



# STARTING A FOOD BUSINESS IN MENDOCINO COUNTY



## What to do to obtain a Health Department Permit to Operate a Food Facility

Ukiah Office: 860 N Bush Street  
Ph: 707-234-6625

[enviroh@mendocinocounty.gov](mailto:enviroh@mendocinocounty.gov)

Fort Bragg Office: 120 W Fir Street  
Ph: 707-961-2714

### 1 Beginning the Process:

[Download](#) or pick up an Environmental Health application and design a plan for your food facility guided by the "Plan Review/Construction Guide"

Contact other agencies, including your local Planning & Building Department, for information on their requirements. If your facility is, or will be, connected to an on-site sewage system, contact our Land Use Program to evaluate sewage system issues and requirements.

### 3 Plan Review Process:

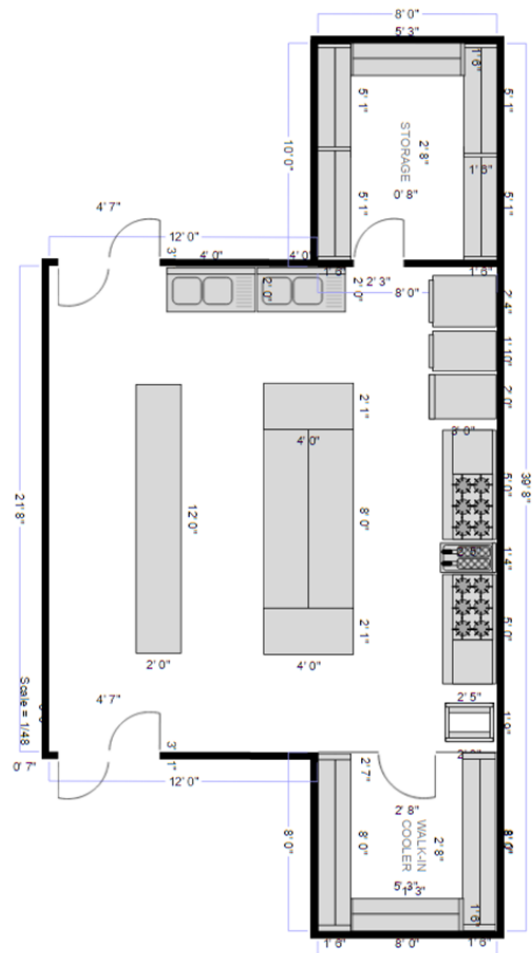
Your plan will be reviewed by the District EHS. The proposed facility is plan-checked according to the requirements of the California Retail Food Code (Cal Code). New businesses and Change of Ownerships on all facilities will be required to meet the current laws.

Allow at least fifteen (15) working days (three weeks or more) for review of plans. Inadequate plans may result in a delay of approval. In this case a letter may be mailed to you outlining the deficiencies and/or requesting additional information.

*NOTE: If any changes on the approved plans are desired, revised plans must be submitted to the Division of Environmental Health for review and approval prior to construction.*

### 2 Submittal of Application and/or Plans and Fees:

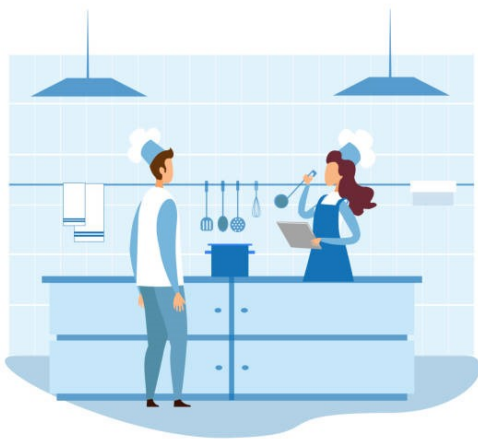
Turn in your completed application, plan check fee, and one copy of your design plan to us for review. An Environmental Health Specialist (EHS) will be assigned according to the geographical area of your business. Once your plans have been submitted, you may request a consultation.



Example of a restaurant floor plan

## 4 Construction and Pre-Opening Inspections:

One or more construction inspections may be necessary to ensure the installation is completed to the specifications. After construction and before opening for business, a final inspection is required. At this time all construction should be completed and equipment operational. Accepting of products and food preparation will not be allowed until a valid Permit to Operate is issued by the EHS.



## 5 Routine Facility Inspections:

After you are open for business, your assigned EHS will be making periodic, unannounced inspections of your facility. An operating food facility is required to maintain a clean and organized environment in good repair. Employees are required at all times to practice safe and sanitary methods of food handling, and are encouraged to attend "Safe Food Handling" trainings. If you have any questions, your District EHS is available during office hours to take your calls.

## 6 Required Certifications:

A food facility that prepares, handles, or serves non-prepackaged, potentially hazardous food will need to have at least one person, such as an owner or employee, who has passed the Food Safety Certification exam. The person is to be certified within sixty (60) days of beginning operation.

