

Retail Food Establishment Plan Review Guidelines & Application



Environmental Health & Sustainability
1520 K Avenue, Suite 210, Plano, TX 75074
Email: envhealth@plano.gov
Office: 972-941-7143 Fax: 972-941-7142

The City of Plano Food Code require that complete plans and specifications be submitted, reviewed, and approved before any construction and/or remodeling can begin on a retail food establishment. The City of Plano Food Code may be accessed at www.plano.gov and will help you find information and answer questions when completing this plan review packet.

SUBMITTING PLANS

The City of Plano Environmental Health Division is concerned about the time and expense involved in building a retail food establishment.

The enclosed “Food Establishment Inspection Application” must be completely filled out including the finish schedule and equipment list. Notations of “see plans” will not be accepted. Failure to include all requested information may delay the review and/or approval of your plans.

One hard copy set of signed and dated plans, drawn to scale, must be submitted to this Division and include the following information:

- a. Menu that includes all food and beverages served
- b. Facility floor plan with equipment layout
- c. Manufacture specification sheets for all kitchen equipment
- d. Mechanical, plumbing, and electrical plans
- e. Sizing of grease trap by a professional engineer or licensed plumber (minimum 500 gallons)
- f. Size of water heater needed for facility (submit calculations)
- g. Finish schedule as noted on application.

A separate application form and fee must be submitted for each kitchen and concession stand at the same address. Bars and satellite wait station plans may be included with a kitchen application.

Plans should be submitted to The City of Plano Environmental Health Division, 1520 K Avenue, Suite 210, Plano, Texas 75074.

FEES

The applicable plan review fee must accompany each set of plans for the initial review. Plans without a fee will not be accepted. **All fees must be paid in full prior to receiving an approval to operate.**

REVIEW PROCESS

We do not offer an option to expedite the plan review. Plans are reviewed on a first come first serve basis. The Submitter will be notified within 10 business days of receipt of the plan submittal if the plans are approved or if more information or changes are needed. Non-approval of plans will require submission of revised plans and may take up to another 10 business days for notification.

Once a **written approval** of the plans is received by the Submitter, construction may begin. The plan review approval letter must remain on site until the completed construction is approved by this Division. It is the responsibility of the submitter to make sure inspections are scheduled. **All inspections require a minimum notice of two (2) business days.** If the plans change after they have been approved by this Division, the plans must be re-submitted for approval. This review may take up to another 10 business days for notification.

SUBMITTER RESPONSIBILITY AND REQUIRED INSPECTIONS

It is the responsibility of the Submitter or their designee to schedule at least two (2) inspections of the facility. All inspections require a minimum notice of two (2) business days. Inspections are to be scheduled by calling our office at 972-941-7143. The fee for these two (2) inspections is included in the plan review fee.

The first inspection is to be made approximately 2-3 weeks prior to the completion of the project. This inspection is made to assure the plans approved by this Division are followed and to look for other unexpected issues that may result in a delay in the approval to operate. The inspector will leave a list of items to comply with before having the second inspection conducted.

Unless the operation is exempt from licensing by the City of Plano Food Code, a Food Establishment Permit is required in order for any exposed food to be handled or prepared. **This includes food handling for training purposes.**

The second inspection is to verify:

1. That all work is complete and in compliance with the City of Plano Food Code
2. The Retail Food Establishment has been thoroughly cleaned
3. All equipment is working properly (all refrigerators/freezers must be at required temperature)
4. All items noted during the 1st inspection have been corrected
5. All Environmental Health Department fees are paid in full.

