heater.
4. Provide lockers and adequate storage shelving.
5. When there is refrigeration, specify if it is self-contained or if the condensation drains to a floor sink. Walk-in refrigeration must drain to a floor sink unless manufactured to be self-contained. Provide specifications for all refrigeration equipment and ensure that it meets ANSI certification standards.
6. Provide a finish schedule for the restrooms, janitorial area, and walk-in refrigerators. Finish schedules must include floors, cove base (no vinyl composition tile (VCT) or rubber base allowed), walls and ceilings. Finishes must be smooth, durable, nonabsorbent, and easily cleanable.
7. Plans are not required for food facilities that meet the following criteria:
 - a. 300 square feet or less of food display and storage combined; and
 - b. Sell or give away only prepackaged non-potentially hazardous food.

NOTE: A PERMIT MAY NOT BE REQUIRED FOR FACILITIES WITH A FOOD DISPLAY AREA OF 25 SQUARE FEET OR LESS OF ONLY PREPACKAGED, NON-POTENTIALLY HAZARDOUS FOOD

PLAN CHECK INFORMATION FOR FOOD FACILITIES

The requirement to obtain plan approval for a new or remodeled food facility is contained in the California Health and Safety Code. Listed below are some frequently asked questions and answers related to this process:

1Q. HOW LONG WILL IT TAKE FOR MY PLANS TO BE REVIEWED?

1A. Every effort is made to review plans as soon as possible. The exact timeframe for reviewing plans varies with the workload, there is a maximum review time of 20 working days; however, we strive for a shorter period.

2Q. WHAT HAPPENS IF MY PLANS ARE NOT APPROVED?

2A. They will be returned to you with an explanation of the deficiencies so they can be corrected and resubmitted.

3Q. AFTER MY PLANS ARE APPROVED WHAT SHOULD I DO WITH THEM?

3A. Take one set of your plans to the local Building and Safety Department (B&S) and keep the other set at the construction site. Obtain your Building Permit and begin construction. If changes are made due to B&S requirements, plans will be required to be resubmitted to this Division.

4Q. WILL THERE BE INSPECTIONS REQUIRED DURING THE CONSTRUCTION PROCESS?

4A. Yes, call the plan check specialist assigned to your project, whose contact information is on your approval letter, to arrange for an inspection when construction is 75-85% complete or when the floor has been laid, plumbing installed; and all major equipment, i.e., sinks, refrigerators, and cooking equipment is on-site. **Call at least three (3) working days prior to the date your inspection is desired.**

5Q. WHEN WILL I BE ABLE TO OPEN FOR BUSINESS?

5A. After the final construction inspection is conducted and you have met all Environmental Health requirements, an application for a Permit to Operate will be issued. You will also have to obtain the necessary Building Department clearances and obtain a business license if required, prior to opening. Since most cities require proof that you are in compliance with "Health Department" requirements before you are issued occupancy clearance, be sure to keep your Environmental Health Division approvals.

6Q. DOES THE DIVISION OFFER EXPEDITED PLAN REVIEW?

6A. No. Currently the Division does not offer expedited plan check services. It's on a first come, first serve basis.

7Q. WHAT OTHER SUGGESTIONS CAN THE DIVISION PROVIDE?

7A. The Division highly recommends the services of qualified food service architects, consultants, and designers to minimize the review time, although it is not required to use their services.

PLAN CHECK PROCESS OVERVIEW

WHEN FOOD FACILITIES ARE REQUIRED TO SUBMIT PLANS:

- Prior to a food facility being constructed
- Prior to a permitted food facility being remodeled
- When there is a change of ownership of an existing food facility and the facility will be modified, e.g., changing, adding, or relocating equipment
- Prior to a food facility changing its operation or menu, e.g., changing from a limited menu to a full-service operation
- When a building permit is required (structural, plumbing, electrical, mechanical)

RETAIL FOOD FACILITY:

A place where food is stored, prepared, served, packaged, transported, or otherwise handled for dispensing or sale directly to the consumer. This includes, but is not limited to, liquor stores, bakeries, grocery stores, meat markets, restaurants, cocktail lounges, bars, coffee shops, vitamin stores, food or herbal supplement stores, food banks, employee in-plant feeding operations (cafeterias), food markets.

NEW CONSTRUCTION:

1. A building or structure being constructed as a brand-new retail food facility OR
2. An existing building or structure that is being converted into a retail food facility OR
3. An existing retail food facility that has changed ownership, changed, or modified the menu, and/or will undergo modifications.

REMODEL:

Construction, renovation, or repair to a food facility that holds a current valid Environmental Health Division operating permit and requires a permit from the local building department. It shall involve but is not limited to structural alterations and the replacement, addition, relocation or significant modification of equipment or fixtures.

HOW LONG DOES THE PLAN REVIEW PROCESS TAKE?

Plans and specifications are handled on a first come, first serve basis. It is important that you allow time for the plan review process before construction. The turn-around time for a plan review is within **twenty (20) working days** after the receipt of payment and plans.

The Division currently does not offer expedited plan reviews.

PLAN SUBMITTAL

Before beginning any construction or remodeling work, plans must be submitted to this Division for review and approval either electronically or hard copy.

FOR ELECTRONIC PLAN SUBMITTAL

Electronic Plans – Visit <https://eco.vcrma.org/area/plancheck/#/home>

1. Visit the above website and complete the “Application for a Permit to Construct – Food Facilities”.
2. If you have not registered to submit electronic plans, you will need to click on “I want to register” and complete the new user registration. If you experience any difficulties with your account, please email – EHDPlanCheck@ventura.org.
3. Once registered, you may begin the plan check submittal process.
4. Once your application is received, you will receive an email with a link to a folder to upload the plans.
5. You will also receive Invoice Numbers and a separate web address where you may pay the fee with a credit card, or you may mail a check or visit the Division front counter between 8AM to 4PM weekdays to make a payment in-person.
6. Once the electronic plans are in the folder and the fee has been paid, your plans will be assigned to plan check staff for review. The assigned plan check specialist will approve or reject plans within twenty (20) working days after the receipt of payment.

FOR HARD COPY PLAN SUBMITTAL

Submit **three (3)** copies of accurate, detailed plans and specifications **drawn to scale** to the Division. The plans may be prepared by an architect, draftsman, contractor, or owner. All plans must be drawn in a professional manner, encompassing all applicable requirements of this construction guide. In addition, you must obtain all approvals from the local Building and Safety Department and fire authorities after the Division approval and prior to construction.

PLAN CHECK FEE

A plan check fee must be paid when the plans are submitted. The fee is based upon the square footage for new construction or remodel of an existing, currently permitted facility. If the remodel of an existing, currently permitted facility consists only of replacement of existing equipment; adding/replacing a walk-in unit; or constructing customer toilet facilities, there is a set fee. Current fee schedules are available on the Division website at <https://vcrma.org/en/divisions/environmental-health> or upon request by calling the mainline at (805) 654-2813.

INITIAL PLAN REVIEW

Plans that are submitted will be reviewed, and within twenty working days, either approved with conditions or rejected. For plans to be approved, they must include all the information regarding structural requirements that are listed in this guide. The plans must be drawn to scale (e.g., 1/4" = 1'). Your plans must include:

- ✓ Complete floor plan and equipment layout.
- ✓ Equipment specifications, including manufacturer names and model numbers. All food-related and utensil-related equipment shall be certified or classified for sanitation by an American National Standards Association (ANSI) accredited certification program (such as NSF International, CSA, ETL, IAPMO or UL sanitation).
- ✓ Finish schedule for walls, ceilings, floors, and cove base indicating the types and surface finish of materials to be used. Samples of proposed finish materials may be submitted with the plans.
- ✓ A menu or list of foods to be prepared.
- ✓ Complete exhaust and make-up air ventilation plans including CFM withdrawal; number and size of ducts; number, size, and rating of grease filters; CFM and location of make-up air vents; and other pertinent information.
- ✓ Complete plumbing floor plan.
- ✓ Plumbing schedule including the location of the grease trap/interceptor.
- ✓ Remodel plans must identify all proposed changes to existing structures, spaces, and equipment.

**PLEASE REFER TO EXAMPLES AT THE END OF THIS GUIDE.
(ATTACHMENTS #1, 2, AND 3)**

APPROVAL OR REJECTION

- If your plans do not contain all the necessary information to show that requirements will be met, you will receive a "Plans Not Approved" letter specifying the reasons why the plans were not approved. Once the corrections are made, revised plans can be submitted. The revised plans will be further reviewed within twenty (20) working days. If the revised plans fail to meet requirements after the first resubmittal, an additional fee will be required for each subsequent resubmittal.
- If your plans meet all requirements, you will receive a "Permit to Construct" letter along with the stamped "Approved" plans. One copy must be kept at the construction site and used for construction; one copy is to be taken to the Department of Building and Safety for review and approval; and one copy will be kept on file with the Division for one year. Once plans are approved, you may begin construction/work at your facility. **Construction must begin within one year of approval of plans.**

MODIFICATION OF PLANS

If any changes are proposed to the plans *after* approval, they must be reviewed and re-approved prior to being implemented. There is an additional fee for this service.

