



**County of Siskiyou**  
**Environmental Health Division**  
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[Siskiyou County Environmental Health Division](#)

**Siskiyou County Environmental Health Division**  
**Consumer Protection**

**Retail Food Facilities**

**Application for New Construction or Remodels**

Name of Facility	Physical Address, City, ZIP	Phone
Owner	Mailing Address, City, ZIP	Phone
Assessor Parcel No.	Square Footage	Number of Seats
Water Source	Sewage Disposal	



**If your water source and/or sewage disposal is not provided by a city system, do not complete this application before discussing your plan with the land use department.**

**Prior to beginning any work, anyone proposing to construct or remodel a retail food facility must first obtain approval from the appropriate Building Department, Planning Department, and Environmental Health. Plans and specifications must meet the requirements of the Building Department and all applicable health requirements including, but not limited to, those listed below.**

All items must be checked. If a specific item does not apply to your facility, mark that item as NA (not applicable).

**Plans:**

- Submit one set of plans to Environmental Health, minimum scale of ¼ inch equals 1 foot, with plan check fee of \$240.00
- Plans **must** include: menu, site plan, floor plan, finish schedule (floors, walls, & ceilings), manufacturer specification sheets (cut sheets) for all equipment, plumbing, electrical, and lighting plans, exhaust ventilation specifications, and all other applicable categories on this checklist.

**Water:**

- An adequate, protected, pressurized, potable supply of hot water (at least 120 degrees Fahrenheit) and cold water shall be provided. The water supply shall be from a water system

approved by the health officer or the state department. The potable water supply shall be protected with a back flow or back siphonage protection device, as required by applicable plumbing codes.

**Floors:**

- Floors shall be smooth, durable, nonabsorbent and easily cleanable, in areas where food is prepared, packaged, or stored, where utensils are washed, where refuse or garbage is stored, at janitorial areas, in toilet and hand washing areas, and in employee change/storage areas.
- Floors shall have surfaces coved at the juncture of the floor and wall with a 3/8" minimum radius coving and shall extend up the wall at least 4 inches except in areas where food is stored only in unopened bottles, cans, or in the original shipping containers.
- Floor drains shall be installed in floors that are water-flushed for cleaning and in areas where pressure spray methods for cleaning equipment are used. Floor surfaces in areas pursuant to this subdivision shall be sloped 1:50 to the floor drains.
- Floor sinks or equivalent devices shall be installed to receive indirect discharges of water or other liquid waste from equipment. (see "Plumbing" section for list of equipment to be indirectly drained)

**Walls and Ceilings:**

- Facilities must be fully enclosed.
- Walls and ceilings of all rooms shall be of a durable, smooth, nonabsorbent, and washable surface. These wall and ceiling finishes shall not apply to the following: 1) Bar areas in which alcoholic beverages are sold or served directly to the patrons, except wall areas adjacent to bar sinks and areas where food is served; 2) Areas where food is stored only in unopened bottles, cans, cartons, sacks, or the original shipping containers; 3) Dining and sales areas; 4) Offices.
- Attachments to walls and ceilings, such as light fixtures, mechanical room ventilation system components, vent covers, wall mounted fans, decorative items, and other attachments, shall be easily cleanable.
- Acoustical paneling may be utilized if it is installed at least six feet above the floor. The paneling shall meet the other requirements of this section.
- Conduits of all types shall be installed within walls as practicable. When otherwise installed, they shall be mounted or enclosed so as to facilitate cleaning.

**Ventilation:**

- All areas of a food facility shall have sufficient ventilation to facilitate proper food storage and to provide a reasonable condition of comfort for each employee, consistent with the job performed by the employee. Heating, ventilating, and air conditioning systems shall be designed and installed so that make-up air intake and exhaust vents do not cause contamination of food, food-contact surfaces, equipment, or utensils and do not create air

currents that cause difficulty in maintaining the required temperatures of potentially hazardous foods.

- Mechanical exhaust ventilation equipment shall be provided over all cooking equipment and heat-sanitizing mechanical dishwashers, as required to effectively remove cooking odors, smoke, steam, grease, heat, and vapors. All mechanical exhaust ventilation equipment shall be installed and maintained in accordance with the California Mechanical Code.
- Toilet rooms shall be vented to the outside air by means of an openable, screened window, an air shaft, or a light-switch-activated exhaust fan, consistent with the requirements of local building codes.

### **Lighting:**

- 50-foot candles of light shall be provided at a surface where 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 and in other areas and rooms during periods of cleaning.
- 20-foot candles of light shall be provided for the following: 1) At a surface where food is provided for consumer self-service or where fresh produce or prepackaged foods are sold or offered for consumption, 2) Inside equipment such as reach-in and under-counter refrigerators, 3) At a distance of 30" above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms.
- 10-foot candles of light shall be provided at a distance of 30" above the floor, in walk-in refrigeration units and dry food storage areas.
- Light bulbs shall be shielded with shatter-resistant covers in areas where there is food preparation or storage of non-prepackaged food, clean equipment, utensils, and linens, or unwrapped single-use articles.
- Infrared and other heat lamps shall be protected against breakage by a shield surrounding and extending beyond the bulb so that only the face of the bulb is exposed, or by using approved coated shatter resistant bulbs.

### **Plumbing & Disposal of Liquid Waste:**

- All liquid wastes shall be disposed of through the plumbing system that shall discharge into the public sewerage or into an approved private sewage disposal system. All steam tables, ice machines and bins, food preparation sinks, utensil washing sinks, display cases, and other similar equipment that discharge liquid waste shall be drained by means of indirect waste pipes, and all wastes drained by them shall discharge through a 1" air gap into an open floor sink or other approved type of receptor that is properly connected to the drainage system.