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FOOD ESTABLISHMENT SPECIFICATIONS FORM

<input type="checkbox"/> New Establishment	<input type="checkbox"/> Remodel	<input type="checkbox"/> Addition
Application Date:		Date Of Planned Opening:

**Establishment/Facility Information*

Establishment Name:		
Establishment Address:		
City:	State:	Zip Code:
Business Phone:		

**Submitter Information*

Name:		
Mailing Address:		
City:	State:	Zip Code:
Phone:	Email:	

Business/Ownership Information

Name:		
Mailing Address:		
City:	State:	Zip Code:
Phone:	Email:	

<p>Facility Type:</p> <input type="checkbox"/> Institution (Hospital, School, Jail) <input type="checkbox"/> Grocery (Market with/w/o deli, bakery, meat/seafood market, etc.) <input type="checkbox"/> Restaurant <input type="checkbox"/> Mobile <input type="checkbox"/> Other <p>Table Service Type:</p> <input type="checkbox"/> Multi-use flatware, glassware and plates <input type="checkbox"/> Disposable flatware, glassware and plates	<p>Service Type:</p> <input type="checkbox"/> Full Service <input type="checkbox"/> Fast Food <input type="checkbox"/> Retail Market <input type="checkbox"/> Convenience <input type="checkbox"/> Other <p>Seating Capacity:</p> <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Square feet of establishment
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Check the box in the “Submitter Use” column that indicates you have read, understand, and agree with the requirements. Check the N/A box if the requirement is not applicable to your facility.

	SUBMITTER USE	
	READ	N/A
A. FINISH REQUIREMENTS: Using the Appendix A below (add separate sheet if needed), include all restrooms and rooms or areas used for food preparation and food storage (kitchen, bar, dishwashing area, dry storage, restrooms, wait stations, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
1. FLOORS, WALLS AND CEILINGS Must be smooth, durable, impervious, nonabsorbent, easily cleanable, and have a light reflective value (LRV) of 60 to 100. Coved floor/wall junctures must be provided. Brick and masonry construction located in restrooms, food preparation, and/or warewashing areas must have a smooth surface with all grout, mortar, pits, and cavities filled to provide a smooth, nonabsorbent, and easily cleanable surface. NOTE: The inside and underside of the bar must be smooth, nonabsorbent and easily cleanable.	<input type="checkbox"/>	<input type="checkbox"/>
2. UTILITY INSTALLATION In food preparation and warewashing areas, all plumbing and electrical conduit are to be installed within and behind walls and ceilings or below floors. Exposed water pipes, sewer lines, or electrical conduit running along walls, ceilings, or floors are not approved and will not be accepted.	<input type="checkbox"/>	<input type="checkbox"/>
3. Condensate Lines must be at least ½ inch off the wall or be sealed to the wall to facilitate cleaning.	<input type="checkbox"/>	<input type="checkbox"/>
B. DOORS AND WINDOWS: All outside openings must be self-closing and tight-fitting to exclude the entrance of insects and rodents. Service windows at concession stands must be provided with an air curtain, self-closing windows, or other effective means to preclude the entrance of insects and rodents. If there are unprotected openings, such as garage type doors, in the customer area, air curtains, self-closing doors, self-closing windows, or other effective means to prevent the entrance of insects and rodents must be provided on all entrances to the food handling areas. This applies to all food establishments, including those at sporting and entertainment venues.	<input type="checkbox"/>	<input type="checkbox"/>
Are there any garage-type or bi-folding doors in the customer area? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Opening Windows: <input type="checkbox"/> Screened <input type="checkbox"/> Air Curtain <input type="checkbox"/> Self-Closing		
Outside Doors: <input type="checkbox"/> Screened <input type="checkbox"/> Air Curtain <input type="checkbox"/> Self-Closing		
Drive-thru Windows: <input type="checkbox"/> Air Curtain <input type="checkbox"/> Self-Closing		
C. LIGHTING REQUIREMENTS	<input type="checkbox"/>	<input type="checkbox"/>
1. Minimum 50 foot-candles of light on all working surfaces and equipment in food preparation and utensil washing area, including work surfaces of equipment located under vent hoods.		

