

MADISON HEALTH DEPARTMENT

8 Campus Drive, Madison, Connecticut 06443-2562 (203) 245-5614

FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

Fee: Half License Fee

Check type: ___NEW ___RENOVATION ___CHANGE OF OWNERSHIP

Please complete the following and submit with plans:

Name of Proposed Business: _____

Address: _____

Phone if available: _____

Name of Owner: _____

Mailing Address: _____

Telephone: _____

Applicant's Name: _____

Mailing Address: _____

Telephone: _____

Hours of Operation: _____

Number of seats: _____

Total Square Feet of Facility: _____

Square Feet of Seating Area: _____

Type of Business: (check all that apply)

Restaurant___ Food Store___ Deli___ Bakery___ Caterer___ Take Out Only___ Bar___

Public Water Yes___ No___

Public Sewers Yes___ No___

Grease Trap (FOG compliant?) Yes___ No___

This information supplied above is accurate and correct.

Signature and Title: _____ *Date:* _____

Please type or print name: _____

-----*For office use only*-----

Madison HD Approval date: _____ **Signed:** _____ **Title:** _____

**Once this application is signed & dated by the Sanitarian,
you may bring to the Building Official in order to obtain your building permit.**

PLAN REVIEW FEE IS NON-REFUNDABLE

See enclosed packet for specifications.

MADISON HEALTH DEPARTMENT
8 Campus Drive, Madison, Connecticut 06443-2562 (203)245-5681

PLAN REVIEW AND REQUIREMENT INFORMATION FOR FOOD SERVICE ESTABLISHMENTS

Introduction

This information packet is to help you understand the requirements for construction or remodeling as well as the operation of a food service establishment in the Town of Madison. **It is not a complete explanation of all the requirements involved.**

Regulations

The Public Health Code of the State of Connecticut, Section 19-13-B42 and Section 10-1 of the Town of Madison, Code of Ordinances, governs all establishments that dispense food or beverages in the Town of Madison.

Definition

The definition of a Food Service Establishment, per Madison Health Department, shall mean any place where food or beverages are prepared or served, with or without charge, for consumption on or off the premises, including catering establishments or any eating place whether fixed or movable. The term does not include a private home where food is prepared for individual family consumption nor does it include the locations of food vending machines.

No person, organization or corporation may operate a food establishment in the Town of Madison until he/she is in compliance with all applicable requirements and has been inspected by the Madison Health Department prior to opening.

Plan Review

The following information shall be submitted to the Madison Health Department prior to obtaining a building permit for construction or renovation of any food service establishment. Once construction begins, it must proceed according to the approved plans. Any changes must be reviewed and approved by the Madison Health Department.

- A proposed menu of food items you intend to serve. The menu will dictate many other applicable requirements such as dry storage, hot and cold holding, heating, cooling, ventilation and waste disposal.
- A plan of the proposed facility drawn to scale that includes the location of all equipment and fixtures. (including any basement or second floor areas for storage or food preparation)
- A schedule of equipment with cut sheets, and a list of floor, wall and ceiling materials. All equipment must be certified by NSF or equivalent for its intended use.
- Proof of adequate water supply and sewage disposal.

Approval will be needed from these departments prior to the opening of a food service establishment. It is important that you contact the Building Department, Planning and Zoning Department, Fire Marshal, and other appropriate agencies.

When the plan review is complete and approved, construction may begin provided you have the approval of all other applicable agencies with jurisdiction.

During construction, periodic inspections shall be made to check on progress and help alleviate any problems or questions that might arise.

Review of requirements

Storage of food

You must provide enough storage to keep food safe and items clean in your establishment. All stored items must be at least 12 inches off the floor. Storage shelves must be 12 inches off the floor to facilitate cleaning. Exposed food must be stored 18 inches above the floor. Storage areas must be safe from sources of contamination such as overhead waste lines.

Dry goods and paper products must be stored in clean, ventilated rooms.

Refrigerated foods must be held at 45 F or less. Thermometers must be readily visible within all refrigerated units or easily detected on those units having thermometers built into the outside door.

Frozen foods must be held in freezers and cannot be thawed at room temperature. All thawing must be done under refrigeration, cool running water, or as part of the cooking process.

Hot foods must be held at 140 F or above after cooking or reheating to appropriate temperature (generally 165 F). Steamtables are not adequate for cooking or reheating, only for food that have already been heated thoroughly.

An area must be provided for the storage of chemicals and cleaning products. It should be located away from any other food storage or preparation. Keep in mind that any other toxic items such as paints or pesticides should be stored separately from cleaning products.

