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Dear Food Service Owner/Operator:

The Danbury Health Department is concerned about your time and expense in building or remodeling a food service establishment. We would like to make the plan review process as quick and trouble free as possible.

In order to serve you better, please observe the following procedures:

1. Fill out application for plan review and include \$350 plan review fee made payable to the City of Danbury.

**SUBMIT APPLICATION AND FEE TO PERMIT CENTER**

2. Plans must be complete, to scale (1/4 inch = 1 foot), and must include the following:
  - a. A sample menu.
  - b. Name, seal and signature of architect who did plans (if applicable), and date of plan.
  - c. Equipment layout.
  - d. Equipment list by manufacturer and model number.  
Use of non-commercial equipment is discouraged.
  - e. Manufacturers equipment specification sheets (cut sheets)
  - f. Mechanical diagrams showing plumbing equipment and connections
  - g. Interior finish schedule.
3. Required inspections: After equipment is installed and establishment is ready to open.
4. DO NOT BEGIN ANY RENOVATION OR CONSTRUCTION ACTIVITY WITHOUT WRITTEN CONSENT FROM THIS OFFICE.
5. Establishments served by a well must contact Water Supply Section of Connecticut DPH for regulatory and monitoring requirements (860)509-7333 and must complete and submit State registration form with application.
6. A pre-operational inspection must be conducted by this office and a license obtained before you can open for business. No food is to be delivered to the facility prior to pre-operational approval. Class III and IV establishments (those serving potentially hazardous foods prepared by hot processes) must submit documentation of compliance with State QUALIFIED FOOD OPERATOR requirements.
7. Sign-off on a liquor permit will not occur until after the pre-operational inspection.

If there are any equipment changes, building modifications, etc. after the original plans have been approved, you must notify us for our approval.

Thank you for your cooperation.

**DANBURY HEALTH DEPARTMENT**  
155 Deer Hill Ave, Danbury, CT 06810-7893 • (203) 797-4625  
Food Service Establishment Plan Review Application

Application # \_\_\_\_\_

Application Date \_\_\_\_\_

Establishment Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

Owner/Operator Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner/Operator Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Date of Planned Opening \_\_\_\_\_ Seating Capacity \_\_\_\_\_ # Employees \_\_\_\_\_

Type of Water Supply:  City Water  Well If Well, **COMPLETE REGISTRATION FORM**

Type of Sewage Disposal:  Sewer  Septic System

Is owner/operator a certified qualified food operator?  Yes  No

**Class III and IV establishments must have certified Qualified Food Operator**

Type of Establishment:

Restaurant  Market  Caterer  Vendor  School  Industrial Cafeteria

Other (please specify) \_\_\_\_\_

Hours of Operation: Sun \_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_

Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_

Total Square feet of facility: \_\_\_\_\_

My signature below certifies that I have read all of the requirements and information contained in this application.

Signature of Owner/Operator: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions for use of this form:** Please write in the information where spaces have been provided. If question does not pertain to your particular establishment write N/A.

**SECTION 1: FLOORS**

Health Dept. Compliance

Floors must be smooth, impervious, non-absorbent, easily cleanable and commercial grade. Quarry tile, commercial vinyl tile or a seamless poured epoxy floor is acceptable.

	Material	Finish	Color	
Prep areas	_____	_____	_____	<input type="checkbox"/>
Warewashing	_____	_____	_____	<input type="checkbox"/>
Storage Rooms	_____	_____	_____	<input type="checkbox"/>
Restrooms	_____	_____	_____	<input type="checkbox"/>
Bar	_____	_____	_____	<input type="checkbox"/>
Locker Room	_____	_____	_____	<input type="checkbox"/>

**SECTION 2: WALLS**

Walls must be smooth, impervious, non-absorbent, light colored, and easily cleanable. All food prep, warewashing, or other areas subject to abuse or splashing must be either FRP, ceramic tile, stainless steel or approved equivalent (sheetrock with gloss enamel paint accepted). Exposed waterlines, wastelines, gaslines, or conduits are prohibited.

