



Public Health
Prevent. Promote. Protect.

Frederick County Health Department

Frederick County Health Department Environmental Health Services – Food Control Office

350 Montevue Lane, Frederick, MD 21702

301-600-2542 • Fax 301-600-3180

<http://www.frederickcountymd.gov>

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. **Please submit all plan review materials that are appropriate for the scope of your project. Incomplete submission of information will delay your review.**

Permits/Approvals

1. Submit required plans to Food Control Office directly at the Health Department. Plans submitted to other reviewing agencies are not forwarded to the Health Department.
2. No food should be brought into the facility or stocked during construction without written approval from the Food Control Office.
3. Frederick County Health Department does not have an expedited review process. All plans are reviewed in the order in which they are received. Plans are not reviewed unless all necessary information has been submitted.
4. 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.
5. Required Building Permits (including Electrical, Plumbing, Zoning, Use & Occupancy, etc.) must be obtained from County and/or City Building Departments.
6. 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.

Layout

1. Submit a scaled (i.e. ¼"=1') floor plan showing the placement of all cooking/cooling equipment, sinks, prep tables, shelving, restrooms, and seating areas.
2. Identify each work area and show the location of all equipment.
3. Identify adequate preparation space (tables) and storage space (shelving) on the plan.
4. Position equipment to allow for easy cleaning and maintenance.
5. All new or remodeled facility aisle spaces must meet the following minimums: 3' where food preparation occurs on only one side of the aisle, 4' where food preparation occurs on both sides of the aisle and employees work back to back, and 5' where food preparation occurs on both sides of the aisle, employees work back to back, and other employees must pass through the area.

Finish Schedule

Specify by areas. Finishes must, in general be smooth, easily cleanable, durable, grease resistant. (Refer to the Regulations for specific requirements.)

1. Floors- Specify material and color (i.e. sealed concrete, light gray). Sample may be required.
 - a. Acceptable floor finishes in food and utensil areas, e.g. sealed concrete, ceramic tile, porcelain tile, quarry tile, epoxy resin, VCT if epoxy glued.
 - b. 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.
2. Base- Specify coving for the floors and coloration (i.e. white vinyl baseboards). Specify all floor/wall junctures to be closed/sealed.
3. Walls- Specify materials, color, and finish (i.e. white FRP).
 - a. Acceptable wall finishes in food and utensil areas, e.g. painted gypsum board, tile, fiberglass reinforced polyester (FRP) panels.
4. Specify that all piping, conduit, cable, and similar materials will be either located inside the wall, sealed to the wall, or installed with a minimum 1 inch space from the wall.
5. All doors to the exterior must be self-closing (including screen doors) and equipped with integral, tightly fitted door sweeps.
6. All operable windows and/or service windows must have screens and/or air curtains.
7. All raw wood must be sealed.

Reflected Ceiling Plan/Illumination Plan

1. Acceptable ceiling finishes in food and utensil areas, e.g. vinyl clad ceiling panels, painted gypsum board, FRP panels.
2. Drop ceiling panels may not be perforated or backed with fiberglass.
3. Specify that a minimum of 50 foot-candles (at 30 inches off the floor) of shielded light will be provided at all work surfaces in food preparation areas and utensil washing areas.
4. Specify that a minimum of 20 foot-candles (at 30 inches off the floor) of light will be provided in storage rooms, walk-in coolers, toilet rooms, locker rooms, in garbage and rubbish storage areas, and in dining areas during cleaning.

5. Shielding and/or shatter-proof lighting is required in all areas where there will be exposed food/beverage and dish ware.
6. Exposed ductwork is not permitted in food preparation or utensil washing areas.

Mechanical Plan

1. Submit a mechanical plan and air balance schedule that indicates the overall air balance broken down by area.
2. Provide the restroom exhaust capacity (per restroom).
3. Indicate exhaust and make up air capacities for each hood.
4. Submit complete, scaled shop specifications for each exhaust hood, indicating the position of the cooking equipment under the hood and filter banks.
5. Provide documentation that the kitchen hood systems complies with NSF-2, UL-710, and NFPA-96, and must list exhaust and supply air volumes.
6. Rooftop exhaust fans must be located with a minimum separation of 10 feet horizontally or 3 feet vertically away from supply air intakes.
7. In addition, cooking exhaust ventilation systems must conform to the requirements of the Fire-Life Safety/Fire Marshal.
8. If you are planning to install a smoker or broiler with more than 5 square feet of cooking area, contact the Maryland Department of the Environment (MDE) at 410-537-3846 or 1-800-633-6101 for additional information.