	SUBMITTER USE	
	READ	N/A
2. Minimum 20 foot-candles of light at a distance of 30” from the floor: on surfaces where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption; inside equipment such as reach-in and under-counter refrigerators; and in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms.	<input type="checkbox"/>	<input type="checkbox"/>
3. Minimum 10 foot-candles of light in walk-in refrigeration and freezer units, dry food storage areas and in all other areas, including dining during operations. NOTE: The standard single light fixture furnished with most walk-in refrigeration and freezer units does not provide the minimum 10 foot-candle power of light required.	<input type="checkbox"/>	<input type="checkbox"/>
4. Protective shielding for all light fixtures in food preparation, utensil and equipment washing, and other areas where food is stored or displayed. Shatterproof bulbs may be substituted.	<input type="checkbox"/>	<input type="checkbox"/>
D. GARBAGE, REFUSE, & RECYCLING STORAGE FACILITIES	<input type="checkbox"/>	<input type="checkbox"/>
1. Outdoor storage containers must be stored on concrete or on rolled asphalt. Indoor storage areas must be finished to be easily cleanable, and sloped to drain.		
E. VENTILATION	<input type="checkbox"/>	<input type="checkbox"/>
1. Mechanical ventilation must be provided so that all areas, including restrooms, are kept free from excessive heat, steam, condensation, vapors, or objectionable odors		
2. Ventilation systems must be designed and constructed to meet the International Mechanical Code, as adopted by the City of Plano.	<input type="checkbox"/>	<input type="checkbox"/>
3. Ventilation systems must be exhausted to the outside air, and shall not create a public health hazard, or nuisance or unlawful discharge.	<input type="checkbox"/>	<input type="checkbox"/>
4. Intake air ducts must be designed and located to prevent the entrance of dust, dirt, insects, exhausted air, etc.	<input type="checkbox"/>	<input type="checkbox"/>
5. Ventilation system filters must be readily removable for cleaning.	<input type="checkbox"/>	<input type="checkbox"/>
6. Ventilation hoods and devices must be designed to prevent grease or condensate from dripping into food or onto food contact surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
7. Fire prevention or extinguishing equipment must be installed so that it does not create a cleaning problem or compromise the integrity of the original design of the hood. Only vertical lines may be installed within the hood canopy, and must be either chrome plated or sleeved, or fabricated of stainless steel.	<input type="checkbox"/>	<input type="checkbox"/>
8. The kitchen exhaust hood must be certified for sanitation by an American National Standards Institute (ANSI) accredited certification organization. It must overhang all equipment capable of producing grease vapors, steam, smoke and excessive heat by no less than 6” beyond the edge of the cooking surface on all open sides; or be of other approved engineered design.	<input type="checkbox"/>	<input type="checkbox"/>
9. A ventilation hood is required above a high temperature dishwashing machine. This does not apply to under counter dish machines.	<input type="checkbox"/>	<input type="checkbox"/>