Employees who are handling food will need to have, or obtain within thirty (30) days of hire, a Food Handler card.





# Environmental Health Division

## APPLICATION FOR A PERMIT TO OPERATE A FOOD FACILITY



Ukiah Office: 860 N Bush Street  
Ph: 707-234-6625

enviroh@mendocinocounty.gov

Fort Bragg Office: 120 W Fir Street  
Ph: 707-961-2714

Facility Name: \_\_\_\_\_ Facility Phone #: \_\_\_\_\_

Facility Site Address: \_\_\_\_\_ City/Zip Code: \_\_\_\_\_

Facility Owner(s) Name(s): \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Facility Mailing Address: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Previous Name of Facility (if known/applicable): \_\_\_\_\_

Number of Months of Operation:  **Annual** (12 Months per year)  **Seasonal** (6 Months or Less per year)

Source of Water Supply:  **Individual** (Private Well or System)  **with Chlorinator**  **Public** (City)

Method of Sewage Disposal:  **Septic System**  **Public or City Sewer**

Facility Building Status:  **New** construction of a food facility  **Remodel** of existing facility  
 **Existing Facility** with no remodel

**Total square footage of facility (including storage, restrooms, dining area, etc):** \_\_\_\_\_

**Please Note:**

**1. If you checked either "New" or "Remodel" above, you must contact a health inspector to determine whether a plan check and plan check fee will be required. Plan checks shall include the following:**

**Plan Check Fee (if applicable)**  **Plans**  **Equipment Cut Sheets**

**Plans and equipment MUST be approved by Environmental Health prior to beginning any construction**

**2. Change of Ownership** or type of operation of a food facility requires a new application, a one-time administrative fee of **\$80.00** and determination by a health inspector that the facility meets current code requirements prior to a new permit being issued. **Proof of ownership is required.**

**Food Certification Requirements:**

Per Article 2, Section 113947(a) of the California Retail Food Code (Cal Code), each food facility shall have an owner or employee on staff who has successfully passed an approved and accredited food safety certification examination.

No person who is employed at a food facility as the certified food handler may serve at any other food facility as their certified food handler. The certified owner or employee need not be present at the food facility for which they are certified during all hours of operation, but must be available during their regularly scheduled work hours at the facility.

Per section 113947.3(a), **certified individuals shall be Re-Certified every 5 years** by passing an approved and accredited food safety examination.

**Please check ONE category below which best describes your facility's type of operations:**

- Restaurant over 650 Sq Ft or Large Facility
- Restaurant under 650 Sq Ft or Medium Facility
- Restaurant & Bar under 650 Sq Ft
- Restaurant & Bar over 650 Sq Ft
- Seasonal Restaurant (6 Months or Less per Year)
- Mobile Food Prep Unit
- M Mobile Food Facility (Vehicles)

- Catering Kitchen
- Catering in a Permitted Kitchen
- Small Retail Market under 2,000 Sq Ft
- Medium Retail Market = 2,000 - 10,000 Sq Ft
- Large Retail Market > 10,000 Sq Ft
- Certified Farmers Market
- Organized Camp
- Produce Stand or Truck
- Vending Machines (1-10)
- Vending Machines (11 or More)

- Bar
- Bakery
- Bakery with Units
- Bed and Breakfast
- Continental Breakfast Only
- Temporary Non-Hazardous (3 or More Events per Year)
- Temporary Potentially Hazardous (3 or More Events per Year)
- Low Risk, Minimal Food Prep (includes small school kitchen)

**Please check here if you are also a Fee-Exempt Veteran (attach a readable copy of**

**With your submittal of this application, please include (if applicable):**

**DD214)**

- Permit to Operate Fee
- Floor Plan
- Equipment Cut Sheets
- Plan Check Fee

**In applying for this permit:**

**The applicant agrees to allow inspections by the health inspector in order to ascertain compliance with food laws.**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

BELOW IS FOR OFFICE USE ONLY

Approved By: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ FD: \_\_\_\_\_

Date Rec'd: _____
Rec'd By: _____
Payment #: _____
Amount Rec'd: _____

Please visit our website at [mendocinocounty.gov/eh](http://mendocinocounty.gov/eh) for helpful information, forms, and our fee schedule. Payments can be made by mail, in person, or on our website by clicking on the Payment button.

# PLAN REVIEW CONSTRUCTION GUIDE

## I. INTRODUCTION

- A. This construction guide was created for those who intend to **construct** or **remodel** a retail food establishment within Mendocino County. It is intended to provide you with a general overview of State requirements found in the California Retail Food Code (Cal Code). You may specifically refer to the California Health and Safety Code, Division 104, Part 7, Chapter 1, for specific code requirements.
- B. This guide only addresses health aspects of your operation. Other agencies such as local planning, zoning, building, public works, and fire departments may have additional requirements. Owners and agents are advised to *simultaneously* contact all appropriate agencies to obtain permits and to clarify other codes and regulations regarding your food facility.