Restroom Facilities

1. Location- Restrooms shall be adequate and conveniently located and shall be accessible to employees at all times.
2. Installation - Toilet facilities shall be installed in accordance with all applicable State and local laws, ordinances and regulations.
3. Public Restrooms- Public restrooms are required when customer seating is provided.
4. Doors- Restroom doors must be self-closing.
5. Exhaust- Provide mechanical exhaust ventilation sized at a minimum of 2 cubic feet per minute per square foot of floor area. Fan must exhaust directly to the outside of the building.
6. Waste Receptacles- Provide waste receptacles in each toilet room. Receptacles(s) in the women's toilet room must be covered.

Hand Washing Facilities

1. Indicate location(s) on plans. Hand washing facilities are required in the following locations:
 - a. In, or adjacent to, toilet facilities.
 - b. In each food preparation, utensil washing and food handling area.
2. Provide a mixing valve for hot and cold water or combination faucet. (100°F required)
3. Provide splash guards, as necessary, when hand sink is installed adjacent to any food preparation or storage area.
4. Soap, paper towels and trash receptacles must be provided at all hand sinks.

Equipment

1. Provide a complete, numbered list of equipment that corresponds to the numbering on the floor plan. Include the manufacturer and model number for each piece of equipment. Equipment must be National Sanitation Foundation (NSF) approved or have the equivalent sanitation listing.
2. Provide equipment specifications for all proposed food equipment.
3. For custom built equipment by a NSF listed manufacturer, specify "Custom. To be built to all applicable NSF standards", and specify the manufacturer's name.
4. For custom built equipment by a non-NSF listed manufacturer, submit complete shop drawings showing intended compliance with the applicable NSF standards.
5. Floor plan. Show equipment either sealed to adjacent surfaces, placed on NSF approved casters, or spaced for easy cleaning.
6. Specify that all floor mounted equipment will be either placed on NSF approved 6 inch legs or properly spaced from adjacent equipment or walls, or placed on NSF approved casters, or properly sealed to the floor.
7. Indicate that all counter mounted equipment weighing in excess of 80 pounds will be placed on NSF approved 4 inch legs or properly sealed to the counter and all adjacent surfaces.
8. Shelving intended for storage or holding of open foods or utensils must be a minimum of 18 inches from the floor.
9. The floors of walk-in boxes are to be graded to drain to the outside through a waste pipe, doorway, or other opening when flushing with water is the method of cleaning.
10. No over-shelves or salamanders are allowed above cooking surfaces unless an angled grease deflector of approved construction is provided.
11. Submit shop drawings for all food guards. (Sneeze guards must interrupt the direct line from the customer's mouth to the food being displayed.)
12. All equipment must be adequate for operational needs and sized accordingly.
13. Mechanical Code (IMC 2015, 507.2) lists a conveyor pizza oven as a medium duty appliance, which is required to have a Type I Hood. Fire Code (NFPA 96) requires a suppression system, unless there is documentation from an approved testing agency for compliance with the 5mg/m³ or less grease test.
14. Fire Code (NFPA 96 Chapter 14) states that solid fuel burning equipment (i.e. smokers) cannot share the same hood as non-solid fuel burning equipment.

Utensil Washing

1. Three compartment sink.
 - a. Must be equipped with integral left and right drain boards or approved dish carts.
 - b. Indicate that sink will be sufficient in size to accommodate the largest pot, pan, or utensil.
2. Dishwashers.
 - a. A pressure gauge is required to be installed (visibly) in accordance with manufacturer's specifications.
 - b. If a hose spray is used for the scraping operation, indicate that it will be equipped with an appropriate backflow preventer.
 - c. There must be a pre-rinse device for a spray type dish machine.
3. Food waste grinders are not permitted to be installed within sink basins.
4. Installation of automatic chemical dispensers must be indicated on the plans. Specification sheets must be provided for each type of automatic chemical dispenser. Automatic chemical dispensers may not be installed at food preparation sinks or at three-compartment sinks that will be used for food preparation.

Plumbing

Must conform to the requirements of the State and/or Local plumbing authority.