	SUBMITTER USE	
	READ	N/A
F. TOILET FACILITIES Facilities must be installed to comply with the requirements of the International Plumbing Code, as adopted by the City of Plano.	<input type="checkbox"/>	<input type="checkbox"/>
G. EMPLOYEE PERSONAL BELONGINGS Lockers or other suitable facilities shall be provided and used for employee clothing and other belongings.	<input type="checkbox"/>	<input type="checkbox"/>
H. WATER Hot and cold water under pressure must be supplied to all fixtures.	<input type="checkbox"/>	<input type="checkbox"/>
I. HANDSINKS 1. Handsinks must be readily accessible and conveniently located in all food preparation areas, ware washing areas, bars, wait stations where ice is scooped, and toilet rooms. Employees must not have to leave their work area to wash their hands.	<input type="checkbox"/>	<input type="checkbox"/>
2. Handsinks shall be located within 25 feet of food preparation and utensil-washing areas.	<input type="checkbox"/>	<input type="checkbox"/>
3. Each handsink must be provided with a conveniently located waste receptacle, soap and sanitary toweling or hand-drying device. Self-dispensing, spring-loaded, or metering faucets must provide a flow of water for at least fifteen seconds without the need to reactivate.	<input type="checkbox"/>	<input type="checkbox"/>
J. DESIGN, CONSTRUCTION, AND INSTALLATION OF EQUIPMENT 1. All equipment and utensils must be of commercial design that is certified for sanitation by an American National Standards Institute (ANSI) accredited certification program. A description of all equipment is required. Appendix B must be completed for at least all of the large floor mounted equipment as long as there is a complete equipment list within the plans.	<input type="checkbox"/>	<input type="checkbox"/>
2. Drop-in cold plates in ice machines or jockey boxes are prohibited.	<input type="checkbox"/>	<input type="checkbox"/>
3. If there is no specification sheet available, the equipment will only be accepted upon a field evaluation by an American National Standards Institute (ANSI) accredited certification program to determine if it meets commercial sanitation design criteria.	<input type="checkbox"/>	<input type="checkbox"/>
4. Soda gun holsters must indirectly drain to the sewer.	<input type="checkbox"/>	<input type="checkbox"/>
5. A food prep sink with one 18" self-draining drain board must be provided if there will be food items that require washing. Food prep sinks must be supplied with both hot and cold water and provided with an indirect waste to the sewer.	<input type="checkbox"/>	<input type="checkbox"/>
6. If a garbage disposal is installed in the drain board of a food preparation sink, the drain board shall be equipped with an indirectly drained scupper. A second approved 18" self-draining drain board must then be provided. Installation of a garbage grinder in the basin of a food preparation sink is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>
7. Running water dipper wells with indirect waste are needed for the storage of frozen dessert utensils.	<input type="checkbox"/>	<input type="checkbox"/>
8. A separate dump sink must be provided at bars, juice bars, drink and coffee stations, coffee bars and other areas where soiled glasses, pitchers and blenders are emptied and /or staged for washing.	<input type="checkbox"/>	<input type="checkbox"/>

	SUBMITTER USE	
	READ	N/A
9. Dump sinks must have hot and cold running water and be fitted with a removable strainer.	<input type="checkbox"/>	<input type="checkbox"/>
Will there be any self-service bulk food bins? <input type="checkbox"/> YES <input type="checkbox"/> NO If manual dispensing utensils must be used by customers at bulk food bins, the lid must be self-closing, the scoop must be tethered at a length that does not allow the scoop to contact the floor, and protective housing, attached to the bin or adjacent to the bin, must be provided to store the scoop.	<input type="checkbox"/>	<input type="checkbox"/>
10. When unwrapped food is placed on display (smorgasbord, salad bars, buffets, etc.), it shall be protected against contamination from customers by easily cleanable sneeze guards, cabinets, display cases, or other effective protective equipment.	<input type="checkbox"/>	<input type="checkbox"/>
11. Sneeze guards must be constructed and installed to meet current NSF standards.	<input type="checkbox"/>	<input type="checkbox"/>
12. Laundry facilities, if provided, may not be located in a food preparation area.	<input type="checkbox"/>	<input type="checkbox"/>
13. Equipment used for food preparation or storage shall be installed so as to facilitate cleaning around and beneath each unit.	<input type="checkbox"/>	<input type="checkbox"/>
14. Equipment which is placed on tables or counters shall be readily movable, sealed thereto or mounted on legs or feet at least 4" high to facilitate cleaning.	<input type="checkbox"/>	<input type="checkbox"/>
15. Floor mounted equipment, unless readily movable (on casters), shall be sealed to the floor, installed on raised platforms of concrete or masonry, or elevated at least 6" above the floor.	<input type="checkbox"/>	<input type="checkbox"/>
16. All floor mounted equipment and the space between adjoining units, and between a unit and an adjacent wall, must be either closed or sealed if exposed to seepage, or have sufficient space to facilitate easy cleaning between, behind and beside equipment.	<input type="checkbox"/>	<input type="checkbox"/>
17. Space requirements: a. If equipment is less than 24" wide, the space between equipment and a wall or adjacent equipment must be at least 6". b. If equipment is more than 24" but less than 72" wide, the space between equipment and a wall or adjacent equipment must be at least 12". c. If equipment is more than 72" wide, the space between equipment and a wall or adjacent equipment must be at least 18". NOTE: If equipment is installed on castors with flex fuel lines or quick disconnects, the space requirements listed above are not applicable. Fuel lines must be long enough to allow the equipment to be pulled away from the wall to permit easy cleaning. Equipment on castors must not be fixed in place.	<input type="checkbox"/>	<input type="checkbox"/>
K. CLEANING-SANITIZING OF EQUIPMENT AND UTENSILS (kitchen & tableware) 1. MANUAL PROCESS a. When a sink with at least 3 compartments is provided for manually cleaning and sanitizing, it must waste indirectly to a floor sink. Sink compartments must be large enough to accommodate the largest piece of equipment or utensil used.	<input type="checkbox"/>	<input type="checkbox"/>

