



Andrew J. Spano, Westchester County Executive
Board of Legislators

NOTICE TO PREPARERS OF PLANS FOR CONSTRUCTION AND
MAJOR RENOVATIONS OF A FOOD SERVICE ESTABLISHMENT

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 a food service establishment.

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

| <u>Food Service Establishment Seating Capacity</u> | <u>Fee</u> |
|--|------------|
| 0 to 100 | \$190.00 |
| 101 to 200 | \$250.00 |
| 201 or more | \$320.00 |

In addition, a sixty-five (\$65.00) 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. A copy of Westchester County Guidelines for Food Service Establishment Plans is attached for use in preparing your plans.

DEPARTMENT OF HEALTH
Joshua Lipsman, M.D., M.P.H., Commissioner

GUIDELINES FOR FOOD SERVICE ESTABLISHMENT PLANS

- I. A. Plans to be submitted in duplicate (Part 14-1.191 of New York State Sanitary Code). (In triplicate if local Building Department requires a copy).
- B. Include name and address of person who prepared plans and name and address of owner of 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: (14-1.170 and 171)

- 1. Kitchen
- 2. Dining and Bar room
- 3. Refrigeration areas
- 4. Utensil washing area
- 5. Food – storage (dry) area
- 6. Toilet rooms
- 7. Dressing rooms
- 8. Garbage storage (interior)

NOTE: All wall and floor junctures shall be coved in food preparation, food storage, utensil washing area, walk-in refrigerators, dressing or locker rooms and toilet rooms.

- B. Lighting and Ventilation (14-1.88 – 14-1.174 and .175)

- 1. Protective shielding shall be provided for lighting fixtures in food preparation areas, utensil and equipment washing areas and other areas where food is displayed.
- 2. Adequate artificial or natural light – 30 foot candles – provided on working surfaces and at least 20 foot candles on all other surfaces and equipment.
- 3. All rooms adequately ventilated, forced or natural.

C. Vermin, Rodent and Insect Protection (14-1.160)

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

D. Garbage and Refuse (14-1.150)

1. Type of containers – insect, rodent proof, leak proof, durable and adequate in number.
2. Exterior surface upon which garbage receptacles are stored. (Room enclosure or area).
3. Cleaning facilities shall be provided where large refuse containers are used. Waste shall be properly disposed of as sewage.

E. Plumbing (14-1.140, 14-1.141) Provide Diagram

1. Compliance with State and Local Laws.
2. Potable and non-potable piping separate.
3. Back siphonage protection for:

| | |
|--------------------------------|------------------|
| Carbonated beverage dispensers | Sinks |
| Water closets | Lavatories |
| Urinals | Steam tables |
| Dishwashers | Hose connections |
| Potato peelers | Dipper wells |
| Garbage grinders | Other |
| Ice machines | |

4. Fixtures and equipment requiring indirect drains.

| | |
|-------------------------|-----------------------------|
| Dishwasher | Ice makers and storage bins |
| Refrigerators | Food preparation sinks |
| Steam kettles or tables | |
| Potato peelers | |
| Other | |

5. Indicate water supply and sewage disposal as public or private.

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6. Remote compressors not to be installed within 5 feet of food storage or within 15 feet of food preparation or service area.
 7. Use of beverage cooling devices in utensil washing, food preparation sinks, etc. is provided. Separate facilities required.
- F. Toilet and handwashing facilities (14-1.142 and .143 and Article III Section 3.c. of the Westchester County Sanitary Code).
1. Adequate and conveniently located.
 2. Toilet rooms shall not open directly into a room in which food products are manufactured, or in which unwrapped food products are packed, prepared, sold or served.
 3. Toilets and handwashing basins for patrons and employees, separate for each sex for establishments designed to seat 20 or more and where alcoholic beverages are served.
 4. Hot and cold potable, tempered water by means of a mixing valve or combination faucet to all handwashing sinks.
 5. Hand drying (type) and soap dispenser.
 6. Separate handwash basin required in food preparation area.
- G. Dressing Rooms and Lockers (14-1.176 and .177)
1. To be provided when, as a routine procedure, employees change clothing within the establishment.
 2. Adequate facilities to be provided for storing employees' clothing and personal belongings outside of food preparation and serving areas and utensil washing and storage areas.
- H. Kitchen facilities and food preparation areas (14-1.00, .101. and .102)
1. Equipment layout and specifications.
 - a) Show all equipment; counters, bars and back bars. Note: Include section thru of all counters, bars and back bars. (Hollow bases not acceptable).