PRELIMINARY INSPECTION

When construction is approximately 75% - 85% completed, with plumbing, rough ventilation, and rough equipment installed, you must call the Plan Check Specialist assigned to your project (the person indicated on your "Plans Approved" letter) for a *preliminary construction inspection*. Requests should be made at least three (3) working days in advance. Note that approved materials and approved workmanship are significant factors in the evaluation and field approval of food facility construction and equipment installation.

FINAL INSPECTION

Upon 100% completion of construction, including all finishing work, you must call the Environmental Health Specialist to arrange for a *final construction inspection* at least three (3) working days in advance. Before arranging for this inspection, ensure that all construction is complete; the facility is clean; the utilities have been released; hot (120 degrees Fahrenheit) water has been provided to sinks; all equipment is on-site and properly functioning; refrigeration units are maintained at or below 41 degrees Fahrenheit; and soap and paper towels are installed in dispensers. Note that if additional inspections are required after the third inspection, an additional fee will be required for each subsequent inspection.

ISSUANCE OF PERMIT

Once your facility has passed the final inspection, you will be issued a Permit to Operate (if applicable), and you are then able to open for business or begin using the newly remodeled areas of your facility.

VENTURA COUNTY ENVIRONMENTAL HEALTH DIVISION COMMUNITY SERVICES PROGRAM 800 S. VICTORIA AVE VENTURA, CA 93009 805/654-2813		
PERMIT TO OPERATE		
OWNER NAME: <i>Jane Dee</i> REGISTERED ENVIRONMENTAL HEALTH SPECIALIST	HAPPY LAND CAFE 8000 S. VICTORIA AVE. VENTURA, CA 93009 HAPPY LAND INC. <u>PERMITTED ACTIVITY</u>	Facility ID: FA0000123 Account ID: AR0000456 Permit #: This permit expires on the last day of July each year unless renewed
 DIRECTOR, ENVIRONMENTAL HEALTH DIVISION		
<small>This permit to operate is NOT TRANSFERABLE and is valid only through continued compliance with all State and local laws, ordinances, rules and regulations applicable to the type of establishment for which this permit was issued and upon payment of annual renewal fee. This permit is the property of the Ventura County Environmental Health Division and may be suspended or revoked for due cause.</small>		
POST IN PUBLIC VIEW		

COMMON REASONS FOR PLAN REJECTION

The following are common problems resulting in rejection of plans and delay in construction start-up:

1. Plans not drawn to scale.
2. Incomplete floor plan.
3. Conflicting information given (e.g., plumbing plan and equipment plan do not match).
4. Inadequate back-up dry food storage space.
5. Insufficient detail provided on the finish schedule.
6. No floor sinks for equipment requiring indirect drainage.
7. Menu or list of foods to be prepared not provided.
8. Incomplete equipment schedule, including insufficient information on equipment manufacturer name, specifications, and model number.
9. No janitorial facilities provided.
10. Employee storage area (locker location) not specified.
11. Hand washing facilities inadequate or no specified location of hand wash sinks.
12. Food preparation sink inadequate or insufficient information provided.
13. Ventilation hood specifications inadequate or insufficient information provided.
14. Air curtain(s) for all delivery door(s) not specified.
15. Grease interceptor location not specified or in unapproved area.
16. No customer restrooms when there is on-site consumption of food.

HINTS

- Plans that are incomplete or have a significant number of discrepancies will be returned to the applicant for revision and shall be resubmitted for further review before approval may be granted.
- Approved materials and good workmanship are significant factors in the evaluation and approval of food facility construction and equipment installation.

REJECTED

THE PLANS MUST SHOW AND SPECIFY, IN DETAIL, COMPLIANCE WITH THE FOLLOWING REQUIREMENTS FOR ALL FOOD FACILITIES:

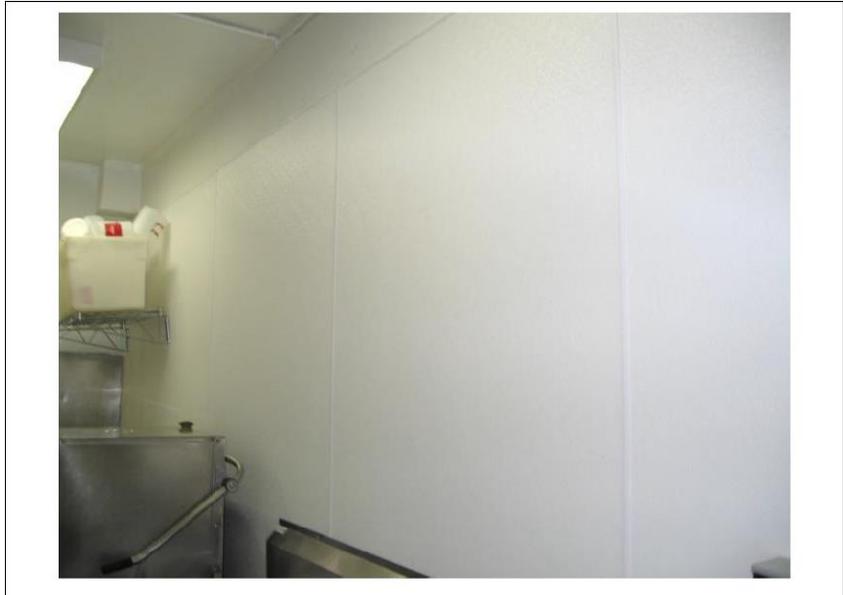
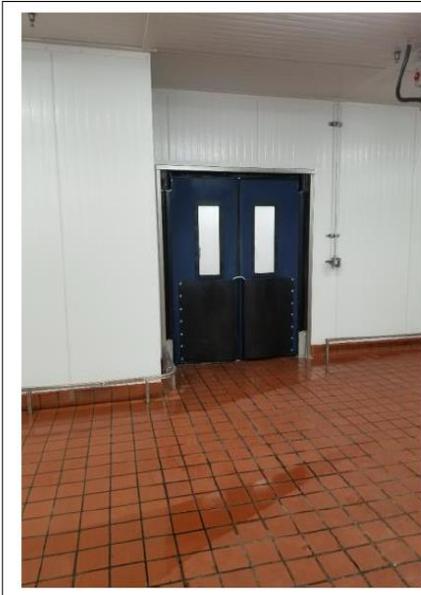
1. FLOORS:

- a. **VINYL COMPOSITION FLOOR TILES ARE NOT APPROVED FOR USE, EXCEPT IN DINING AND RETAIL SALES AREAS.**
- b. **VINYL/RUBBER TOP SET COVE IS NOT APPROVED FOR USE, EXCEPT IN DINING AND RETAIL SALES AREAS.**
- c. Except in dining and retail sales areas and locker areas, floors in food facilities shall be durable, smooth, and impervious to water, grease, and acid resistant and of easily cleanable construction (see Attachment #5).
- d. These floor surfaces shall continue up the wall for at least four-inches forming a 3/8-inch radius at the floor/wall juncture in all kitchens, food preparation areas, areas where food is stored in opened containers, janitorial rooms, toilet rooms, rooms where any utensil is washed, and other related areas.
- e. Concrete floors are not recommended but may be acceptable when properly installed. If the concrete floor is excavated for placement of plumbing or other equipment, it shall be covered with an approved flooring material (see attachment #5, Sealed Concrete).
- f. Provide sufficient, properly installed floor drains in floors which are water-flushed for cleaning.
- g. Floor surfaces which contain non-skid agents shall be restricted to traffic areas only. Flooring under equipment and at the floor/wall juncture shall be completely smooth.

2. WALLS:

- a. **BRICK, CONCRETE BLOCK OR ROUGH CONCRETE, PLASTER, AND WALLPAPER ARE NOT ACCEPTABLE WALL FINISHES.**
- b. Provide wall surfaces that have a smooth, non-absorbent, and easily cleanable finish. This requirement does not apply to the following: customer areas; rooms where food is only stored in original, unopened shipping containers; locker areas; and alcoholic beverage bars, except adjacent to bar sinks and areas where food is prepared.
- c. Wall surface materials are subject to evaluation and may require submission of samples.

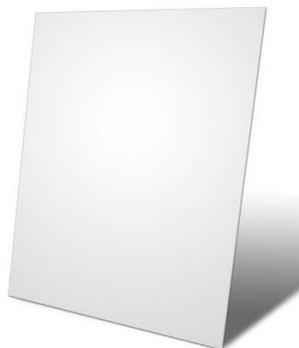
- d. Walls adjacent to sinks shall be covered with a durable, water-resistant material (e.g., fiber reinforced panel (FRP), ceramic tile, stainless steel, etc.) extending from the top of the cove base to at least twelve inches above the backsplash.



Typical FRP installation behind wall surface of sinks and prone splashing areas.