### **Equipment:**

- All new and replacement equipment shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program, or meet the National Sanitation Foundation's Standards (NSF-Listed). Documentation or written verification shall be submitted that only approved equipment will be used. An equipment list with make and

model numbers and an equipment specification sheet for each item shall be on the plans submitted for review.

- Mechanical exhaust ventilation equipment shall be provided over all cooking equipment, such as ranges, griddles, ovens, deep fat fryers, barbecues, rotisseries, and hot plates, and over heat sanitizing mechanical dishwashers as specified in the "Ventilation" section.

**Include a List of All Equipment Types to be Used Under the Hood:**

- All refrigeration units and hot holding equipment used for potentially hazardous food shall be provided with an accurate, easily visible thermometer.

**Sinks:**

- A sink exclusively for handwashing shall be provided in food preparation areas and in warewashing areas that are not located within or immediately adjacent to the food prep area. The handwashing sink shall be separated from the warewashing sink by a metal splashguard with a height of at least 6" (not required if the distance between the handwashing sink and the warewashing sink drainboards is 24" or more). The sink shall be equipped to provide warm water through a mixing valve or combination faucet. Handwashing cleanser and single-use towels shall be provided in dispensers at each handwashing sink.
- A handwashing sink shall be provided within or adjacent to toilet rooms. The sink shall be equipped to provide warm water through a mixing valve or combination faucet. Handwashing cleanser and single-use towels shall be provided in dispensers at each handwashing sink.
- All food establishments in which food is prepared, or in which multi-service kitchen utensils are used (pots, pans, spatulas, tongs, knives, spoons, etc.), shall have a sink with at least three compartments with two integral metal drainboards for manually washing, rinsing, and sanitizing. Sink compartments shall be large enough to accommodate immersion of the largest equipment and utensils to be washed. The three compartment sink must be drained by an indirect waste connection to a floor sink.
- A food preparation sink shall be provided in permanent food facilities for the washing, rinsing, soaking, thawing, or similar preparation of foods. The sink shall be located in the food preparation area, provided exclusively for food preparation, and accessible at all times. The food prep sink shall have a minimum dimension of 18"X18" (length and width) and 12" in depth with an integral drainboard at least 18"X18" in length and width. The sink shall be equipped with an adequate supply of hot and cold running water through a mixing valve. The food prep sink must be drained by an indirect waste connection to a floor sink.
- At least one curbed cleaning facility or janitorial sink equipped with a drain shall be provided and conveniently located for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste. Provide a means for placing mops in a position that allows them to air dry without soiling walls, equipment, or supplies.
- If scoops, such as ice cream scoops, or other reusable serving utensils are stored in water, provide a cold, running water well with an indirect drain connection to a floor sink.

**Toilet Facilities:**

- When there is onsite consumption of foods or when the facility has more than 20,000 square feet of floor space, the food facility shall provide clean toilet facilities in good repair for the public. Toilets that are provided for use by the public shall be in a location where the public does not pass through food preparation, food storage, or utensil washing areas to reach the toilet facilities. A food facility with more than 20,000 square feet of floor space shall provide at least one separate toilet facility for men and one separate toilet facility for women.
- Food facilities that do not provide restrooms for the public shall provide clean toilet facilities in good repair for use by employees.
- Toilet rooms shall be separated by well-fitted, self-closing doors that prevent the passage of flies, dust, or odors. Handwashing facilities, in good repair, shall be provided as specified under the "Sinks" section.
- Walls, ceilings, and floors must be constructed as specified in the "Walls and Ceilings" section and "Floors" section.
- Toilet rooms shall be vented as specified in the "Ventilation" section.

**Sneeze Guards:**

- Non-prepackaged food on display or served in a buffet style shall be protected from contamination by a sneeze guard that intercepts a direct line between the consumer's mouth and the food being displayed or by containers with tight-fitting securely attached lids.

**Storage:**

- Adequate and suitable space shall be provided for the storage of food. Food shall be protected from contamination by storing the food in a clean, dry location, where it is not exposed to splash, dust, vermin, or other forms of contamination or adulteration, and at least six" above the floor.
- 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.
- Shelving shall be constructed in an easily cleanable design of smooth metal or wood which has been finished and sealed.

**Employee Storage Area:**

- Provide an area designated for employees to eat and drink, and for the storage of employee clothing and other possessions, that is located so that food, equipment, linens, and single-use articles are protected from contamination.
- If the employees will regularly change their clothes in the facility, provide dressing rooms or dressing areas with appropriate storage facilities for employee clothing and other possessions.

**Trash Storage:**

- Each food facility shall be provided with facilities and equipment necessary to store and dispose of all waste material.

- If located within the food facility, a storage area for refuse, recyclables, and returnables shall meet the requirements for floors, walls, ceilings, and vermin exclusion as specified in their respective sections.
- If provided, an outdoor storage area or enclosure used for refuse, recyclables, and returnables shall be constructed of nonabsorbent material such as concrete or asphalt and shall be easily cleanable, durable, and sloped to drain.

**Food Safe Certification:**

- One employee or owner must obtain a food safe manager certificate within 60 days of opening the facility.
- Beginning July 1, 2011, all employees that prepare, store, or serve food must obtain a food handler card within 30 days of hire.

**The Environmental Health Department will approve or reject plans within 20 days after receipt of complete plans. Environmental Health must inspect the facility prior to opening for business. Please schedule an appointment 3-5 working days in advance of your intended opening date. An Environmental Health Department permit will be issued upon completion of an inspection showing that the facility conforms with applicable codes. The Environmental Health Department will notify the appropriate Building Department of approval.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Environmental Health Department Use**

**Received by** \_\_\_\_\_

**Fee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_

**REHS** \_\_\_\_\_ **Date** \_\_\_\_\_