	Material	Finish	Color	
Prep areas	_____	_____	_____	<input type="checkbox"/>
Warewashing	_____	_____	_____	<input type="checkbox"/>
Storage Rooms	_____	_____	_____	<input type="checkbox"/>
Restrooms	_____	_____	_____	<input type="checkbox"/>
Bar	_____	_____	_____	<input type="checkbox"/>
Locker Room	_____	_____	_____	<input type="checkbox"/>

A four-inch cove molding must be supplied on all walls.

Indicate type of coving:  vinyl base  quarry tile base

**SECTION 3: CEILINGS**

Ceilings in food preparation areas must be smooth, impervious, non-absorbent, and easily cleanable. Painted sheetrock or vinyl faced suspended ceiling tiles are acceptable. Porous tiles are acceptable only in customer seating or storage areas. Exposed waterlines, wasteline, gaslines or conduit are prohibited.

	Material	Finish	Color	
Prep areas	_____	_____	_____	<input type="checkbox"/>
Warewashing	_____	_____	_____	<input type="checkbox"/>
Storage Rooms	_____	_____	_____	<input type="checkbox"/>
Restrooms	_____	_____	_____	<input type="checkbox"/>
Bar	_____	_____	_____	<input type="checkbox"/>
Locker Room	_____	_____	_____	<input type="checkbox"/>

**SECTION 4: DOORS AND WINDOWS**

All doors and windows must be tight fitting to exclude the entrance of insects and rodents. Doors and drive-thru windows must be self-closing. Screening material shall not be less than 16 mesh to the inch.

Openable windows:  screened  self-closing

Outside doors:  screened  self-closing  air-curtain provided

**SECTION 5: LIGHTING**

50 foot candles of light must be provided on all working surfaces and equipment in food preparation, food storage, utensil washing, and hand-washing areas.

20 foot candles of light must be provided in toilet rooms measured at a distance of 30 inches from the floor.

Protective shielding must be provided for all light fixtures in all food and clean equipment areas. Shatterproof bulbs such as "tuff-skin" or "shat-r-shield" may be used in place of plastic shields.

**SECTION 6: VENTILATION**

Ventilation must be adequate so that all areas are kept reasonably free from excessive heat, steam, condensation, vapors, fumes or objectionable odors. Ventilation hoods must be designed to prevent grease or condensate from dripping into the food and the filters or baffles must be readily removed for cleaning. Make-up air must be of adequate size, design and properly located. Fire protection equipment must be installed so that it does not create a cleaning problem or compromise the integrity of the original hood design. Intake air ducts must be designed and located to prevent the entrance of dust, dirt, insects, exhausted air, etc.

Hoods shall meet National Fire Protection Act Standard # 96 , be constructed of stainless steel, and shall be NSF approved.

Cubic feet of air per minute exhausted through hood \_\_\_\_\_

Cubic feet per minute of make-up air \_\_\_\_\_

**SECTION 7: TOILET FACILITIES**

Separate facilities for each sex, available to the public, if total occupancy load is greater than 15 ( including employees ).

Facilities must be available to the public without passing through the kitchen.

Must be located within 200 feet if facility is located in multi-purpose building.

# of water closets for Men \_\_\_\_\_ Women \_\_\_\_\_

# of lavatories for Men \_\_\_\_\_ Women \_\_\_\_\_

# of urinals \_\_\_\_\_

Toilet facilities must be available and accessible all times establishment is open.

Sanitary napkin receptacles must be provided in female restrooms ( covered waste container ).

Restrooms vented to outside by mechanical fan or by window with screen.

Restrooms must have self-closing doors.

**SECTION 8: HANDWASHING FACILITIES**

Health Dept. Compliance

Handwashing facilities accessible at all times and located for convenient use shall be provided for: 1. Each food preparation area 2. Each food dispensing area 3. Each toilet room/restroom 4. Each warewashing area.

All handwashing facilities provided with hot and cold water under pressure.

Each handwashing station provided with liquid soap dispenser and appropriate hand drying  paper towels  electric dryer  other Faucet type to be used \_\_\_\_\_

Note: Any self-closing or metering faucet must be capable of providing a flow of water for at least 15 seconds.