3. CEILINGS:

- a. Ceilings, except for bar areas; rooms where food is stored in original, unopened shipping containers; and customer areas, shall be durable, smooth, non-absorbent, and easily cleanable.
- b. **Acoustical ceiling panels are not acceptable except for bar areas; rooms where food is stored in original, unopened shipping containers; and customer areas.**



4. **BACKUP DRY FOOD AND BEVERAGE STORAGE:**

Provide adequate and suitable space for backup storage of food, beverages, and related products. This area shall be equipped with approved shelving.

- a. The floor space required for backup food storage is a space equal to 25% of the food preparation area with a minimum of 100 square feet of floor space.
- b. Provide at least 32 linear feet of commercially approved shelving units that are at a minimum 18 inches in depth, and at least three tiers high (e.g., eight 4 ft. shelving units) or at least 96 lineal feet of approved shelving in the approved kitchen that is exclusively used for dry food storage.
- c. Shelves installed on a wall shall have at least a one inch (1") open space between the back edge of the shelf or be sealed to the wall with silicone sealant or equivalent. The lowest shelf shall be at least six inches (6") above the floor with a clear, unobstructed area below. All shelves supported by legs on the floor must be in compliance with applicable NSF/ANSI standards.
- d. Shelves mounted on the floor are required to be installed on round, six-inch tall, metal equipment legs with a clear unobstructed area below, or on a permanent, minimum four-inch-high self-coved base.



Examples of approved shelving units.

5. RESTROOMS:

- a. Provide toilet facilities within each food facility for employee use.
- b. The number of facilities shall be in accordance with local building codes.
- c. Provide floors, cove base, walls, and ceilings with surfaces that are smooth, durable, non-absorbent, and easily cleanable.
- d. Install handwashing facilities which are provided with warm water under pressure for a minimum of 15 seconds through mixing valve or combination faucet while both hands are free for handwashing. If the temperature of water provided to a handwashing sink is not readily adjustable at the faucet, the temperature of the water shall be at least 100 degrees Fahrenheit, but not greater than 108 degrees Fahrenheit.
- e. Provide the following in dispensers at or adjacent to each handwashing facility:
 - Handwashing cleanser
 - Sanitary, single-use towels or a heated-air hand drying device
- f. Provide toilet paper in a permanently installed dispenser at each toilet.
- g. Install tight fitting, self-closing doors.
- h. Food facilities with more than 20,000 square feet of floor space shall provide toilet facilities for patrons' use: At least one toilet facility for men and one toilet facility for women shall be provided.
- i. Food facilities, regardless of size, that provide space for the consumption of food on the premises, shall provide toilet facilities for patron use.
- j. Toilet facilities provided for use by patrons of food facilities shall be situated so that patrons do not pass-through food preparation, food storage, or utensil washing areas.
- k. All toilet rooms shall be provided with ventilation consistent with the requirements of local building codes.

6. CLOTHING STORAGE:

- a. Lockers or other suitable storage facilities shall be provided for employee use and shall be located in a designated room or area where contamination of food, utensils, equipment, linens and single-use articles cannot occur.
- b. If work clothes or linens are laundered on the premises, a mechanical clothes washer and dryer shall be provided and used.

7. EQUIPMENT:

- a. 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, e.g., NSF International, ETL, UL, CSA, or IAPMO.

THE MOST COMMON CERTIFYING GROUPS AND LOGOS FOR EQUIPMENT ARE:

CERTIFYING GROUP	LOGO/MARK
NSF INTERNATIONAL (NSF)	
INTERTEK MARKED "ETL SANITATION"	
UNDERWRITERS LABORATORY (UL) MARKED "CLASSIFIED UL EPH"	
CANADIAN STANDARDS ASSOCIATION (CSA) MARKED "CSA SANITATION TO NSF/ANSI"	
INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS (IAPMO)	

- b. All show and display cases, counters, shelves, tables, refrigeration equipment, sinks and other equipment used in connection with the storage, preparation, service and display of food, shall be made of non-toxic, non-corrosive materials and constructed and installed to be readily cleaned.
- c. Used equipment is subject to field evaluation.

- d. Install all equipment as follows: On six-inch high, round, metal legs or approved casters; attached to the wall with a minimum six-inch space underneath; or sealed to the floor, or on a concrete curb.
- e. Pressurized cylinders shall be securely fastened to a rigid structure.
- f. A produce fogger shall not use a reservoir to hold water but shall use water under pressure for misting of foods.

8. WAREWASHING SINK:

- a. In all food facilities in which food is prepared, or in which multi-service kitchen utensils (e.g., pots and pans) are used, a three-compartment metal sink with two integral metal drainboards must be provided.
- b. The minimum compartment size is 18 inches x 18 inches x 12 inches deep with minimum 18-inch x 18-inch drainboards. However, the sink shall be large enough to accommodate immersion of the largest equipment and/or utensils.
- c. Drain the sink to an approved floor sink via a legal airgap. Direct connections to the sewer are not allowed.
- d. An additional three-compartment sink is required within each separate section of a food facility which handles unpackaged foods that is not contiguous with the kitchen, e.g., deli, meat, bakery, bar etc.

9. HANDWASHING FACILITIES:

- a. Provide a lavatory sink exclusively for handwashing in each restroom, food preparation area, and in warewashing areas that are not located within or immediately adjacent to food preparation areas.
- b. Supply warm (at least 100 degrees Fahrenheit) and cold water through a mixing faucet to each handwashing sink. The water shall be provided for a minimum of fifteen seconds while both hands are free for washing.
- c. A splashguard is required between the handwash sink and adjacent equipment or operations unless the distance between them is 24 inches or more.
- d. Handwashing cleansers and single-use sanitary towels shall be provided in dispensers at all handwashing facilities. Hot-air blowers may be provided in lieu of the towel dispenser.

10. FOOD PREPARATION SINK:

A separate sink is required for the washing, rinsing, soaking, thawing, or similar preparation of foods:

- a. The sink shall drain to a floor sink via a legal airgap.
- b. The sink shall have a minimum dimension of 18 inches by 18 inches in length and width and 12 inches in depth with an integral drainboard or adjacent table at least 18 inches by 18 inches in length and width.
- c. The sink shall be located in the food preparation area, provided exclusively for food preparation, and accessible at all times.

11. JANITORIAL EQUIPMENT:

Each food facility shall be equipped with:

- a. A one-compartment janitorial sink to be used exclusively for general cleaning purposes and for the disposal of mop bucket wastes and other liquid wastes. A slab or basin constructed of concrete or equivalent material, curbed, and sloped to a drain is also acceptable. Such facilities shall be connected to an approved sewer and provided with hot and cold water through a faucet with an approved backflow prevention device. The sink shall be located to prevent contamination of food preparation areas, food storage areas, utensils, or equipment.
- b. A room, area, or cabinet, separated from any food preparation or storage area, or warewashing or storage area, shall be provided for the storage of cleaning equipment and supplies, such as mops, buckets, brooms, cleansers, and waxes. Install a hanger for mops/brooms in this area.
- c. Adequate and suitable space for the storage of clean linens, including apparel, towels, and cleaning cloths must be provided.
- d. A splashguard may be required between the janitorial sink and adjacent equipment or operations.

12. REFRIGERATION:

All refrigeration units shall be of adequate capacity to meet the needs of the proposed operation and shall comply with the following requirements:

- a. Be constructed for commercial use and be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program, e.g., NSF, ETL, CSA, UL or IAPMO. Domestic model refrigeration

units will not be accepted.

- b. Be capable of maintaining food temperatures below 41 degrees Fahrenheit at all times.
- c. Be provided with an easily visible, accurate thermometer located in the warmest location.
- d. Have shelving that is durable, washable, and impervious to moisture. Wood is not acceptable.
- e. Open into an approved food preparation area of the building.
- f. Have smooth, non-absorbent, and easily cleanable surfaces.
- g. Drain condensate waste into a floor sink via a legal airgap, or into an approved integral evaporator unit.
- h. Cooling coils, related electrical, drainage and refrigerant lines shall be installed in a safe, easily cleanable manner. Drainage and refrigerant lines shall be of non-toxic materials or properly insulated or covered with an approved, easily cleanable, and non-toxic material.

13. WALK-IN REFRIGERATORS SHALL ALSO:

- a. Have approved flooring that continues up the walls for at least four inches, forming a 3/8-inch radius at the floor/wall juncture. Metal coving with a minimum 3/8-inch radius is acceptable against metal wall surfaces of walk- in units.
- b. Be equipped with shelving that is durable, washable, impervious to moisture, and removable and is either installed on 6-inch-tall metal legs or attached to the wall with a minimum six-inch space underneath. Wood shelving is not acceptable.
- c. Drain condensate waste into an approved floor sink via a legal airgap.
- d. Wood is not an acceptable interior finish.

14. ICE MACHINES:

Ice machines shall be located within the building in an easily cleanable area with approved floor, base, wall, and ceiling finishes, and shall be drained to a floor sink through a legal airgap.