	SUBMITTER USE	
	READ	N/A
2. MECHANICAL PROCESS		
a. Dishmachine #1:		
<input type="checkbox"/> NSF Certified or <input type="checkbox"/> UL Classified for Sanitation		
Make: _____ Model: _____		
<input type="checkbox"/> Does this dishmachine use heat or <input type="checkbox"/> chemical to sanitize		
Hot water requirements _____ gallons per hour at _____ °F rise		
b. Dishmachine #2:		
<input type="checkbox"/> NSF Certified or <input type="checkbox"/> UL Classified for Sanitation		
Make: _____ Model: _____		
<input type="checkbox"/> Does this dishmachine use heat or <input type="checkbox"/> chemical to sanitize		
Hot water requirements _____ Gallons per hour at _____ °F rise		
NOTE: An indirect waste line connector must be provided for dishmachines.		
3. DRAINBOARDS AND DISHTABLES	<input type="checkbox"/>	<input type="checkbox"/>
a. Drainboards must be as wide as adjoining sink compartments. Drainboards must be self-draining.		
b. Drainboards, utensil racks, or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation shall be provided for necessary utensil holding before cleaning and after sanitizing.		
L. HOT WATER SUPPLY	<input type="checkbox"/>	<input type="checkbox"/>
Please see page 15 for calculating the required recovery rate for the water heater. Total hot water supply shall be calculated by applicant and supplied with this application.		
NOTE: A commercial water heater is required unless facility sells only commercially prepared prepackaged food.		
M. STORAGE AND HANDLING OF EQUIPMENT AND UTENSILS	<input type="checkbox"/>	<input type="checkbox"/>
1. No storage is allowed under exposed water or sewer lines.		
2. All clean utensils and equipment must be stored at least 6" off the floor.	<input type="checkbox"/>	<input type="checkbox"/>
N. HOT AND COLD FOOD STORAGE	<input type="checkbox"/>	<input type="checkbox"/>
1. Sufficient mechanical hot and/or cold food storage units must be provided which are large enough to accommodate maximum food storage or holding during peak periods.	<input type="checkbox"/>	<input type="checkbox"/>
2. Hot holding units must be capable of holding foods at a minimum of 135°F.	<input type="checkbox"/>	<input type="checkbox"/>
3. Refrigeration equipment must be provided for the rapid cooling of cooked food products.	<input type="checkbox"/>	<input type="checkbox"/>
4. All hot and cold holding and/or storage units must be provided with accurate, numerically scaled thermometers.	<input type="checkbox"/>	<input type="checkbox"/>