**SECTION 9: FOOD PREP SINK**

If salads are prepared, vegetables or other foods washed, a separate sink shall be provided for food preparation. **Applicants should consult with the Danbury Building Department for installation requirements.**

**SECTION 10: CHEMICAL STORAGE**

All toxic materials including cleaning compounds, pesticides, sanitizers, etc., must be stored in an area away from food preparation or stored in a locked cabinet. Location \_\_\_\_\_

**SECTION 11: CLEANING EQUIPMENT STORAGE**

Cleaning equipment ( mops, brooms, etc. ) shall be stored in an area separate from food storage or prep, utensil storage areas or utensil washing.

Slopsink with backflow preventer provided

**SECTION 12: DRESSING ROOMS** (If provided)

Are separate dressing rooms provided?  yes  no

Are lockers provided?  yes  no

If not, describe storage facilities for employee's personal belongings ( purse, coat, shoes, etc. ) \_\_\_\_\_

**SECTION 13: LAUNDRY FACILITIES**

Are laundry facilities located on premises?  yes  no

If yes, what will be laundered \_\_\_\_\_

Washing Machine  yes  no Dryer  yes  no

Location of clean linen \_\_\_\_\_

Location of dirty linen \_\_\_\_\_

**SECTION 14: GARBAGE AND REFUSE**

Health Dept. Compliance

**INTERIOR**

Do all containers have lids?  yes  no

Will refuse be stored inside?  yes  no

If so, where \_\_\_\_\_

Is there a garbage can cleaning sink or area?  yes  no

**EXTERIOR**

Will a dumpster be used?  yes  no

Number \_\_\_\_\_ Size \_\_\_\_\_

Frequency of pick up \_\_\_\_\_

Contractor \_\_\_\_\_

Will a compactor be used?  yes  no

Number \_\_\_\_\_ Size \_\_\_\_\_

Frequency of pick up \_\_\_\_\_

Contractor \_\_\_\_\_

Note: All Dumpsters and compactors must be leakproof and provided with tight fitting covers.

Will garbage cans be stored outside?  yes  no

Describe surface and location where dumpster / compactor / cans are to be stored \_\_\_\_\_

\_\_\_\_\_

Type and location of grease storage receptacle \_\_\_\_\_

\_\_\_\_\_

Frequency of pickup \_\_\_\_\_

Is there an area to store recycled containers?  yes  no

Describe \_\_\_\_\_

\_\_\_\_\_

**SECTION 15: DISHWASHING FACILITIES**

Health Dept. Compliance

A 3 compartment sink must be provided with compartments that are large enough to submerge the largest piece of equipment used.

Size of each compartment: L \_\_\_\_\_ W \_\_\_\_\_ D \_\_\_\_\_

Drainboard at least 24 inches provided at each end of sink. Wall mounted drain shelving may be substituted. (wire shelves over sink)

Will a dishwasher be used?  yes  no NSF Approved  yes  no

Make \_\_\_\_\_ Model \_\_\_\_\_

Type of machine  high temp  chemical

Hot water requirements: \_\_\_\_\_ gallons per hour of \_\_\_\_\_ degree F water

Booster Heater: Make \_\_\_\_\_ Model \_\_\_\_\_

**INDIRECT WASTE LINE CONNECTION REQUIRED**

\*Plans must be submitting documenting that dishmachine waste line will be indirectly connected to sewer line or, directly connected to the inlet side of a properly vented floor drain trap if located within 5 ft. of a properly trapped floor drain.

**SECTION 16: HOT WATER SUPPLY**

Hot water heater: Make \_\_\_\_\_ Model \_\_\_\_\_

gas  electric Size \_\_\_\_\_ gallons

Hot water requirement of establishment is \_\_\_\_\_ gallons per hour, based on usage requirements of all fixtures.