Display/Dispensing

All food that is displayed must be protected from dust and customer contamination by a sneeze guard. This is true for salad bars as well as hot or cold food displays. Since there are more specific requirements for salad bars, this will be discussed in more detail if it applies to you. All potentially hazardous foods on display must be kept either hot(140 F or more) or cold (45 F or less). To avoid unnecessary manual contact with food, suitable dispensing utensils shall be used by employees or provided to customers who serve themselves. Between uses during service, dispensing utensils shall be:

1. Stored in the food with dispensing utensil handle extended out of the food; or
2. Stored clean and dry;
3. Stored in cool running water.

For frozen desserts, dispensing utensils shall be stored either in a running water dipper well, or dry and clean.

Surfaces

All floors, walls, and ceilings must be smooth, nonabsorbent, and easily cleanable. Floor materials such as commercial linoleum, commercial vinyl tile, or quarry tile (if grouting is sealed) may be used. Wall materials such as stainless steel, Marlite, Formica, fiberglass or reinforced plastic are acceptable. In all areas of your establishment other than the patron dining area a coved juncture must be provided between

the wall and the floor. All floor and wall materials must be listed in the schedule of equipment/materials with the plans.

Equipment

Commercial cooking, refrigeration, and dishwashing equipment that meets or exceeds National Sanitation Foundation standards is required. A schedule of all equipment must be included with the plans.

Adequate ventilation shall be provided. **A smoke bomb will be used to test ventilation effectiveness prior to final approval to open.**

Sinks

The following sinks are required in all new or newly renovated kitchens:

- A minimum of one separate hand-washing sink in or adjacent to food preparation areas. Soap and paper towels must be located here at all times. A durable and legible sign designating the hand wash sink.
- Food preparation sinks for washing and/or thawing fruits and vegetables. A separate sink may be required for thawing raw meats.
- A three-compartment sink with drain board for sanitizing kitchenware. All kitchenware used in food preparation must be thoroughly washed in the first compartment, rinsed in the second, and sanitized by a chemical additive in the third or water at 180 degrees minimum. Either the dish machine or each bay of the three bay sink must be capable of accommodating the largest item to be cleaned.
- A commercial, automatic sequence dish machine capable of washing, rinsing and sanitizing the utensils may be required. It shall be provided in food establishments where multi-use eating and drinking utensils are employed for patron use.
- A utility/mop sink or curbed cleaning facility with hot and cold water shall be provided and used for the cleaning of mops and for the disposal of mop water or similar liquid wastes. Storage racks for mops, brooms and other cleaning items shall be provided.

Grease Trap

A grease trap may be required for all three bay sinks. Interior grease traps must be sized by the plumber on the job, and approved by the Building Inspector. Exterior grease traps discharging to septic systems can be sized according to the septic designer.

Lighting

Adequate lighting must be provided in all areas of the establishment. Fixtures located over food preparation, storage, or display areas must be shielded, or shatterproof bulbs must be used. This includes lights inside display cases, refrigerators, etc.

Insect/Rodent Control

All doors to the outside must be rodent-proof with bottom sweeps and/or weather stripping. All chases, openings through walls, ceilings or floors must be sealed/caulked. All other openings must be screened to keep out insects.

Toilet facilities

You are required to provide a toilet facility with a sink for your employees. Durable and legible signs shall be posted conspicuously directing employees to wash their hands before returning to work.

Toilet facilities are required for the public if seating is offered to customers in a facility that serves food or beverages for consumption within the building. If total occupancy (employee plus customer) is 15 or less, the toilet facilities need not be separated by sex. If total occupant load is greater than 15, public toilet facilities must be separated by sex. For figuring total occupant load per the Madison Building Department and Fire Marshal, the food service facility's seating area square footage divided by 15 square feet per person equals the total occupant load. Small restaurants with only take-out service, not indoor seating, or only outside dining seats with no canopy are not required to provide public toilets.

Toilet rooms must be vented to the outside.

Sewage Disposal

The establishment must be served by an adequate septic system. Proof of adequacy will be required.

Water Supply

The establishment must be served by a public water supply or well with water quality meeting Public Health Code standards. If on a well, a recent water quality test must be provided prior to opening and it is recommended an annual test be done.

Solid Waste

All garbage and grease receptacles shall be appropriately located.

Smoking/Non-Smoking

If your establishment seats more than more than 75 people (including bar seats), then the Connecticut Clean Indoor Air Act applies to you as follows:

1. Provide a sign(s) at all entrances that clearly indicate that non-smoking seating is available.
2. Post a sign in the area where smoking is allowed.
3. No food establishment shall be designated in its entirety as a smoking establishment.

If employees will be allowed to smoke, designate an employee smoking area and have the location reviewed and approved by The Madison Health Department.