15. WATER SUPPLY AND BACKFLOW PREVENTION:

- a. Provide hot and cold potable water under pressure through a mixing faucet to each sink compartment in all food facilities.
- b. Provide approved backflow prevention devices on water supply lines to sinks with threaded spigots, warewashing machines, garbage disposal flush lines, steam equipment, urinals, toilets, beverage dispensers, ice machines, landscape irrigation systems, and other fixtures where required.

16. HOT WATER AND WATER HEATERS:

- a. Provide a water heater capable of supplying 120 degrees Fahrenheit water, measured at the faucet, to all sinks, lavatories, and other cleanup facilities during periods of maximum demand.
- b. Submit BTU or KW rating of proposed water heater.

Calculate Thermal Inputs (BTUs, KWs)

- Weight of one gallon of water = 8.33 lbs.
- Temperature rise in Ventura County = 55°F
- Thermal efficiency of a gas water heater = 75%
- Thermal efficiency of an electric water heater = 98%
- 1 KW = 3,412 BTUs

BTU inputs for water heaters are determined as follows:

BTU input = (gallons/hour (GPH) X weight/gallon X temperature rise) ÷ thermal efficiency of equipment

$$\frac{\text{GPH} \times 8.33 \text{ lbs./gal} \times 55^\circ\text{F}}{.75}$$

Kilowatt inputs are determined as follows:

Kw input = (gallons/hour (GPH) X weight/gallon X temperature rise) ÷ thermal efficiency of equipment ÷ 3,412 BTUs/Kw

$$\frac{\text{GPH} \times 8.33 \text{ lbs./gal} \times 55^\circ\text{F}}{.98} \div 3,412$$

- c. A tankless water heater may be approved if it provides a minimum of two (2) gallons per minute (GPM) of 120 degrees Fahrenheit (with a 55 degrees Fahrenheit rise) water to each plumbing fixture. (Note: Hand lavatories and dump sinks must receive at least 0.5 GPM). Food facilities that install an automatic warewashing machine that utilizes a large quantity of hot water may be required to provide an instantaneous water heater exclusively for the

warewashing machine. The manufacturer specifications are used to determine the minimum GPM hot water demand for automatic warewashing machines. Electric tankless water heaters may not be approved.

- d. A water heater should not be purchased until the Division determines that the proposed water heater is of adequate capacity.

17. WATER AND SEWAGE DISPOSAL:

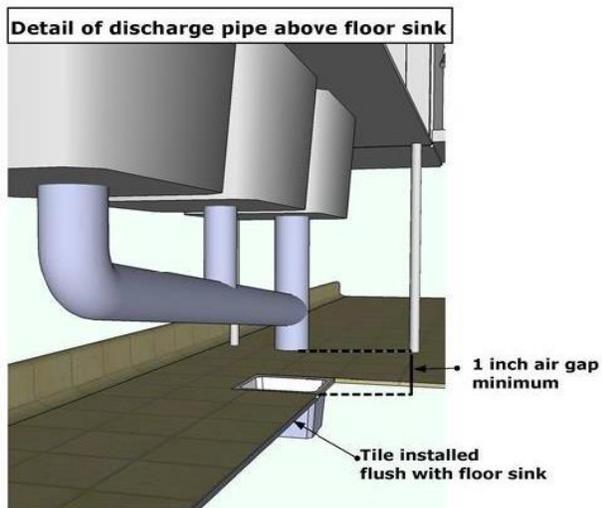
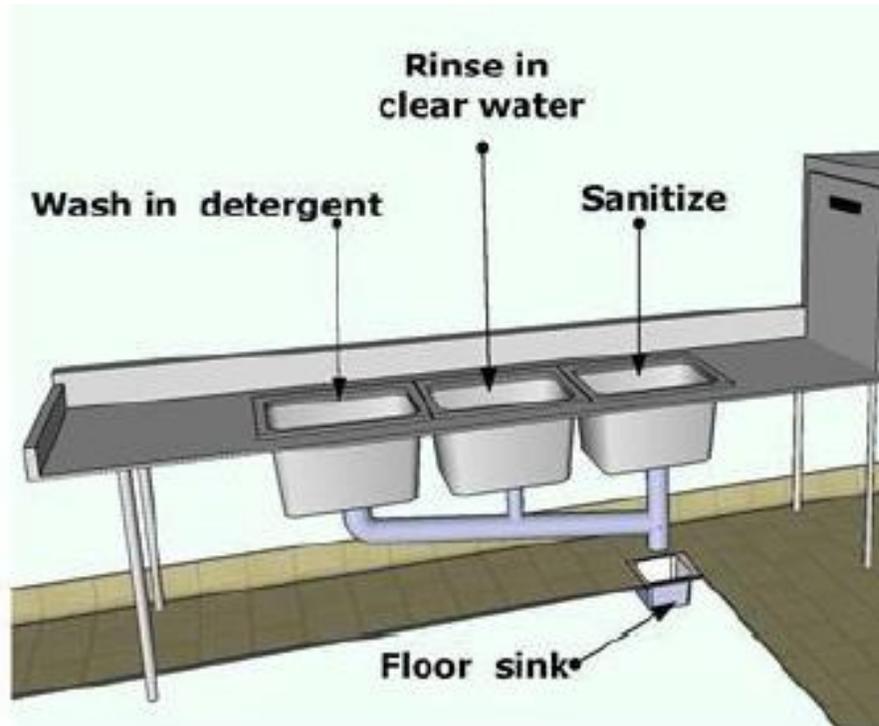
- a. The water supply and method of sewage disposal shall be approved by the Division and the local Building and Safety Department.
- b. All steam tables, ice machines and bins, food preparation sinks, utensil-washing sinks, display cases, warewashing machines, refrigeration units, and salad bars which are not self-evaporative and other similar equipment which discharge liquid waste, shall discharge this waste through an airgap into a floor sink or other approved waste receptor (airgap of a minimum of 1 inch).
- c. The need for a **grease trap/interceptor** is determined by the local public sewer authority, not by the Division. However, if provided, a grease trap/interceptor shall NOT be located in a food- or utensil-handling area unless required by the local sewer authority and approved by the Division.

18. FLOOR SINKS:

All floor sinks shall:

- a. Be installed flush with the finished floor surface and have appropriate grates.
- b. Have all condensate and similar liquid waste drained by means of indirect waste pipes into the floor sink via a legal airgap.
- c. Have horizontal runs of drain lines that are at least 3/4 inch from the wall and six inches off the floor and that terminate a minimum of 1 inch above the rim of the floor sink. Drain lines shall descend continuously at a minimum rate of 1/4 inch per foot.
- d. Be located so that they are readily accessible for inspection, cleaning, and maintenance. Floor sinks located under curb or base mounted equipment need to be installed to prevent wastewater from going under equipment if there is a wastewater backup.
- e. Be within 15 feet of the drain opening of the equipment served.
- f. Be located so the waste lines leading to them do not cross aisles, traffic areas, or doorways.

ILLUSTRATIONS OF INDIRECT CONNECTION AND FLOOR SINK INSTALLATION



19. ENCLOSURE:

- a. All food preparation must be conducted within a fully enclosed building consisting of approved floors, walls, and ceiling.
- b. Enclosure of dining areas is not required. See Attachment 7.
- c. Satellite food service operations may not require full enclosure.

20. VENTILATION:

Provide adequate ventilation to remove gases, odors, steam, heat, grease, vapors, or smoke from all rooms in the facility including toilet, janitorial, change, and similar rooms.

21. EXHAUST HOODS AND DUCTS:

- a. General Information
 - (1) Provide mechanical exhaust ventilation at or above all ranges, griddles, ovens, deep fat fryers, barbecues, rotisseries, and high temperature warewashing machines or similar equipment to effectively remove odors, smoke, steam, grease, and vapors.
 - (2) Provide the ventilation hood specifications. (See Attachment #4 - Exhaust Hood System Form.)
 - (3) Seal, weld, or solder all joints and seams for easy cleaning.
 - (4) Riveted seams are not acceptable.
 - (5) Flash hoods to the ceiling and to adjacent walls.
- b. Canopy Type Hoods

Canopy type hoods shall not be more than four feet above the cooking surface. The hood shall extend at least six inches beyond the edges of the cooking equipment on all open sides. Grease troughs and drip pans must be easily cleanable.
- c. Non-canopy Type Hood

Non-canopy hoods may be approved provided that they are constructed to be easily cleanable and comply with the minimum exhaust air velocity requirements. Shielding at the end may be necessary to prevent interference from cross drafts.
- d. Makeup Air

Makeup air shall be provided in an approved manner and shall be equal to that amount which is mechanically exhausted. The exhaust and makeup air systems shall be connected by a single interlocking electrical switch. Windows and doors shall not be used to provide makeup air.