**SECTION 17: GREASE TRAPS**

In no case shall an exterior grease trap be less than 1000 gallons in capacity. All other new food establishments must install an interior grease interceptor. All new external grease traps shall be provided with manhole covers to grade, shall be easily accessible, and shall be placarded with notification as to the danger of entering the chamber due to the presence of noxious gases.

Type:  external  internal  heat assisted grease separator

**SECTION 18: EQUIPMENT-DESIGN, CONSTRUCTION, INSTALLATION** Health Dept. Compliance

All food service equipment and utensils must be NSF approved or equivalent.

Deli case refrigerators must meet CRMA standards or equivalent.

Equipment including ice machines and ice storage equipment shall not be located under exposed sewer lines , wastelines or other sources of contamination.

Equipment used for food preparation or storage shall be installed so as to facilitate cleaning around and beneath each unit.

For all floor mounted equipment, the space between adjoining units, and between a unit and a wall, must be either closed or sealed if exposed to seepage, or sufficient space provided to facilitate easy cleaning between, behind, and beside equipment.

Equipment which is placed on tables or counters must either be readily moveable, sealed thereto, or mounted on legs at least 4 inches high to facilitate easy cleaning.

Cooking equipment (ranges, stoves, fryolators, etc.) shall be mounted on on lockable castors and supplied with a gas connection hose, as approved by the Danbury Building Department (DBD). (Spacing requirements listed below are not applicable in this instance.)

**Space Recommendations**

If equipment is less than 24 inches wide, the space between equipment and wall must be at least 6 inches.

If equipment is more than 24 inches but less than 72 inches wide, the space between equipment and wall must be at least 12 inches.

If the equipment is more than 72 inches wide, the space between the equipment and the wall must be at least 18 inches.

**SECTION 19: REFRIGERATION AND FREEZER STORAGE**

CONSTRUCTION OF  
WALK IN REFRIGERATORS

#1

#2

CONSTRUCTION OF  
WALK IN FREEZERS

#1

#2

Floors	_____	_____	_____	_____
Walls	_____	_____	_____	_____
Ceilings	_____	_____	_____	_____
Size	_____	_____	_____	_____

Interior finishes must be smooth, non-absorbent, and easily cleanable.

Floors can be pre-fabricated from manufacturer, sealed cement or quarry tile.

A floor drain must be provided in the walk in refrigerator with the floors pitched to the drain. If this is not possible, a drain must be provided immediately outside the walk in door.

REACH-IN REFRIGERATORS AND FREEZERS

# of refrigerators \_\_\_\_\_ capacity \_\_\_\_\_ cubic feet

# of freezers \_\_\_\_\_ capacity \_\_\_\_\_ cubic feet

Thermometers must be provided in all refrigeration units in a location where they can be seen easily.

**SECTION 20: FACILITIES TO PROTECT FOOD**

Health Dept. Compliance

All utensils and equipment must be stored at least 6 inches off the floor, and must be clean, dry and protected from splash and dust.

Hot holding units must be capable of maintaining food at an internal temperature of 140 degrees F or above, during display, service, or holding periods.

If food is transported to another location off premises, food must be protected from contamination and held at proper holding temperatures. List equipment and procedures. (Attach additional sheets, if necessary)

Appropriate thermometers required to monitor temperatures.

Are you having a salad bar?  yes  no

Type of foods:  cold  hot

Method of keeping foods cold:  ice  electric cold plates

Method of keeping hot foods \_\_\_\_\_

Permanent drain installed  yes  no

Adequate sneeze guards provided

Are frozen deserts being portioned and dispensed?  yes  no

Running water dipper provided?  yes  no

Separate food preparation area provided for Sushi bar?

yes  no  not-applicable

**SECTION 21: DRY STORAGE**

The dry storage space required depends on menu, number of meals, quantity purchased, and frequency of delivery.

Room free of overhead sewer and wasteline pipes.

Adequate cleanable shelving provided (bottom shelves 18 inches above floor).

Adequate cleanable dunnage racks provided.

Adequate food containers with tight fitting covers and dollies provided.

Food dispensing scoops provided.

