

Guidelines

for
New Food Service Establishments



Revised June 20, 2007

GUIDELINES FOR NEW FOOD SERVICE ESTABLISHMENTS

1. A person or group may not operate a food establishment without a valid permit to operate issued by the Utah County Health Department. A business permit from the city is not sufficient to operate a food establishment. **There is a yearly fee associated with this permit that varies according to the size of the food operation.** Food establishments include, but are not limited to: restaurants, convenience stores, catering operations, deli's, institutions such as schools, hospitals, nursing homes, daycares and preschools that provide food to their patrons. Basically, any establishment that provides open unpackaged food to others must be permitted. Certain food operations, such as grocery stores, bakeries, and food processing operations are permitted and inspected by the Utah Department of Agriculture*
2. Food operational permits are **not transferable!** If you are buying an existing licensed food service establishment, you must obtain a Food Operational Permit from the Health Department in your name. Some equipment or facility changes may be required in a pre-existing establishment before a new permit can be issued because certain equipment may have been 'grandfathered' in under the previous owner. When ownership changes, these items must be upgraded to present code requirements. **It is wise to contact the Health Department before you buy an established food service establishment** to determine what, if any, upgrades are necessary. Food service operational permits are also site specific. If you decide to open another restaurant across town, or next door, you will be required to obtain a food service permit for that location as well.
3. **A permit applicant or permit holder shall submit to the Utah County Health Department properly prepared plans and specifications** for review and approval before: The construction of a food establishment; The conversion of an existing structure for use as a food establishment; or the remodeling of a food establishment or a change of type of establishment. **The fee for this review varies according to the size of the food operation.**
4. The plans and specifications for a food establishment shall include;
 - A. **Floor plans that include equipment location.** Please make sure that you label or reference in some way all your food service equipment on your floor plan.
 - B. **Equipment Schedule.** We need a listing of all the food service equipment that will be used in the establishment. Some types of equipment are required in all commercial food establishments. The following is a short list of minimum requirements all establishments will need: at least an NSF approved triple sink with drain boards or a metal shelf rack above, or a commercial dishwasher. It is best if all establishments have a triple compartment sink, even if they have a commercial dishwasher, to serve as back up. (Home type dishwashers are not allowed because they do not meet commercial requirements.)

A food preparation sink is required if vegetables or fruit will be cleaned, soaked, stored or processed in a sink. One compartment of a triple sink may be used as a food preparation sink if the sink compartment is properly drained (indirectly drained) and it is not connected to a garbage disposal.

Handwashing sinks must be installed in a convenient area in food

preparation and warewashing and service areas. Large kitchens will require more than one sink in convenient areas. **Note:** all sinks require hot and cold water under pressure.

Janitor's sinks are required for general cleanup of the establishment. A service or utility type sink can double as a handsink and a mop sink. The floor type, curbed mop sinks cannot be used as handsinks.

For buffet lines, salad bars or any situation where food is prepared or stored in front of the customer and is in range of coughs, sneezes, etc., a **properly designed sneeze guard is required.**

C. Plumbing plan. Many items of equipment located in restaurants must be drained indirectly to a floor sink so that sewage water cannot back up into food equipment. Some examples are ice-cream machines, ice bins and ice machines, drink machines, salad bars, dipper wells, steam tables with drains, food preparation sinks and compressors from walk-in coolers and freezers. Therefore, it is important that your plans indicate how your equipment is drained whether it be directly or through a floor sink or hub drain.

Also, floor drains are required in bathrooms and are prohibited in walk-in coolers and freezers.

A triple sink and commercial dishwashers must also be drained through an indirect waste.

Check with city plumbing inspector to determine if a grease trap is required.

D. Lighting plan. Lighting in your establishment must be adequate and all lights must be shielded in food preparation and storage areas.

E. Mechanical plan. We need to be able to verify that grills, fryers, dishwashers, steamers, bathrooms, etc. will be properly ventilated.

F. Finish Schedule. Floors, walls and ceilings in kitchens (including the service area directly behind the front counter), food storage areas and restrooms must be smooth and easily cleanable. Carpeting is not allowed in these areas. Pegboard and wood paneling is unacceptable.

Coving or other suitable seal is required at wall and floor junctures.

Areas subject to splash must have a water resistant covering.

G. Some equipment details where necessary. For instance, some types of ovens might be designed so that they do not need to be vented. We need the manufacturers specifications and/or NSF listing information to verify this information.

H. Menu list. It is very important for us to know what your menu will be. The type of equipment we expect and require for a Chinese kitchen differs greatly from that needed in a sandwich shop. Also, for instance, if you indicate that you will be scooping ice cream at your establishment, we then know to tell you that a running water dipper well is required.

The plan review that we do is to help you! It is best to catch problems in the planning stages rather than after the establishment is constructed and expensive retrofits are required. We have literally had to require establishment owners to jackhammer up floors to put in drain lines, replace floors, ceilings, add handsinks, switch equipment etc., because they somehow managed to build their establishment without a plan review, or their plans were not accurate.

5. General Requirements for all food establishments are:

1. Restrooms: If there is no public seating, or the design occupant load (employees and the public) is less than 10 persons, a facility usable by either sex may be approved (one restroom). Otherwise two restrooms will be required.
2. The Utah Indoor Clean Air Act requires conspicuous posting on all entrances or in a position clearly visible on entry into the establishment. (Letters declaring the establishment "No Smoking" must be a minimum of 1.5" in size and it must be accompanied with an international no-smoking symbol.) Private clubs, taverns and bars, and certain areas within truck stops that meet exacting criteria are exempt from the clean air act.
3. Food Handler Permits are required. English classes are held every Tuesday at 9:00 a.m. and 3:00 p.m. Spanish food handler classes are held the 1st Wednesday of the month at 9:00 a.m.
The fee for both of these classes is \$10.00 **cash**. Checks **will not be** accepted. Remember to bring a #2 pencil to class. The class lasts about 2 hours and there is a short quiz at the end of the class.
4. Food Safety Manager Certification is required. Each establishment is required to have a full-time manager that is certified (except where noted). The certification course is offered through state approved independent instructors. After the course is taken, the manager must register with the Utah County Health Department. The fee for this registration is \$15.00.
5. A pre-opening inspection is required from the Health Department. **The operating permit fee must be paid before this inspection is done.** Please call a day or so in advance for this inspection.
6. Contact City or County offices for building permit and/or Business Licenses.
7. Convenience stores that will be installing underground storage tanks must also obtain permits to do so from the Utah County Health Department - Division of Environmental Health.

*If a bakery serves fountain drinks or sandwiches, the health department regulates and inspects these establishments. Delicatessens and other food establishments located in grocery stores are inspected by the health department.

Revised June 20, 2007

H:\HEALTHPROMOTION\Jaycie\Environmental Health\guidelines for New Food.wpd