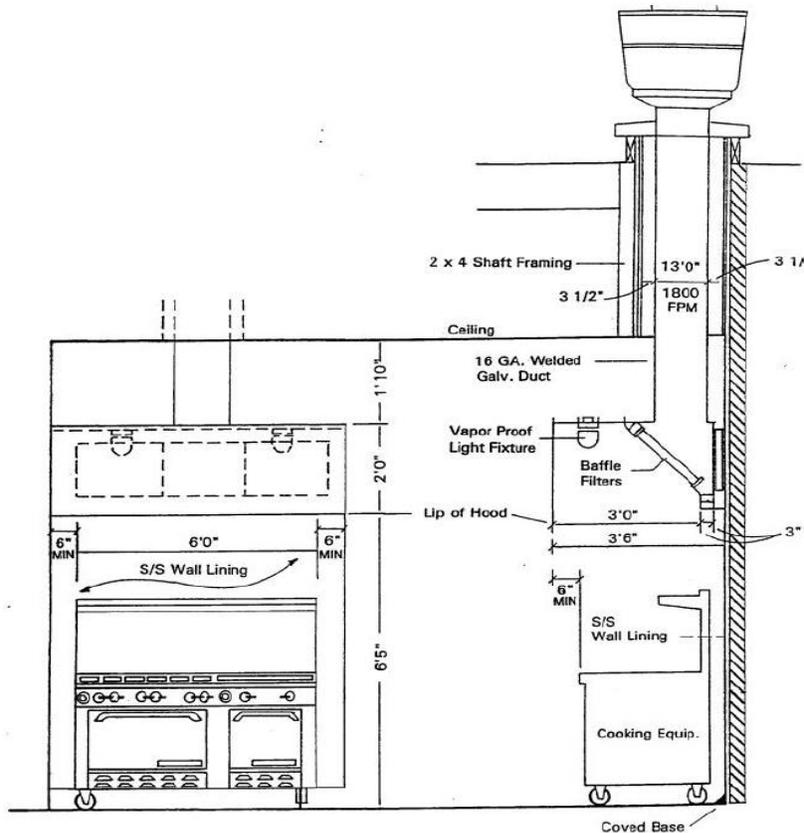
e. Fire Extinguishing System

Fire extinguishing systems may be required by local fire department codes. They shall be installed so as not to obstruct the cleanability of the hood and duct systems.

f. Food Heating or Warming Devices

Food heating or warming devices (for example: food and utensil warmers, cheese melters, etc.) that are installed under a hood, above other equipment, may create an air flow obstruction to proper ventilation of the basic equipment for which the hood vent system is designed. The design, construction, and installation of such devices under a hood are subject to the Division's evaluation and approval prior to installation.

ILLUSTRATION OF MECHANICAL VENTILATION FOR COOKING EQUIPMENT



Mechanical Ventilation System Sample Diagram

22. DELIVERY DOORS:

- a. All delivery doors leading to the outside are required to open outward, be self-closing, and be constructed to exclude the entrance of insects and vermin. Large "cargo type" doors shall not open directly into food preparation areas.
- b. An overhead air curtain is required. The air curtain, when installed inside the building, should produce a downward-outward air velocity of 1,600 feet per minute minimum over the entire opening down to a point three feet above the floor. The air curtain shall operate automatically when the door is opened.

23. CUSTOMER DOORS:

All entry/exit doors leading to the outside shall open outward or to the sides and shall be self-closing.

24. GARBAGE AND TRASH AREA:

- a. Provide an area for the storage and cleaning of garbage and trash containers.
- b. If located inside the facility, the walls, floor, and ceiling of this room or area shall be constructed of approved materials to be smooth, impervious to moisture and easily cleanable. If located outside the facility, the area shall be constructed of non-absorbent material such as concrete or asphalt and shall be easily cleanable, durable, and sloped to a drain.
- c. Drains shall be connected to a sanitary sewer and shall not empty into a storm drain.
- d. Situate outside trash storage areas as far away from delivery doors as possible and drain these areas so as not to create a nuisance.

25. LIGHTING:

- a. In every room and area in which food is prepared, processed, or packaged, or in which utensils are cleaned, sufficient natural or artificial lighting is required.
- b. In every room or area used for handwashing, warewashing, storage of equipment or utensils, in toilet rooms, inside equipment such as reach-in and under-counter refrigerators, at a surface where food is provided for customer self-service, or where fresh produce or prepackaged foods are sold or offered for consumption, provide an intensity of not less than 20-foot candles of light, 30 inches above the floor.
- c. The working surfaces on which a food employee is working with food or working

with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor, or in other areas and rooms during periods of cleaning shall be provided with at least 50-foot candles of light.

- d. In walk-in refrigeration units and dry food storage areas, at least 10-foot candles of light at a distance of 30 inches above the floor shall be provided.
- e. Light fixtures in areas where food is prepared, where open food is stored, or where utensils are cleaned shall be of shatterproof construction or protected with shatterproof shields and shall be easily cleanable.

26. CONDUIT:

- a. Conceal plumbing, electrical, and gas lines within the structure to as great an extent as possible.
- b. Where this is not possible, all runs, including insulation, shall have at least 3/4-inch clearance from the walls or ceilings and be six inches off the floor.
- c. Where conduit or pipelines enter a wall, ceiling, or floor, tightly seal the opening around the line.
- d. Do not install conduit or pipelines across any aisle, traffic area, or door opening.
- e. Multiple runs or clusters of conduit or pipelines shall be furred in and encased in an approved runway or other approved sealed enclosure.

27. WINDOW SCREENS:

Each window opening shall be provided with a solid or screened window. Screening shall be at least 16 mesh per square inch.

28. WAREWASHING MACHINE:

- a. A warewashing machine is not accepted in lieu of the required three-compartment sink.
- b. Submit the manufacturer's name, specifications, and the model numbers for all warewashing equipment.
- c. Warewashing machines shall:
 - Drain to a floor sink via a legal airgap
 - Be provided with two (2) integral, sloped metal drainboards of adequate size and construction to accommodate the warewashing racks.
 - Drainboards shall be located adjacent to the warewashing sink.

- If a chemical sanitizer is used, be provided with an appropriate sanitizer test kit.

29. GARBAGE DISPOSALS:

- a. Garbage disposals shall not discharge into grease interceptors or be installed in a required sink compartment.
- b. An additional sink compartment may be utilized for installation, or an extended drainboard may be utilized, provided that the drainboard is lengthened to accommodate the disposal in addition to the minimum required drainboard size.
- c. Garbage disposals are prohibited in some cities. Contact the local building authority for information.

30. SERVICE OF FOODS DIRECTLY TO OR BY THE CUSTOMERS:

- a. Provide adequate sneezeguard protection where unwrapped food is displayed or where customer self-service food is proposed. The sneezeguard needs to be constructed per an approved design. The maximum opening below the sneezeguard shall be 13 inches. Dual side panels are required.
- b. Unpackaged foods in bulk displays shall be in a container that has a tight- fitting, securely attached, self-closing lid, or may be dispensed from approved mechanical dispensers.
- c. Beverage and/or ice dispensers that are meant for customer self-service shall be push-button activated or shall utilize levers shaped and sized to prevent customer contamination of the lever when refilling cups.

31. PASS-THROUGH WINDOWS:

Pass-through windows to the outside shall:

- a. Not exceed 432 square inches. Opening greater than 216 square inches. shall be equipped with an approved air curtain.
- b. Have a minimum distance between multiple pass-through windows of not less than 18 inches.
- c. Have a counter surface that is smooth, free of channels or crevices, and easily cleanable.
- d. All pass-through windows shall be self-closing.

32. PATRON RESTROOMS:

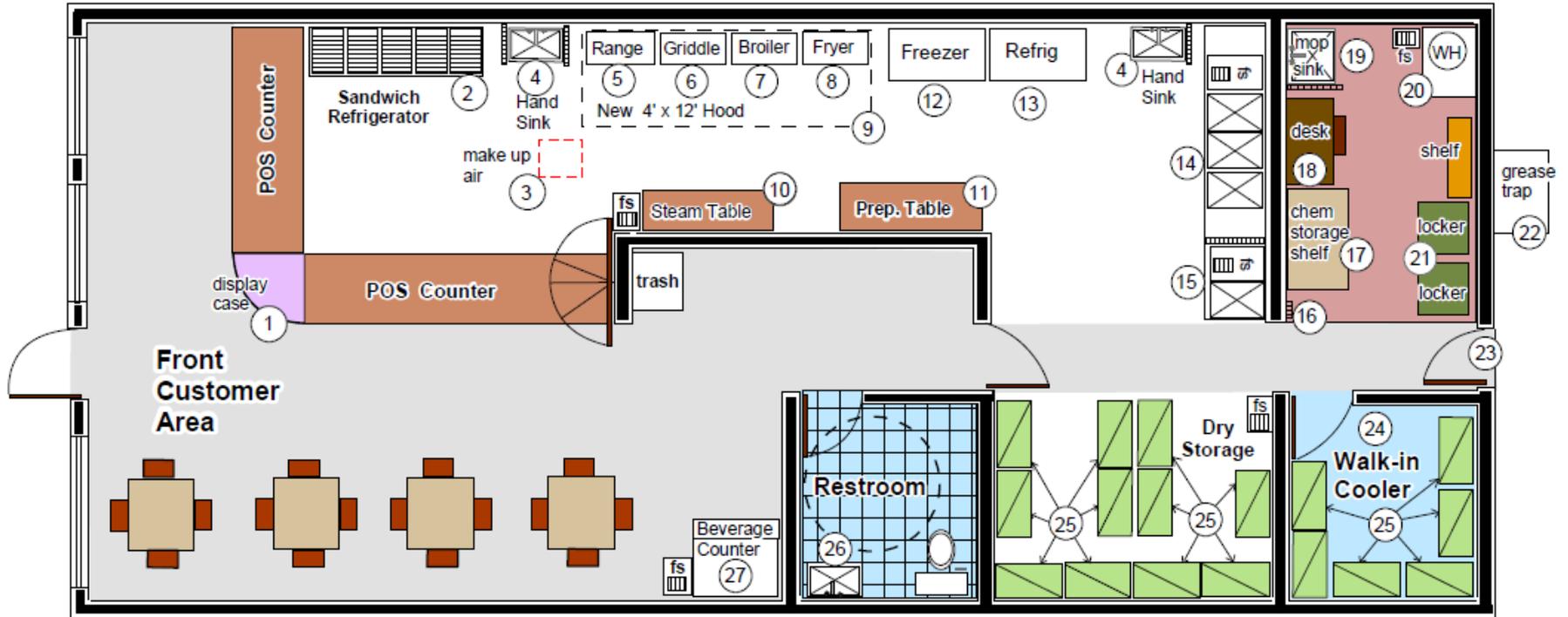
- a. Toilet facilities shall be provided for patrons, guests, or invitees on property used in connection with, or in, each food facility with more than 20,000 square feet of floor space. There shall be at least one (1) separate toilet facility for men and one (1) separate toilet facility for women.
- b. Toilet facilities shall be provided for patrons, guests, or invitees on property used in connection with, or in, each food facility that provides space for the consumption of food on the premises.