**SECTION 22: PLUMBING AND CROSS CONNECTION CONTROL**

Plumbing shall be so sized, installed and maintained as to prevent contamination of the water supply, as to properly convey sewage and liquid wastes from the establishment to the sewerage or sewage disposal system; and as not to constitute a source of contamination of food equipment or multi-use utensils or create an unsanitary condition or nuisance.

The potable water supply shall be installed in such a manner as to preclude the possibility of backsiphonage.

**DEFINITIONS**

(a) An air gap means the unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or outlet supplying water to a tank plumbing fixture, or other device, and the flood level rim of the receptacle. The vertical physical separation shall be at least two times the inside diameter of the water inlet pipe above the flood rim level but shall not be less than one inch.

(b) Atmospheric vacuum breaker means a mechanical device which automatically air vents a pipeline to prevent backsiphonage. Installation shall be located beyond the last control valve prior to the first outlet and at an elevation 6 inches higher than any source of contamination. Atmospheric vacuum breakers shall be installed so as not to be subjected to backpressure or continuous operating pressure of more than 12 hours duration. Where vacuum breakers may be installed and a continuous operating pressure exists a pressure vacuum breaker shall be used.

(c) Pressure vacuum breaker means a device which contains a spring loaded check valve and a spring loaded atmospheric vent which opens when the pressure approaches atmospheric. The unit shall include two tightly closing shut-off valves located at each end of the device and two test cocks properly located for testing the device.

- (d) An air break is a piping arrangement in which a drain from a fixture, appliance, or device discharges indirectly into another fixture, receptacle, or interception at a point below the flood level rim.
- (d) Air vent type backflow preventor means a device containing two independently operating check valves separated by a chamber which can automatically vent to the atmosphere if backflow occurs. These devices may be substituted for atmospheric vacuum breaker applications.

**Drains**

Except for properly trapped open sinks there shall be no direct connection between the sewerage system and any drains originating from equipment in which food, portable equipment or utensils are placed. When a dishwashing machine is located within 5 feet of a trapped floor drain, the dishwasher waste outlet may be connected directly on the inlet side of a properly vented floor drain trap, otherwise the connection must be indirect.

**PLEASE BE AWARE OF THE FOLLOWING DIFFERENCE BETWEEN THE CONNECTICUT PUBLIC HEALTH CODE AND THE CONNECTICUT BASIC BUILDING CODE AND PLUMBING CODE:**

**1. THE PUBLIC HEALTH CODE REQUIRES AN INDIRECT DRAIN CONNECTION FROM A DISHWASHING MACHINE EXCEPT WHEN THE MACHINE DRAIN IS CONNECTED TO A FLOOR DRAIN AS DESCRIBED ABOVE.** While the Building Code permits dishwashing machines to be directly connected, the Health Department must enforce the Public Health Code with its stricter standard in this case. If you are installing a dishwashing machine in the establishment you must submit plans showing that the installation will involve either an indirect connection or direct connection to the inlet side of a properly vented floor drain.

Other examples of required drain line connections:

<b><u>Equipment</u></b>	<b><u>Drain Line Connection Required To Sewer Line</u></b>
1. Air-cooled condenser for ice machine or other refrigeration system.	Air break.
2. Water-cooled condenser for ice machine or other refrigeration system.	Air gap.
3. Floor drain inside a walk-in refrigerator.	Air break.
4. Ice bin.	Air break.

## **CONSULT BUILDING DEPARTMENT FOR PROPER DRAIN LINE CONNECTION FOR FOOD PREP SINK**

The installation of all plumbing and equipment shall be in compliance with the requirements of the Connecticut Public Health Code and the latest "Updated Guideline For Correcting Plumbing Hazards and Cross-Connections Found In Food Service Establishments" issued by the Connecticut Department of Public Health. Installation of equipment and cross-connection/backflow/backsiphonage prevention shall be in compliance with the chart attached as an addendum to this manual.

**NOTE: Applicants are also encouraged to consult Danbury's cross-connection specialist at the Danbury Public Utilities Department and the Danbury Building Department regarding their requirements for cross-connection and backsiphonage control and proper use and position of mechanical control devices.**