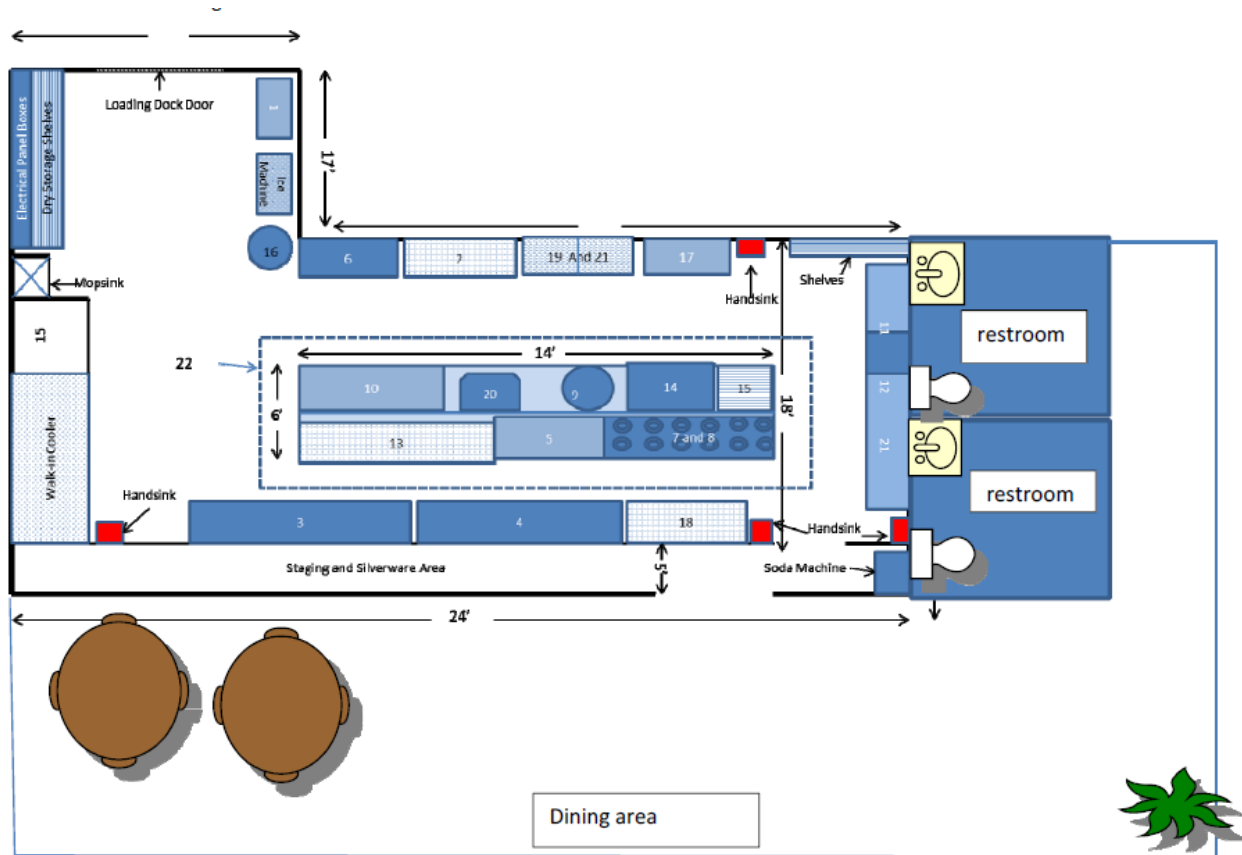
	SUBMITTER USE	
	READ	N/A
5. Refrigeration equipment must be designed and installed so refrigeration equipment can maintain foods below 41°F.	<input type="checkbox"/>	<input type="checkbox"/>
6. If food is transported to another location, it must be protected from contamination and held at proper holding temperature.	<input type="checkbox"/>	<input type="checkbox"/>
7. REFRIGERATOR AND FREEZER UNITS Walk-ins must be constructed to NSF standards. Wooden shelves, pallets, or any wooden interior finishes are not permitted. Interior finishes must be smooth, nonabsorbent, and easily cleanable.	<input type="checkbox"/>	<input type="checkbox"/>
8. Floor drains are prohibited in walk-in coolers.	<input type="checkbox"/>	<input type="checkbox"/>
9. Domestic type reach-in refrigerators and freezers are not allowed.	<input type="checkbox"/>	<input type="checkbox"/>
10. Glass door reach-in refrigerators may not be approved for the storage of potentially hazardous foods and may be approved for the storage of bottled and packaged product only. Verify acceptability.	<input type="checkbox"/>	<input type="checkbox"/>
O. DRY FOOD STORAGE	<input type="checkbox"/>	<input type="checkbox"/>
1. Food and food products must be stored at least 6” off the floor, dry, and splash free. No storage is allowed under exposed water or sewer lines.	<input type="checkbox"/>	<input type="checkbox"/>
2. If the dry storage area is found to be inadequate at the time of operational inspections, additional storage space will be required.	<input type="checkbox"/>	<input type="checkbox"/>
P. CHEMICAL STORAGE	<input type="checkbox"/>	<input type="checkbox"/>
All toxic, poisonous materials, including cleaning chemicals, sanitizers, and pesticides must be stored physically separate from food and utensils.		
Q. CLEANING EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>
1. A utility sink or a curbed cleaning facility (mop sink) must be provided.	<input type="checkbox"/>	<input type="checkbox"/>
2. Cleaning equipment; mops, brooms, buckets, etc., shall be stored in an area completely separate from food storage, food preparation, utensil washing, and utensil storage areas.	<input type="checkbox"/>	<input type="checkbox"/>
3. Approved trash can washing facilities must be provided or install the mop sink faucet approximately 36” above the floor. Will a chemical dispenser requiring water be installed at or by the mop sink? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A chemical dispenser may not be connected to the mop sink faucet. A separate dedicated hose bib must be installed to supply a chemical tower at the mop sink.	<input type="checkbox"/>	<input type="checkbox"/>
R. PLUMBING	<input type="checkbox"/>	<input type="checkbox"/>
1. All equipment in which food or equipment or utensils are placed shall not be directly connected to the sewer.	<input type="checkbox"/>	<input type="checkbox"/>
2. All equipment requiring indirect waste lines must be properly drained into floor drains or sinks.	<input type="checkbox"/>	<input type="checkbox"/>

