



Public Health
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Frederick County Health Department

Frederick County Health Department Environmental Health Services – Food Control Office

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RETAIL FOOD ESTABLISHMENT PLAN REVIEW SUBMITTALS

Maryland Health-General Code Annotated, § 21-321, requires that properly prepared plans be submitted and approved before a person constructs a food establishment, remodels or alters a food establishment, or converts or remodels an existing building for use as a food establishment.

MATERIALS NEEDED FOR PLAN REVIEW

The following information is required initially. Additional information may be required based on future findings.

1. One set of plans (architectural, plumbing, mechanical, electrical) to include a finish schedule, air balance schedule, scaled and labeled fixture layout
2. Equipment cut sheets
3. Menu
4. HACCP plan
5. Plan Review Submission Form and Associated Fees

Retail Food Service Facilities must comply with the Code of Maryland Regulations (COMAR) 10.15.03. The plan review shall consist of an evaluation of the food handling operations, as well as the physical structure of the establishment. The following categories highlight some routine items for review:

Layout

Evaluation of the flow of food through the facility, including adequate separation of raw and ready to eat foods during preparation and storage, and separation of clean and soiled utensils and dishes

Capacity for cooling foods within the required time limitations (i.e. refrigeration space, sink for ice bath, blast chiller)

Equipment

Equipment must be commercial and have NSF sanitation listing or equivalent certification

Floor mounted equipment must have casters, legs, or be sealed to the floor

Counter mounted equipment weighing 80 lbs or more must be on legs or be sealed to the counter

Any equipment that is not sealed in place must have sufficient space to allow for cleaning on all sides

Equipment must be protected against plumbing cross connections (i.e. water supply and waste are separate and back flow prevention is present)

Sneeze guards must interrupt the direct line from the customer's mouth to the food being displayed

For char broilers with a cooking surface over 5 square feet, pit barbeques that use spits, and any oven style broiler or rotisserie that cooks by radiant heat generated below the food, a discharge permit will be needed from the Maryland Department of the Environment (410-537-3230)

Over-shelves and cheese melters/salamanders over cooking equipment must be designed to prevent cross contamination of the food below them, and must not interfere with hood function

Ventilation

Grease hoods must be NSF approved and if UL tested, must provide at least the minimum exhaust according to the UL 710 listing

Overall facility air balance must be slightly positive pressure. Kitchen can have slight negative pressure to keep odors from leaving kitchen

Restroom ventilation must be at least 2 cubic feet of air per minute per square foot of floor space

Rooftop exhaust fans must be located with a minimum separation of 10 feet horizontally or 3 feet vertically away from supply air intakes.

Finishes

Acceptable floor finishes in food and utensil areas, e.g. sealed concrete, ceramic tile, porcelain tile, quarry tile, epoxy resin, VCT if epoxy glued

The use of VCT (vinyl composite tile) in food preparation areas is discouraged as it tends not to provide a durable surface under wet and greasy conditions. If any VCT is used, then specifications for the installation of this floor material must be submitted

Floors shall be graded to drain in areas where water is flushed or fluid waste is received from equipment

Acceptable wall finishes in food and utensil areas, e.g. painted gypsum board, tile, fiberglass reinforced polyester (FRP) panels

Acceptable ceiling finishes in food and utensil areas, e.g. vinyl clad ceiling panels, painted gypsum board, FRP panels

Drop ceiling panels may not be perforated or backed with fiberglass

All raw wood must be sealed

All annular spaces, wall/ceiling penetrations, and escutcheon plates must be sealed

Lighting in food storage areas, locker rooms, garbage/rubbish areas, restrooms, walk-in units, and dining areas must be a minimum of 20 foot-candles at 30 inches off the floor

Lighting in food preparation areas and utensil wash areas must be a minimum of 50 foot-candles at 30 inches off the floor

Lighting in food prep and storage areas, equipment storage and washing areas must be shielded or shatterproof

Doors to the exterior and to the restrooms must be self-closing (including screen doors)

Dumpster storage surface areas must be sealed

Plumbing

An easily accessible hand sink is required for each food preparation, serving, or utensil washing area (this includes wait stations)

Backflow prevention must be provided on the following pieces of equipment that are plumbed to a water line: ice machine, drink dispensers, soda fountain carbonator, hose bibb, dish machine, chemical dispensers, steamers, carbon filters, etc.

Backflow preventers for carbonated beverage systems must have stainless steel and plastic construction

If the mop sink faucet is threaded and under continuous flow or a hose is present, then backflow prevention is required (i.e. Watts N9C or equivalent device)

Each compartment of all multi-compartment sinks must drain independently to a properly sized floor sink through an approved air gap

Drain lines may not be manifolded (e.g. at ice machine and ice bin or multi-compartment sinks)

Only clear waste from condensate lines may drain into a funnel or hub drain. All other equipment must drain through an approved air gap into an appropriately sized floor sink.

The City of Frederick does not allow clear condensate to drain to the sanitary sewer system. Frederick County Health Department Food Control Office does not approve the use of condensate pumps on food service equipment.

In-counter sinks must drain indirectly to a floor sink (including hand sinks)

All floor sinks must be accessible for cleaning and inspection

Trench drains must be sloped to drain

Piping and conduit located outside a wall must be installed to allow adequate space for cleaning between it and the wall

Splash guards are required at a hand sink to protect against possible contamination of adjacent food, food contact equipment, or food storage/prep areas

Wall mounted water filters may not be installed under exhaust hoods, over prep areas, or in other areas that pose a potential cross-contamination or cleaning problem

There must be a pre-rinse device for a spray type dish machine

Dish machines waste lines must be indirect, except when adjacent to a trapped floor drain, they may be directly connected to the upstream side of the floor drain trap

Garbage grinders may not be located in a sink used for food or utensils

Grease traps: This office requires that grease be disposed of in an approved manor, but does not require or approve grease traps. The local jurisdiction that regulates the sanitary sewer system or private septic system will determine the grease trap requirements.

A private septic system must be approved to handle any changes resulting from the proposed food service. Contact Frederick County Health Department Well & Septic Office at 301-600-1726

A private water supply (well) must be tested and approved. A certificate of potability is required for all new wells. Contact Frederick County Health Department Community Services Office at 301-600-1717

Permits/Approvals

Verify that the proposed work is in accordance with applicable building, plumbing, zoning, Fire Marshal, and Environmental Health Services requirements prior to constructing

Submit required plans to Food Control Office directly at the Health Department. Plans submitted to Frederick County Permits office are not sent to the Food Office for review

The City of Frederick requires that all plans involving food service be reviewed and approved by the Food Control Office prior to accepting building permit applications at their office

The Food Control Office does not approve Liquor Licenses for the Frederick County Liquor Board until all work associated with the necessary construction has been completed

No food should be brought into the facility or stocked during construction without written approval from the Food Control Office