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b) Design construction and installation of food equipment and utensils are to meet or be equal to current standards of the National Sanitation Foundation. Give make and model numbers of all N.S.F. equipment or specifications and/or equipment cuts for equivalent equipment.

c) 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 2 inches and be covered at juncture of base and floor. Unit must be sealed to base with mastic compound.

c) Portable Equipment or Wheeled Equipment: Need not meet the installation requirements applicable to fixed equipment.

d) Equipment Mounted on Legs: Minimum height 6 inches. Legs to be designed to prevent accumulation of soil at point of floor 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.

3. Width of Clear Unobstructed Space to be provided:

a) Distance to be cleaned less than 2 feet in length: Space is not to be less than 6 inches.

b) Distance to be cleaned greater than 2 feet but less than 4 feet: Space is not to be less than 8 inches.

c) Distance to be cleaned greater than 4 feet but less than 6 feet: Space is not to be less than 12 inches.

d) Distance to be cleaned greater than 6 feet: Space is to be at least 18 inches.

- e) Aisle Space – Not less than 30 inches in width. Forty-two inches where more than one person may work.
 - f) When equipment is butted together or spreader plates used, joint is to be effected in manner to prevent accumulation of debris and moisture.
4. Service Connections – Through floor must be adequately sealed. Horizontal lines 6 inches off floor and 1 inch from wall.
 5. Hot and cold food storage facilities provided with indicating thermometers (14-1.44).
 6.
 - a) Three compartment sink with drain boards for manual utensil washing or mechanical dishwasher.
 - b) Hot and cold potable running water to all sinks. (14-1.111, 14-1.112, 14-1.113, 14-1.114, 14-1.174)
 7. Hot water producing equipment.

Show booster for dishwasher final rinse and hot water tank: capacity, temperature and recovery rate.
 8. Include a plot plan showing adjoining property sites and areas above establishment.
 9. Hood construction: Removable grease filters with 6 inch overlap on exposed sides of equipment. Include Section Thru. Indicate on the plot plan location of exhaust discharge and that no nuisance will be created.
 10. 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.

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GENERAL NOTES:

1. Indicate seating capacity of establishment.
2. Include data as will adequately describe the operation (proposed type of operation and menu).
3. Application for FSE to be submitted prior to pre-operational inspection.
4. Construction not to commence pending approval of plans.*
5. All equipment to meet or be equivalent to N.S.F. standards.*
6. Walking and driving surfaces of all exterior areas are to be properly drained and surfaced with concrete, asphalt, gravel or similar material.
7. *Compliance with the Food Allergy Notification Law:*
All printed menus must state the following: "If you have a food allergy, please speak to the owner, manager, chef or your server."
This statement must be printed in a size and typeface at least as large as the name on the menu. If no printed menus are used then the statement must be present on the menu board or sign setting forth the bill of fare.
8. *Compliance with the Calorie Labeling Law:*
For operations that are part of a chain of 15 or more establishment's calorie content must be listed on the menu and menu boards.
Please indicate on the plans that this food service operation is part of a chain.
9. *Compliance with the Trans Fat Ban on Cooking Oils:*
Only trans-fat free cooking oils may be used in food service establishments and restaurants.
10. *Compliance with the Recycling Law:*
All food service establishments and restaurants are required to recycle.
Please visit our government website: www.westchestergov.com/recycling for more information on recycling requirements.
11. For compliance with ADA Law and Grease Trap Requirements please contact your local Building Department.

*NOTE: Items 4 and 5 statements to be included on plans.