These toilet facilities shall:

- a. Have doors that are well fitted and self-closing.
- b. Have handwashing facilities within or adjacent to toilet rooms providing warm water through a mixing faucet. Water shall be provided for at least 15 seconds while both hands are free for washing.
- c. Provide soap and paper towels in dispensers or heated air hand drying devices located adjacent to the handwashing sink.
- d. Patron restrooms shall be so situated that patrons do not pass-through food preparation, food storage, or utensil washing areas.

33. INSPECTION:

- a. All construction and all equipment installation are subject to on-site inspection. A construction inspection is required at approximately 75-85% completion of the project (i.e., flooring is installed, equipment is in place).
- b. A final inspection is required upon completion of the project. Before arranging for this inspection, ensure that all construction is complete; the facility is clean; the utilities have been released; hot (120 degrees Fahrenheit) water has been provided to sinks; all equipment is on-site and properly functioning; refrigeration units are maintained at or below 41 degrees Fahrenheit; and soap and paper towels are installed in dispensers.
- c. A Division final inspection and **issuance of a valid Permit to Operate** are required prior to opening for business.
- d. Please call the Division at 805/654-2813 or email at EHDPlanCheck@ventura.org if you have any questions.



**Equipment Floor Plan
Attachment 1**

EQUIPMENT SCHEDULE

ITEM NO.	DESCRIPTION	BASE	MANUFACTURER & MODEL ###	WATER		WASTE	REMARKS
				HOT	COLD		
1	DISPLAY CASE	ON CASTERS	DISPCS #45B	N/A		SELF-CONTAINED	CONDENSATE EVAPORATOR
2	SANDWICH REFRIGERATOR	CASTERS	LETTOM INC #VBV2	N/A		SELF-CONTAINED	CONDENSATE EVAPORATOR
3	MAKE-UP AIR	ON ROOF					
4	HAND WASH SINK	WALL MOUNTED	WASH CO #XYZ	½"	½"	DIRECT	SOAP & PAPER TOWELS
5	RANGE	6" LEGS	WOODCO #2B	N/A		N/A	
6	GRIDDLE	6" LEGS	COOKUP #3XB	N/A		N/A	
7	BROILER	6" LEGS	BROILCO #B35	N/A		N/A	
8	FRYER	CASTERS	KRISPYCO #582L	N/A		N/A	
9	HOOD		FIREFLY #BUZZ	N/A		N/A	GREASE FILTERS
10	STEAM TABLE	6" LEGS	HOTFDCO #259B	N/A		FLOOR SINK	
11	PREPARATION TABLE	6" LEGS	AMERICAN STEEL #72	N/A		N/A	
12	FREEZER	CASTERS	ICE-KOLD #FZ94	N/A		SELF-CONTAINED	CONDENSATE EVAPORATOR
13	REFRIGERATOR	CASTERS	ICE-KOLD #RF94	N/A		SELF-CONTAINED	CONDENSATE EVAPORATOR
14	WAREWASHING SINK	20" LEGS	BUM EQUIP. #3-18-LR	½"	½"	FLOOR SINK	DUAL DRAINBOARDS
15	FOOD PREP SINK	20" LEGS	BUM EQUIP. #1-18-R	½"	½"	FLOOR SINK	DRAINBOARD
16	MOP/BROOM RACK	WALL MOUNTED					
17	CHEMICAL STORAGE SHELF	72" POSTS	SHELF CO. INC	N/A		N/A	
18	DESK	30" LEGS					
19	MOP SINK	20" LEGS	BUM EQUIP. #1-UTILXB	½"	½"	DIRECT	WITH VACUUM BREAKER
20	WATER HEATER	6" STAND	HTWTR-50B			FLOOR SINK	40,000 BTU'S
21	EMPLOYEE LOCKERS	6" LEGS		N/A		N/A	6 LOCKERS
22	GREASE TRAP	UNDERGROUND	GRTP-500ZC	N/A		DIRECT	OUTSIDE
23	AIR CURTAIN	ABOVE REAR DOOR	NOFLY CO #55GH	N/A		N/A	
24	STORAGE SHELVING	72" POSTS	SHELF CO. INC.	N/A		N/A	
25	WALK-IN COOLER	FLOOR MOUNTED	ICE-KOLD #WKIN58	N/A		FLOOR SINK	
26	HAND WASH SINK	WALL MOUNTED	PORCWSH #45XP	½"	½"	DIRECT	SOAP & PAPER TOWELS
27	SODA MACHINE	ON BEVERAGE COUNTER	BEVERGEUP #6BC	½"		FLOOR SINK	FOR CUSTOMER SELF-SERVICE

ATTACHMENT 2

THIS IS A SAMPLE OF WHAT SHOULD BE SUBMITTED: Specific brand names for materials should be specified whenever possible to insure acceptability.

FINISH SCHEDULE

	FLOOR	FLOOR BASE OR COVE	WALLS	CEILING
FOOD PREPARATION & WAREWASHING	Quarry Tile	Quarry tile, up wall 4 inches, 3/8-inch radius cove	F.R.P.	Washable, non-absorbent lay-in ceiling panels
STOREROOM	Quarry Tile	Quarry tile, up wall 4 inches, 3/8-inch radius cove	Drywall with white gloss enamel	Same as above
BEVERAGE COUNTER	Ceramic tile: extends 24 inches beyond table on all sides	Ceramic tile, up counter 4 inches 3/8-inch radius cove	N/A	Same as above
RESTROOMS	Ceramic tile	Continuous with floor, up wall 4 inches with 3/8-inch radius cove	Water-resistant drywall, 4-foot ceramic wainscot	Water-resistant drywall with white enamel paint
MOP ROOM/EQUIPMENT CLEANING	Quarry tile	Continuous with floor, 3/8-inch radius cove	F.R.P.	Washable, non-absorbent lay-in ceiling panels
WALK-IN REFRIGERATOR	Smooth Sealed Concrete	Prefabricated Stainless steel wall, 3/8-inch radius cove	Prefabricated stainless steel	Prefabricated stainless steel

ATTACHMENT 3

EXHAUST HOOD SYSTEM FORM

1. Detach, fill out, and submit this form with the plans.
2. Submit a separate form for each hood within the facility.
3. Identify each hood by number.

HOOD: (Check applicable categories)

Type I _____ Type II _____

Canopy * _____ Compensating * _____

Non-canopy _____

U.L. Listed Grease Extractor _____

Other _____

Size: Length _____ ft. x width _____ ft. (*inside dimensions*)

Type of metal _____ Gauge _____

Distance from lip of hood to:

▶ cooking surface _____ in.

▶ floor _____ in.

Formula used for determining airflow:

Q = _____ or

Alternate formula = _____

Total CFM: = _____

* Provide six (6) inch overhand beyond cooking equipment on all open sides.

ATTACHMENT 4

ACCEPTED FLOORING MATERIALS

The following list and standards were compiled by the Ventura County Environmental Health Division (Division) for “smooth continuous flooring” required by the California Health and Safety Code, Section 114268 for food facilities. Materials not listed may be submitted for evaluation if they meet the following standards:

- Floor surfaces shall be smooth, easily cleanable, light colored, and non-absorbent.
- **Note: Vinyl Composition Tile (VCT) is not acceptable for floors in any area except customer dining or pre-packaged retail display.**

Commercial Sheet Vinyl

If sheet vinyl flooring is proposed, check the manufacturer’s specifications and recommendations. While sheet vinyl flooring may perform well in many food service areas (i.e., retail sales areas, dining rooms, waitress stations), some manufacturers do not recommend its use in portions of a commercial kitchen. If you have any questions regarding the accepted flooring manufacturers’ recommendations, check with your flooring dealer and/or your plan check specialist. Sheet vinyl generally is not approved for use in areas with heavy equipment, e.g., cooking equipment, refrigerators, etc.