## II. PLAN CHECK FEES – See the attached Plan Check Fee Schedule

- A. A Plan Check fee must be submitted with plans to initiate the plan check process.
- B. A remodel is an alteration to the structure or equipment of an existing food establishment currently under permit. Remodel fees will reflect the time necessary for our staff to review your proposed changes.

## III. PLAN SUBMITTAL:

- A. Before construction or altering any building for use as a food establishment, one set of detailed plans and specifications must be submitted to the Mendocino County Division of Environmental Health (EH) for written approval.
- B. Plans may be prepared by an architect, draftsman, contractor, or owner. Incomplete plans will be returned for corrections, which may result in a delay of the plan approval. All plans must be accompanied by a completed food facility application form, the plan check fee, equipment specifications with descriptions and model numbers, plumbing and electrical layouts, and a detailed finish schedule of all surfaces (walls, ceilings, floors, and counters).
- C. *Any changes to approved plans will require that our staff review and approve the changes prior to construction.*
- D. All construction and equipment installation shall be subject to field inspection. The food facility shall not be open for business until final EH approval and an EH permit is issued. Call (707) 234-6625 for inspection appointments.

- E. Plans shall be drawn to a recommended scale of ¼ inch = 1 foot and shall include the following:
1. **A Vicinity Map** showing the building locations with two cross streets.
  2. **A Site Plan** which includes dumpster pad and remote restrooms if applicable.
  3. **A Floor Plan** of the entire facility which includes plumbing and electrical layouts, reflected ceiling plan, equipment layout details and equipment elevations. Remodel plans shall identify all existing structures, spaces, and equipment.
  4. **Total Square Footage** and proposed seating capacity.
    - a. Indicate whether customer eating and drinking utensils will be single-service (all disposable) or multi-use.
    - b. Clarify types of food to be prepared and served. A copy of a menu is very helpful. Indicate whether alcoholic beverages will be served.
  5. **A Finish Schedule** specifying materials, finishes and colors for floors, bases, walls, ceilings, shelving, and cabinets. Samples of proposed finish materials may be required. Give specific brands and manufacturer's specification numbers. Refer to "Flooring Requirements for Food Establishments" for more detail.
  6. **Hoods:** Exhaust ventilation plans with all calculations need to be provided to and approved by both Environmental Health and the local building department. (Refer to the Uniform Mechanical Code and "Kitchen Exhaust System Design")
  7. **Grease Traps** may be required by your governing sewage disposal agency. Sizing and location needs to be approved by the building agency and located on your plans to EH.
  8. **Site Plan** should show the location and accessibility for the proposed waste storage (garbage) receptacle location.

#### IV. GENERAL CONSTRUCTION AND EQUIPMENT REQUIREMENTS:

The plans shall show and specify, in detail, the following:

##### A. FLOORS:

1. Floors in food establishments (except in sales and dining area) shall be durable, smooth, impervious and easily cleanable. Floor surfaces in all areas where food is prepared, packaged, or stored, where any utensil is washed, where refuse or garbage is stored, where janitorial facilities are located, in all toilet and hand washing areas and in employee change and garment storage areas, shall be an approved type that continues up the walls at least four (4) inches, forming a 3/8 inch minimum radius seamless coved base as an integral unit. Toe-kicks shall meet the same standards. **Topset base is not acceptable**, except in customer areas. Examples of approved floors include quarry tile, commercial grade sheet vinyl and/or seamless epoxy floors. [Cal Code 114268]

2. Floor drains are required in floors that are water-flushed for cleaning and/or where pressure spray methods for cleaning equipment are used. Where floor drains are utilized, the entire floor surface shall be sloped 1:50 (1/4 inch per foot) to the floor drains. Area depressions are no acceptable. [Cal Code 114269]

**B. WALLS AND CELINGS:**

1. Walls and ceilings of all rooms (except bars, rooms where food is stored in unopened containers, and dining areas), shall be smooth, nonabsorbent, and washable. [Cal Code 114271]
2. Brick, concrete block, rough concrete, rough plaster, or textured gypsum board is not acceptable. [Cal Code 114271]
3. All surfaces shall be sealed with a gloss or semi-gloss enamel, epoxy, varnish, or other approved sealer as necessary.
4. Provide a durable, cleanable, smooth, noncorrosive and nonflammable material (e.g. stainless steel, ceramic tile, etc.). On the wall surfaces behind the cooks line and to any sidewalls that are adjacent or in close proximity.
5. Wall and ceiling surface requirements are less stringent in the customer areas.