1. Provide a plumbing layout and riser diagram, which indicates the proposed locations of all fixtures, such as hand sinks, utility sinks, ware washing sinks, floor drains, floor sinks, hub drains, hose stations, and backflow preventers. Ensure drain line sizes are provided for the floor sinks, floor drains, trench drains, and hub drains.
2. Indicate which fixtures are plumbed to grease waste v. sanitary waste.
3. 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.
 - a. Backflow preventers for carbonated beverage systems must have stainless steel and plastic construction.
 - b. 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).
4. 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.
5. Indirect connections are required for the following: Dishwashing machines, multi-compartment and food preparation sinks, drop-in hand sinks, refrigerators, steam kettles, potato peelers, ice machines, walk-in units, and all food service equipment that generates waste.
6. Indicate indirect waste connections are provided with a minimum one- inch air gap prior to a floor sink.
7. Indicate separate drains from each compartment of multi-compartment sink to a floor sink.
8. All floor sinks must be accessible for cleaning and inspection.
9. Shut-off valves are not allowed on food service equipment. Any equipment with a built-in drain, must drain to a floor sink.
10. Condensate pumps are not permitted to be installed on food service equipment, including walk-in coolers.
 - a. The City of Frederick does not allow clear condensate to drain to the sanitary sewer system.
11. All submerged water inlets and hose bib connections must be protected by a properly installed vacuum breaker or other backflow prevention device as approved by the plumbing authority.
12. 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.
13. Specify location for mop sink. Indicate location for the hanging storage of mops and brooms.
14. Provide location and size of hot water heater.
15. Provide location and size of grease trap/interceptor.
16. 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.
17. 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.
18. 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.

Storage

1. Specify shelving, dunnage racks, etc. by manufacturer and model number. Must be NSF approved, or the equivalent.
2. Specify the location of all refuse and grease waste storage areas. Areas must be impervious and cleanable.
3. Specify employee lockers or other acceptable designated space for employee belongings.
4. Specify type of facilities, shelving, and location for chemicals.

Catering

Transportation, off-site service plan, and HACCP procedures must be provided. Additionally, the food service license number must be included on all forms of advertisement.

Tasting Rooms

Breweries, Wineries, and Distilleries are subject to plan review and approval; and compliance with COMAR 10.15.03 if any food is served to the public which requires a Food Service License (Ice, Juice, Mixers, Fruit and other garnishes, Meat & Cheese Plates, etc.).

Mobile Units

1. All equipment installed within a mobile unit must have NSF certification (or equivalent sanitation listing).
 - a. A mobile unit that has NSF certification for the entire unit as a whole, may not be modified.
2. AC is required for mobile units intending to operate during the summer season with cooking equipment.
3. Potable water inlets/fills on the exterior of the unit must be secured/lockable.
4. Potable water food grade hose must be available for filling fresh water tank.
5. Potable fresh water tank must be of sufficient size to accommodate daily operational needs.
6. Waste water tank must be larger than the fresh water tank.
7. Water pump must be NSF/ANSI certified for potable water.
8. All functional serving windows must have screens.
9. Doors into the mobile unit must remain closed during operation, unless a screen door is installed.
10. All sinks and food service equipment with drain lines are required to indirectly drain with an approved air gap to the wastewater tank (visible air gap is required).
11. Utensil wash – 3 compartment sink is required to have right and left drain boards.
12. Drainage holes and air vents within the unit must be vermin proof.
13. Ice chests on push carts are not permitted to be used for cold storage during operation, refrigeration is required.
14. Push carts without approved lighting installed on the unit, will be limited to operation during daylight hours.
15. Push carts must have approved overhead protection that covers all food contact surfaces, equipment, and food service.
16. Mobile units are not required to have a restroom or mop sink.
17. Outdoor cooking for mobile units is limited and is approved on a case-by-case basis. Outdoor cooking equipment is primarily limited to smokers and brick pizza ovens. Smokers and ovens should be installed on a porch of the mobile unit. All food must be taken back into the mobile unit for further handling and service.
- 18. All food must be prepared inside and served from inside the mobile unit.**

19. Food Establishments that are on private septic systems must obtain approval from FCHD Well & Septic Office prior to being approved as a commissary for a mobile unit.
20. All mobile units must be inspected by and comply with Fire Marshal's requirements.
21. Mobile Units must obtain a valid Vendor/Peddler Permit to operate within The City Of Frederick. Check with City Permits Office regarding permitted vending areas.

If, after reviewing this guideline document, the applicant still has remaining or additional questions regarding Plan Review Submittal or the Plan Review Process – Please contact the Food Control Office at 301-600-2542 or FoodControl@FrederickCountyMD.gov.