Standards:

- A. Inlaid vinyl composition (no embossed imprinting on wear layer surface).
- B. Vinyl wear layer surface thickness .050 inch minimum.
- C. Vinyl shall not have a “No Wax” manufactured surface coating.

Installation:

- A. Flooring shall continue up walls, partitions, and cabinetry for at least four (4) inches, forming an integral 3/8-inch minimum radius cove base. The cove base must be backed with a cove molding and topped with a metal cap. Vinyl or rubber top set base is not acceptable.
- B. Manufacturer’s installation criteria and standards must be followed.
- C. All seams must be “heat welded” or “chemically sealed” to form a continuous sheet vinyl surface.
- D. If floor drains are proposed, specifications on the type of floor drain must be submitted to the Division for evaluation of the drain. Approval of the floor drains(s) shall be obtained from the Division prior to installation.
- E. Sheet vinyl flooring may not be installed in areas maintained below a temperature of 55 degrees Fahrenheit.
- F. Non-skid flooring with an abrasive texture shall be limited to traffic areas only, and not under equipment.

Quarry or Ceramic Tile

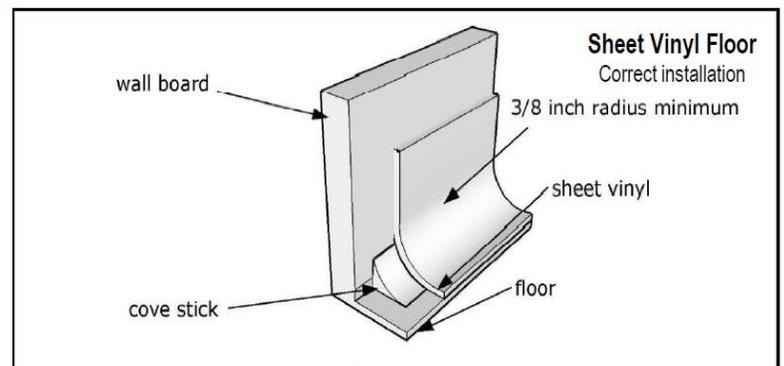
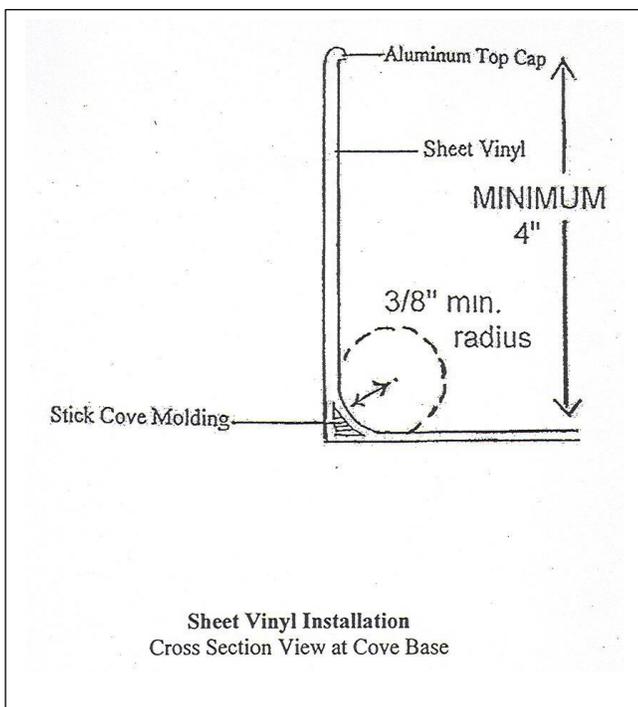
Standards:

- A. Minimum thickness $\frac{1}{4}$ inch and must be impact resistant.
- B. Non-skid varieties must be reviewed on an individual basis and shall be installed with floor drains and a high-pressure cleaning system. This type of floor tile shall be limited to traffic areas. Cove base and tiles under equipment must be smooth.

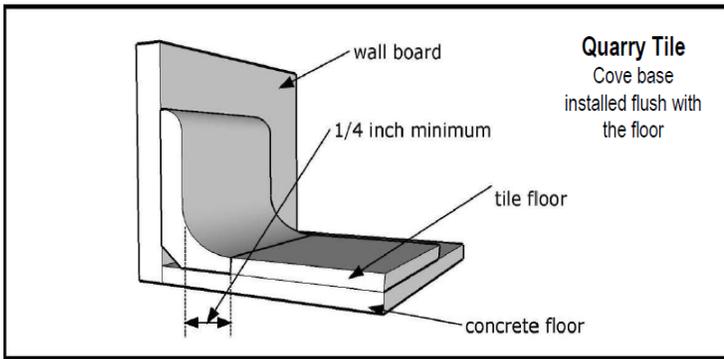
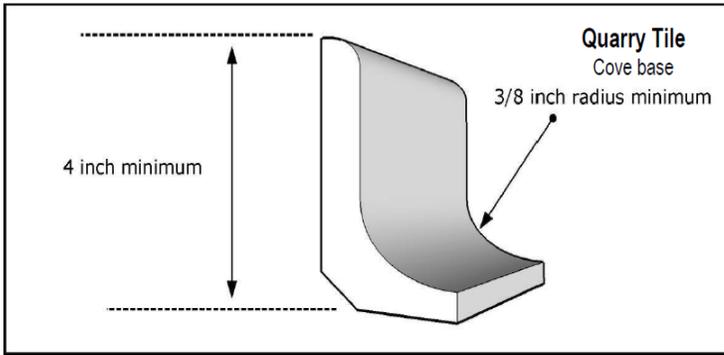
Installation:

- A. The grout spacing width between tiles shall not exceed $\frac{1}{4}$ inch.
- B. Grout between ceramic tiles and quarry tiles, without a glazed surface finish, must be sealed to be impervious to water, grease, and acid.
- C. Flooring shall continue up the walls, partitions, and cabinetry for at least four (4) inches, forming an integral $\frac{3}{8}$ -inch minimum radius cove base. The tile shall have a "bull-nose" design at the top where it meets the wall.

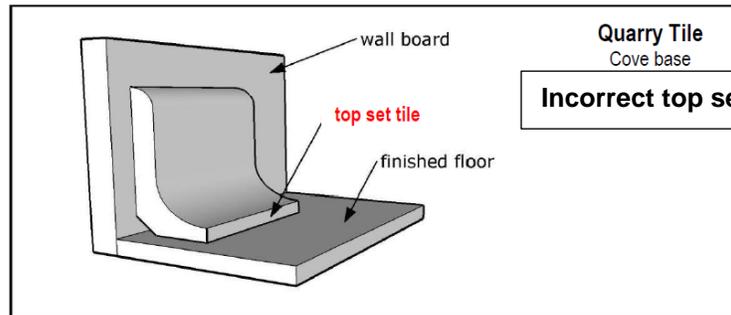
ILLUSTRATIONS OF COVE BASE INSTALLATION



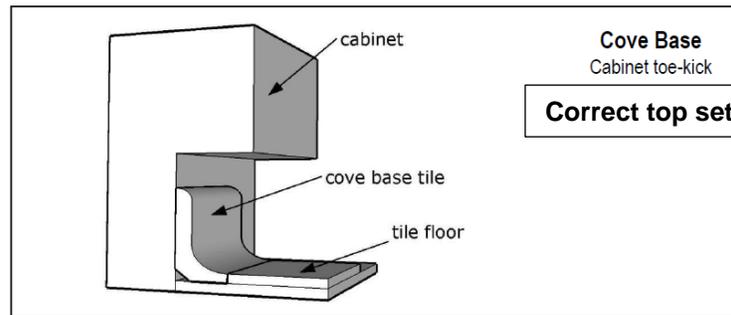
ILLUSTRATIONS OF CORRECT QUARRY TILE INSTALLATION



ILLUSTRATIONS OF QUARRY TILE INSTALLATION



Incorrect top set installation



Correct top set installation

Troweled Epoxy/Resinous Type Floor

- A. Minimum finish thickness shall be 3/16 inch.
- B. The surface shall be sealed to be impervious to water, grease, and acid.
- C. Flooring shall continue up the walls, partitions, and cabinetry for at least four (4) inches, forming an integral 3/8-inch minimum radius cove base.
- D. Non-skid flooring with an abrasive texture shall be limited to traffic areas only. Cove base and floor surface areas under equipment shall be smooth. Depending on the degree of abrasive finish texture achieved, a high-pressure cleaning system and floor drains may be required.