**C. CONDUIT:**

1. All plumbing, electrical, and gas lines shall be concealed within the building walls, floors, and ceiling, or within approved conduit runs or chases. [Cal Code 114271]
2. Where conduit or pipe lines enter a wall, ceiling or floor, the opening around the lines shall be tightly sealed. [Cal Code 114271]
3. Provide typical wall and cabinet details on the plans.

**D. SNEEZE GUARD OR OPEN FOOD PROTECTION:**

1. With the exception of produce displays in retail grocery stores, unpackaged foods shall be shielded so as to intercept a direct line between the customer's mouth and the food being displayed, or shall be dispensed from approved self-service containers. Provide detailed drawings (scale 1 inch – 1 foot) of all proposed sneeze guards. [Cal Code 114060]

**E. STORAGE:**

1. Adequate and suitable floor space and shelving shall be provided for the storage of food, beverages, and related products. [Cal Code 114047]
2. A designated storage area separated from any food preparation or storage area, or utensil washing or storage area, must be provided for chemicals and cleaning supplies. [Cal Code 114281]

3. Shelving shall be constructed in an easily cleanable design of smooth metal, or plastic laminate. All shelving shall meet or be equivalent to approved applicable sanitation standards. The lowest shelf shall be at least six (6) inches above the floor, with a clear unobstructed area below, or be the upper surface of a completely sealed continuously coved base, with a minimum height of four (4) inches.
4. EH recommends that storage areas comply with the following:
  - a. Be equal to 25% of the food processing area, or 100 square feet, whichever is greater.

**OR**

- b. Contain a minimum of 96 linear feet of 18 inch wide shelving.

**F. GARBAGE AND TRASH STORAGE AREA:**

1. An area shall be provided for the storage and cleaning of garbage and trash containers. [Cal Code 114245]
2. The walls, floor, and ceiling of this room or area shall be constructed so as to be smooth, impervious, and easily cleanable. [Cal Code 114245.3]
3. Outside trash storage areas should be situated as far away from delivery doors as possible. All exterior trash (garbage) containers must be kept in leak proof and rodent proof containers. [Cal Code 114245.1]

**G. RESTROOMS:**

1. Toilet facilities shall be provided within each food establishment, convenient for the employee. The number of toilet facilities shall be in accordance with the local building and plumbing codes. [Cal Code 114250]
2. Toilet facilities shall be so situated that patrons do not pass through food preparation, food storage, or utensil washing areas when they are allowed access to the toilet facilities. [Cal Code 114276(b)(2)]
3. The floors, walls, and ceilings shall be nonabsorbent and easily cleanable. [Cal Code 11427(b)(5)]
4. Handwashing facilities shall be provided within or immediately adjacent to the toilet rooms, the handwashing facilities shall be provided with hot and cold running water from mixing type faucet and hand cleanser and towels. [Cal Code 113953 & 113953.2]
5. Toilet tissue shall be provided in a permanently installed dispenser at each toilet. [Cal Code 114250]
6. The restrooms shall be provided with self-closing, tight fitting doors. [Cal Code 114276(c)(1)]



7. All toilet rooms shall be provided with ventilation approved by this department. If adequate ventilation cannot be provided by an openable screened window, or air shaft, mechanical ventilation will be required, such as a light switch activated exhaust fan.
8. Public toilet facilities shall be provided in each food establishment with more than 20,000 square feet of floor. Separate men's and women's toilet facilities are required. [Cal Code 114276(a)(1)(3)]

**H. CLOTHING CHANGE/STORAGE ROOMS:**

1. A room, lockable enclosure, or designated area separate from toilets, food storage, or preparation areas, shall be provided where employees may change and store their outer garments and personal belongings. [Cal Code 114256 & 114256.1]

**I. VERMIN CONTROL:**

1. All exterior doors shall be well fitted and self-closing to effectively prevent the entrance of flies, rodents, and vermin. [Cal Code 114259]
2. All openable windows, such as restroom windows, shall be screened with not less than 16 mesh screening. [Cal Code 114259.2]
3. Except as provided above, all food establishments shall be fully enclosed to prevent the entrance of flies, rodents, and vermin. [Cal Code 114259]

**J. PASS-THROUGH WINDOWS:**

1. The pass-through opening must be fitted with an easily cleanable window which must be kept closed when not in use. [Cal Code 114259.2]
2. The minimum distance between pass-through openings may not be less than 18 inches. [Cal Code 114259.2]
3. The size of the opening shall not exceed 432 square inches. [Cal Code 114259.2]

**K. LIGHTING:**

1. All food service areas, reach in refrigerators, and dishwashing areas shall be provided with at least 20 foot-candles of light. At least 10 foot-candles of light in walk in refrigerators and food storage areas, and at least 50 foot-candles in food preparation areas. [Cal Code 114252]
2. In areas where food is exposed, shatterproof covers shall be installed over all lights. [Cal Code 114252..1]