Sealed Concrete

If sealed concrete is proposed, check the manufacturer's specifications and recommendations. Most sealers should be reapplied every six months. If you have any questions regarding the approved sealers, check with your plan check specialist. A sealed concrete floor must be installed with an approved sanitary topset cove base.

Standard:

The finished surface shall be smooth, easily cleanable and sealed to be impervious to water, grease, and acid.

Installation:

- A. The floor shall be a smooth, single pour variety.
- B. Flooring shall continue up the walls, partitions, and cabinetry for a minimum of four (4) inches forming a 3/8-inch minimum radius cove base.
- C. The floor shall be sealed with an Environmental Health Division approved, USDA approved, 2-component water-based epoxy concrete floor sealer.
- D. Concrete floors with cracks, open seams, pitted, chipped, or rough surface areas, shall be repaired prior to installation of concrete sealer.
- E. Concrete floors that have been excavated for placement of plumbing or other equipment must be covered with an approved flooring material.
- F. Paint is not an acceptable floor finish.

ATTACHMENT 5

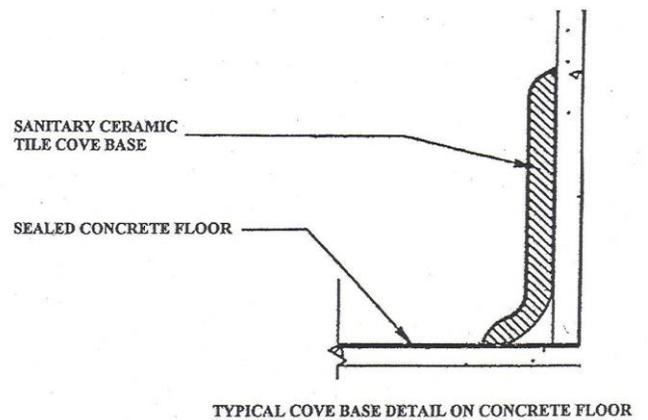
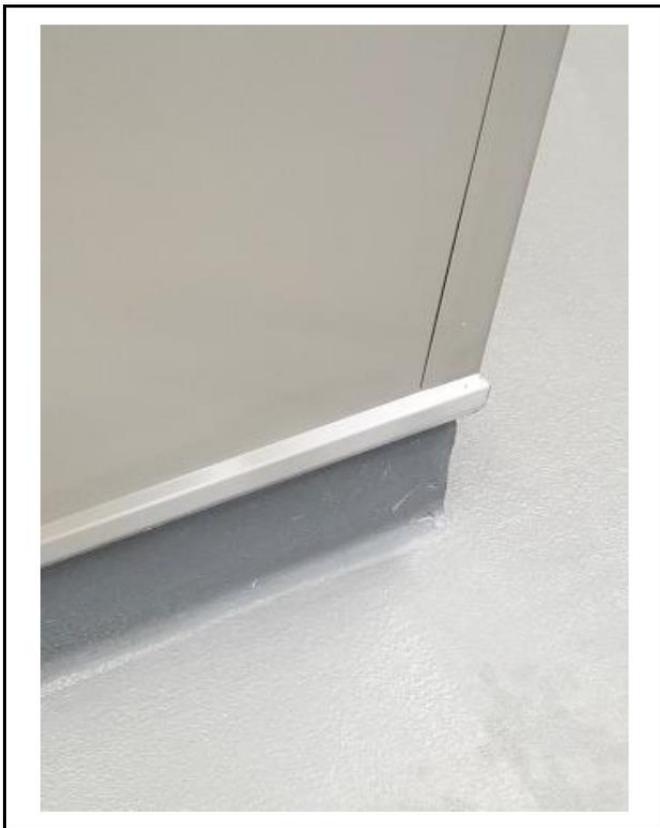
Cove Base

A minimum 4-inch-high sanitary ceramic tile cove topset base is acceptable only on sealed concrete floor surfaces.

Note 1: Vinyl or rubber topset base will not be accepted in any areas of a food facility in which a smooth, continuous, cove floor is required.

Note 2: Inside and outside walk-in coolers, a metal topset base may be installed in lieu of a continuously cove flooring against the metal walls. The base must have a minimum of $3/8$ radius cove and be sealed to both the floor and the wall.

ILLUSTRATIONS OF TROWELED EPOXY WITH COVE BASE



ATTACHMENT 5

PLAN SUBMITTAL CHECKLIST

The intent of this form is to assist in determining the acceptability of the proposed plans for official review and is NOT a substitute for a full and detailed review by a Plan Check Specialist

Unpackaged Food Facility Criteria:

Y	N	N/A	Criteria
			Electronic plans or three identical sets of paper plans
			Floor plan drawn to scale, readable, and in ink
			Previous floor plan (for remodels only)
			All equipment included on the floor plan
			Complete equipment schedule with make and model numbers for all equipment
			Menu (food items to be prepared, sold, served)
			Storage – at least 32 linear feet of 3-tier approved commercial shelving units. Additional shelving units may be required.
			Detailed exhaust hood drawing, including elevations and cubic feet per minute (CFMs) and location and information on make-up air
			3-compartment warewashing sink with dual integral drainboards draining to floor sink
			Handwash sink in each food preparation / food service / warewashing area and in each restroom
			Janitorial sink
			Water heater location and proposed energy input
			Change room or employee lockers
			Employee restroom(s)
			Customer restroom(s) – if an area for on-site consumption is to be provided

Packaged Food Facility Criteria:

Y	N	N/A	Criteria
			Electronic plans or three identical sets of plans
			Floor plan drawn to scale, readable, and in ink
			Previous floor plan (for remodels only)
			All equipment included on the floor plan
			Complete equipment schedule with make and model numbers for all equipment
			Type of food items to be sold
			Storage – at least 16 linear feet of 3-tier approved commercial shelving units.
			Janitorial sink
			Water heater location and proposed energy input
			Change room or employee lockers
			Employee restroom(s) with hand wash sink

OPEN-AIR DINING

The requirements listed below are specific to open-air dining areas and are in addition to those requirements stated in the Ventura County Environmental Health Division Plan Check Guide for Food Facilities (Guide).

Open-air dining differs from outdoor dining in the following:

1. Open-air dining areas have permanent roofs and at least one permanent wall.
2. Open-air dining areas share a wall with the food preparation area or a fully enclosed dining area.
3. Open-air dining areas have solid doors and walls which fully enclose the facility when it is not in operation to preclude vermin and insect entry.
4. Open-air dining areas may have open windows or doors without screens only when the facility is in operation. Windows and doors must be closed when the facility is not in operation.

A. Requirements for food facilities with open-air dining areas

1. The food preparation, food storage, ware washing, janitorial, and employee changing areas shall be fully enclosed in a building consisting of permanent floors, walls, and an overhead structure. No food preparation may occur in the open-air dining area except as noted in #2 and #6 below.
2. Customer self-service areas (salad bar, salsa bar, condiment bar, buffet line, etc.) cannot be located in the open-air dining area. These areas must be fully enclosed in a building consisting of permanent floors, walls, and an overhead structure. Self-service beverage/ice dispensing machines are allowed.
3. All doors leading to the outside of the food preparation, food storage, ware washing, janitorial, and employee changing areas are required to be self-closing and be constructed to exclude the entrance of insects and vermin.
4. An approved pass-thru window may be installed between the cook's line/food preparation area and the open-air dining area. See the Guide for specifications.

The open-air dining area must have solid doors and walls which fully enclose the facility when it is not in operation to preclude vermin and insect entry.

ATTACHMENT 7

5. Server stations are limited to storage and dispensing of ice and non-potentially hazardous beverages in closed pitchers only (such as water, iced tea, etc.), along with condiments in closed containers, and dining utensils. Ice bins must be equipped with tight-fitting lids, which are kept closed when ice is not being dispensed. Scoops must be provided at all ice bins and shall be protected from contamination. Bulk beverage/ice dispensing machines may be allowed.

B Requirements for a bar section located within an open-air dining area

In addition to the requirements in the Guide for bar areas, the following additional requirements must be met for those located in an open-air dining area.

1. The bar section shall be placed in a location that reduces the potential adulteration of beverages served at the establishment. To the maximum extent possible, the location shall be free from dust, dirt, vermin, animals, birds, unnecessary handling, overhead leakage, or other contamination. Overhead protection shall be provided that fully extends over all beverages, condiments, utensil holding facilities and equipment associated with the bar section. The overhead protection shall be of solid construction and extend at least 12 inches horizontally beyond all equipment, work, and storage areas.
2. During non-operating hours and periods of inclement weather, the bar section must be totally enclosed to exclude vermin.
3. Ice machines and ice bins must be equipped with tight-fitting lids, which are kept closed when ice is not being dispensed. Scoops must be provided at all ice machines and ice bins and shall be protected from contamination.
4. Drink condiments may not be sliced or otherwise prepared at the bar section. They shall be dispensed from approved containers equipped with tight-fitting attached lids or other suitable protective devices. The lids must be kept closed when condiments are not being dispensed.
5. All food, other than beverages, shall be prepared inside an approved, fully enclosed food facility.

ATTACHMENT 7