**L. WATER:**

1. An adequate, protected, pressurized, potable water supply of hot water at least 120° Fahrenheit and cold water shall be provided. Indicate the water heater capacity (gallons), BTU's of KW's, and the recovery rate. [Cal Code 114192(a)]
2. The water supply shall be from a water system approved by the health officer or the State Health Department. [Cal Code 114192(a)]

**M. FLOOR SINKS:**

1. All refrigeration units, steam tables, salad bars, ice machines, dipper wells and similar type equipment, e.g., espresso machines, soda and beer dispensers, and some coffee units, shall be drained by means of indirect waste pipes into an open floor sink via an air gap. Floor sinks shall be installed flush with the finish grade and in compliance with local plumbing ordinances. All floor sinks shall be located so that they are readily accessible for inspection, cleaning, and repair. Provide easily removable safety grates on exposed floor sinks. [Cal Code 114193(a)] [UPC 601 (b)]
2. Self-contained equipment with evaporators are exempt from the above requirement.
3. Kitchen waste water may be required to be disposed of through a grease trap to the sanitary sewer or to an approved individual sewage system. Local Building Department approvals for grease traps may also be required.
4. Facilities located in areas not served by a public sewage system shall submit plans to EH for onsite wastewater treatment.

**N. EXHAUST HOODS AND DUCTS:**

1. Mechanical exhaust ventilation shall be required at or above all cooking equipment such as ranges, griddles, ovens, deep fat fryers, barbecues, gas-fired appliances, and rotisseries, and may be required at or above high temperature mechanical dishwashing equipment, to effectively remove cooking odors, smoke, steam, grease, and vapors. An interlocked makeup air system is required. [Cal Code 114149.1(1)]
2. All hoods, ducts, and exhaust outlets shall be installed in accordance with Chapter 20 of the current edition of the Uniform Mechanical Code as adopted by the local Building Departments. [UMC Chapter 20]
3. Detailed plans and specifications must be provided as required in the available handout, "Kitchen Exhaust System Design"
4. Provide an approved fire suppression system per local Fire Department Codes. (Check with local Fire Department)

**O. EQUIPMENT:**

1. All equipment and utensils shall meet, or be equivalent to, approved applicable sanitation standards. Equipment design, construction and installation are subject to approval by the enforcement officer. [Cal Code 114130]

2. Used equipment may be approved and will be evaluated on a case-by-case basis.
3. All cracks and crevices at construction joints of counters, cabinets, bars, and similar fixtures, shall be sealed with a caulking type sealant. All finishes shall be smooth and washable.
4. Equipment shall be placed off the floor on six (6) inch high, round metal legs, where possible, or on a pedestal with continuously covered base at the floor juncture. [Cal Code 114169(b)]
5. Provisions must be made for the rapid cool down of any potentially hazardous food that has been heated. Such food shall be cooled from 135° Fahrenheit to 70° Fahrenheit within two (2) hours and from 70° Fahrenheit to 41° Fahrenheit within four (4) hours. [Cal Code 114002]

**P. REFRIGERATION:**

1. All refrigeration units shall be adequate in capacity for the needs of the proposed operation and shall comply with the following:
  - a. Be specifically constructed for commercial use (domestic model refrigeration units will be accepted.) [Cal Code 114130]
  - b. Be provided with an accurate, readily visible thermometer. [Cal Code 114157]
  - c. Condensate waste from each-in refrigeration units must be drained into a floor sink with an air gap separation or to an approved evaporator unit. [Cal Code 114193(a)] [UPC 601 (b)]
2. Walk-in Refrigeration units shall also:
  - a. Have non-corrodible shelving that is at least six (6) inches off the floor with smooth, round metal legs, or cantilevered from the wall, for ease of cleaning. Wood is not acceptable. [Cal Code 114130.3 & 114169]
  - b. Have condensate waste drained into a floor sink. The floor sink is not to be located inside the walk-in refrigeration unit. [Cal Code 114193(a)] [UPC 601 (b)]
  - c. Meet ANSI standards and be completely flushed to the building walls and ceiling on all sides. Shall open into the building.
  - d. Shall have adequate lighting per Section 114252.
  - e. Shall meet flooring requirements per "Flooring Requirements for Food Establishments."

**Q. ICE MACHINES:**

1. All ice machines shall be located within the building in an easily cleanable, well ventilated area, and shall be drained to a floor sink or other approved indirect connection. [Cal Code 114193(a)]

**R. KITCHEN UTENSIL SINK:**

1. Where multiservice kitchen utensils (i.e., pots, pans, spatulas, tongs, knives, scoops, etc.) are utilized or where food is prepared, there shall be provided at least a *three*

*compartment approved stainless steel sink with dual integrally installed stainless steel drainboards. A stainless steel backsplash shall be provided. [Cal Code 114095]*

2. The sink must be capable of accommodating the largest utensil to be washed and the drainboards shall be as large as the largest sink compartment. [Cal Code 114099(b)]
3. Where sink is installed next to a wall, the integral metal backsplash shall be sealed to the wall.

**S. FOOD PREPARATION (CULINARY) SINK:**

1. Establishments where a sink is used for food preparation (such as, but not limited to, food thawing, washing, or soaking) shall have a completely separate food preparation sink that drains indirectly to the sewer. [Cal Code 114163(a)]
2. The food preparation sink shall meet applicable sanitation standards. The sink will have a drainboard or be located adjacent to a table. [CURFFL 114163(a)]

**T. HANDWASHING SINKS:**

1. A handwashing sink shall be provided within the food preparation area. [Cal Code 113953(b)]
2. Handwashing cleanser and single service towels (or hot air blowers) shall be provided in permanently installed (enclosed type) dispensers adjacent to each handwashing facility. [Cal Code 113953.2]
3. Handwashing sinks shall have water provided from a combination faucet, or water from a premixing faucet which supplies warm water for a minimum of fifteen (15) seconds while both hands are free for washing. [Cal Code 113953c]

**U. JANITORIAL FACILITIES:**

1. A one-compartment, nonporous commercial service sink, used solely for janitorial purposes. This sink must be provided with hot and cold running water through a mixing faucet equipped with an integral vacuum breaker or other backflow protection device. [Cal Code 114279]

**OR**

2. A slab, basin, or floor, constructed of concrete or equivalent material, and be of adequate size to wash large floor mats. This area must be curbed and sloped a drain. This facility must be provided with hot and cold running water through a mixing faucet equipped with an integral vacuum breaker or other backflow protection device. [Cal Code 114279]

**V. AUTOMATIC DISH MACHINES:**

1. All automatic dish machines must meet or be equivalent to sanitation standards approved by this department. [Cal Code 114101(a)]

2. Machines using hot water sanitizing shall be provided with a booster heater or other acceptable source of 160 degree minimum final rinse water as measured on the utensil surface. [Cal Code 114099.6(b)]
3. Low temperature (chemical) machines shall be provided with a sanitizer test kit. [Cal Code 114099.6(c)]
4. Dual integral metal drainboards are required at the points of entry and exit of any dishwashing machine (with the exception of under counter dish machines). [Cal Code 114103]
5. A minimum of a three (3) compartment stainless steel sink with dual integral metal drainboards is required to any dishwashing machine. [Cal Code 114095]

**W. DIPPER WELL:**

1. A cold running water dipper well shall be provided if scoops or other reusable serving utensils are stored in water. The dipper well shall be drained by means of indirect connection.

**X. FIELD CONSTRUCTION INSPECTION PROCEDURE:**

1. The contractor or owner is responsible to contact this office to arrange for a construction inspection prior to opening. Approved materials and good workmanship are significant factors in the evaluation and final field approval of food facility construction and equipment installation. A final inspection should be requested no less than five (5) working days prior to the proposed opening of the establishment.
2. Absolutely no food storage or food preparation will be allowed onsite unless authorized by this department. A permit will be issued upon the successful completion of our final construction inspection.

**DISCLAIMER:**

The above has been prepared to provide information and to assist the reader in meeting State and local requirements for the preparation of food establishment plans. Please be advised that the applicant for plan approval is responsible to meet all codes and ordinances as may be enforced by this department and by other agencies.

## Flooring Requirements for Food Facility Establishments

New or replacement floors require approval in writing by this office prior to installation.

The flooring requirements as of September 1, 1197 are:

Full kitchens (containing cooking equipment), sculleries, meat or fish preparation areas, bars, bakeries, and any areas with a power wash down have the following options:

- Quarry tile with a 4" quarry tile covered base. Epoxy grout is recommended.
- Seamless troweled on epoxy floor (not paint) with a 4" self-covered base.
- 100% homogenous vinyl flooring such as Armstrong Medintech® or Altro Stronghold® with heat-welded seams and a 4" self-covered base.

Limited food preparation areas and service areas such as delicatessens, sandwich shops, espresso shops, areas behind service counters, restrooms and janitorial rooms:

- The minimum flooring required is commercial grade sheet vinyl containing a composition backing (felt backing) having chemically-welded seams with a 4" self-covered base such as Congoleum Marathon® or Armstrol Corlon® .

Dry storage areas (all prepackaged, no food containers, no food preparation, no sinks, and no ice machine):

- The minimum flooring required is vinyl composition tile with a 4" vinyl top set covered base.

Walk-in boxes:

- Metal floor installed as part of the NSF listed or equivalent walk-in
- Quarry tile with a minimum 4" quarry tile covered base. Epoxy grout is recommended.
- Seamless epoxy (not paint) with a covered base that meets NSF standard 7.
- Smooth, sealed concrete with 4" covered concrete base or a covered base that meets NSF standard 7.

## Requirements for Hood Plans

Submit 1 set of plans drawn to scale of 1/4 inch per foot containing the following:

- ❖ A completed copy of the attached **HOOD WORKSHEET**
- ❖ **Overhead (plan) view showing:**
  - Outline of hood over cooking equipment
  - Clearance around pieces of equipment and to walls
  - Exhaust and make-up air ducts
  - Exhaust and make-up air fans on room
  - Make-up air diffusers on ceiling
  - Make and model numbers of equipment and fans
  - All dimensions of equipment and ducts
- ❖ Front or side **elevation** showing:
  - Cooking equipment
  - Hood overhang
  - Duct elbows and fans
- ❖ Type and gauge of metal used in hood and ducts
- ❖ Specify if hood is Type I, Type II, UL Listed, non-canopy, compensating, etc.
- ❖ Name, address, and phone number of facility operator

Submit one set of **cut-sheets** (manufacturer's specification sheets) for:

- ❖ Cooking equipment
- ❖ Exhaust fan make-up air fan
- ❖ UL Listing Card for hood system (if applicable)

Plans shall conform to Uniform Mechanical Code



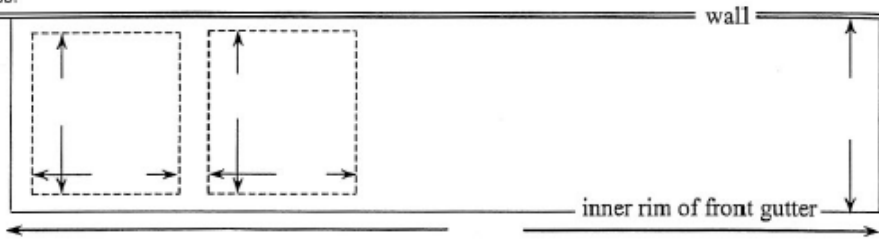


## HOOD WORKSHEET

Facility Name: \_\_\_\_\_  
Address: \_\_\_\_\_

### COOKING EQUIPMENT & HOOD

- Fill in cooking equipment & hood dimensions in overhead view.
- Casters & quick disconnects **strongly** recommended!



- Hood long enough to allow  $\geq 6"$  on sides of equipment? yes\_\_ no\_\_
- Hood wide enough to allow  $\geq 6"$  in front & back of equipment? yes\_\_ no\_\_
- Canopy lip  $\geq 6.5'$  above floor &  $\leq 4'$  above cooking surface? yes\_\_ no\_\_
- Canopy free of exposed horizontal electrical & ansul lines? yes\_\_ no\_\_

### CFM

- What kind of hood? \_\_\_\_\_
- Hood opening: \_\_\_\_\_ ft x \_\_\_\_\_ ft. = \_\_\_\_\_ sq ft x \_\_\_\_\_ Q factor from UMC = \_\_\_\_\_ CFM  
(length) (width)
- Other formula?: \_\_\_\_\_ = \_\_\_\_\_ CFM

### FILTERS

- \_\_\_\_\_ " H x \_\_\_\_\_ " W (Filter Size) x \_\_\_\_\_ (# of Filters) x \_\_\_\_\_ sq ft (usable area per filter) = \_\_\_\_\_ sq ft (total filter area)
- \_\_\_\_\_ CFM  $\div$  \_\_\_\_\_ sq ft (total filter area) = \_\_\_\_\_ fpm
- Baffle filter ideal fpm = 300; should be 250-350. Is it? yes\_\_ no\_\_
- Horizontal slot filter ideal fpm = 1000; should be 800-1200. Is it? yes\_\_ no\_\_ n.a.\_\_
- Fpm can be  $<$  or  $>$  above if this is a "LISTED" hood. Is it? yes\_\_ no\_\_
- Total of filter widths ( \_\_\_\_\_ " ) must be  $<$  hood length. Is it? yes\_\_ no\_\_

### DUCT

- Duct dimensions: \_\_\_\_\_ " x \_\_\_\_\_ " = \_\_\_\_\_ "  $\div$  144 = \_\_\_\_\_ sq ft
- Hood  $> 12$  ft. long shows  $> 1$  exhaust outlet to main duct? yes\_\_ no\_\_ n.a.\_\_
- \_\_\_\_\_ CFM  $\div$  \_\_\_\_\_ sq ft = \_\_\_\_\_ fpm
- Fpm should  $\approx 1800$ ; must = 1500 - 2500 (Type I). Is it? yes\_\_ no\_\_ n.a.\_\_

### STATIC PRESSURE & EXHAUST FAN

- # of elbows = \_\_\_\_\_ Cleanout at each elbow? yes\_\_ no\_\_ n.a.\_\_
- Static Pressure  $\approx$  \_\_\_\_\_ " SP
- Exhaust Fan: Make \_\_\_\_\_ Model # \_\_\_\_\_ H.P. \_\_\_\_\_
- Fan is UL for grease (Type I)? yes\_\_ no\_\_ Easily pulls CFM at SP? yes\_\_ no\_\_

### MAKE-UP AIR

- \_\_\_\_\_ CFM  $\div$  2000 CFM = \_\_\_\_\_ (Exhaust) (Max. per diffuser) Next higher whole number = \_\_\_\_\_ Diffusers required
- Make-up air Static Pressure  $\approx$  \_\_\_\_\_ " SP
- Make-up air fan: Make \_\_\_\_\_ Model # \_\_\_\_\_ H.P. \_\_\_\_\_
- Supplies 95-100% of exhaust CFM at SP? yes\_\_ no\_\_
- Make-up air on roof  $\geq 10$  ft. from exhaust? yes\_\_ no\_\_
- Diffusers on ceiling  $\geq 10$  ft. from hood? yes\_\_ no\_\_
- Exhaust & make-up air interlocked? yes\_\_ no\_\_

Prepared by:

by: \_\_\_\_\_ Name \_\_\_\_\_ Phone # \_\_\_\_\_ Company \_\_\_\_\_ / / \_\_\_\_\_ Date



## HOURLY HOT WATER DEMAND TABLE

### UTENSIL SINKS

18" x 18" 14 gallons per compartment

24" x 24" 25 gallons per compartment

Custom sink sizes can be calculated using the following formula:

Length (ft) x Width (ft) x Depth (ft) x 7.5 = gallons per compartment

### BAR SINKS

6 gallons per compartment

### HAND SINKS

5 gallons per sink

### PRE-RINSE UNITS

Hand spray type 45 gallons

Other type: Refer to manufacturer's  
Specifications for the equipment

### CLOTHES WASHERS

9 and 12lb. Washers 45 gallons

16 lb. Washers 60 gallons

### FOOD PREPARATION SINKS

5 gallons per sink

### EMPLOYEE SHOWER

20 gallons per shower

### JANITORIAL SINKS & GARBAGE CAN WASH FACILITIES

15 gallons per sink or facility

### OTHER FIXTURES THAT USE HOT WATER

Refer to manufacturer's specifications for  
the equipment  
or NSF® listing.

### INSTANTANEOUS WATER HEATERS

Instantaneous water heaters must be sized to provide hot water of at least 120°F and at a rate of at least 2 GPM to each sink (hand sinks must receive at least ½ GPM). NSF listings are used to determine the minimum GPM hot water demand for automatic dishwashers.

For additional information on sizing and installation of water heaters, see *Guidelines for Sizing Water Heaters* available at the Division of Environmental Health.



# Environmental Health Division COMMISSARY AGREEMENT



This form is to be submitted with the application for a Mobile Food Facility permit, or any other food facility that is required to operate from a commissary. California State Law requires that foods sold or given away to the public be prepared and stored in an approved facility. Mobile Food Facility vehicles or carts must be serviced and stored at their commissary, except when an alternate location has been approved by the permitting agency. **Note: Food products remaining after each days operation are to be stored only in the approved commissary. Storage locations will be designated and labeled for exclusive use and the commissary is to maintain a log of when vendor uses commissary.**

**THIS FORM IS TO BE COMPLETED BY THE OWNER OR MANAGER OF THE APPROVED FOOD FACILITY THAT THE APPLICANT PLANS TO USE AS THEIR COMMISSARY.** No other facility may be used by this business for these operations without the written approval of Mendocino County Environmental Health.

Name of Business Applying for Permit: \_\_\_\_\_

Name of Approved Food Facility/Commissary: \_\_\_\_\_

Commissary Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

OUT OF COUNTY COMMISSARY

Commissary Owner/Manager: \_\_\_\_\_ Facility Phone Number: \_\_\_\_\_

Health Permit for the Approved Food Facility/Commissary Issued By: \_\_\_\_\_

### Days and hours that the facility will be at the commissary:

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am

Operations taking place at this commissary? If not a Mobile Food Facility, disregard sections not applicable to your operation.

- Sufficient Refrigerator Storage       Sufficient Freezer Storage       Sufficient Dry Food Storage
- Utensil Storage       Vehicle/Cart Storage       Vehicle/Cart Washing Area
- Food Preparation Space       Sanitary Disposal of Grease       Sanitary Disposal of Garbage
- Washing of Utensils and Equipment       Other \_\_\_\_\_

Sanitary Wastewater Disposal Method:  Mop Sink     RV Type Sewage Dump

As the authorized owner/agent for the above approved commissary, I have given my permission for the business known as: \_\_\_\_\_ to use the facility for the operations indicated, and I understand I am ultimately responsible for the maintenance and sanitation of this commissary.

Agreement Duration: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner     Owner's Agent

**NOTE: A new Commissary Agreement is required to be submitted when any change in the agreement occurs or a different commissary is obtained.**