EXAMPLE Equipment Installation List					Installation Method					
					Floor Mounted			Counter/Table-Mounted		
ID# On Plan	Equipment	NSF Approved (Y/N)	New (N)/Used (U)	Plumbing Required (Y/N)	Casters	Legs (at least 6 inches)	Sealed in Place	Portable	Legs (at least 4 inches)	Sealed in Place
					1	Reach-in Refrigerator	Y	N	N	✓
2	Reach-in Freezer	Y	U	N	✓					
3	Steam Table	Y	N	N	✓					
4	Cold Top Refrigerator	Y	N	Y		✓				
5	Flat Griddle	Y	U	Y	✓					
6	Shelves	N	N	N	✓					
7	Wok Stove	Y	N	Y		✓	✓			

EXAMPLE

APPENDIX C EQUIPMENT LOCATION

EXAMPLE



Number each piece of equipment to correspond to your listing in Appendix B. This must be drawn to scale.

PLEASE NOTE: This is not intended as a model layout, but only to illustrate a procedure for submitting plans and data for approval.

APPENDIX D WATER HEATER WORKSHEET

	Number of Compartments		Multiply By:		GPH (Gallons Per Hour)
A) Warewashing Sink (for dishes and pots)		X	25		
Handwash Sinks (including restrooms)		X	5		
Bar Sink		X	10		
Food Prep Sink		X	10		
Mop Sink		X	10		
Pre-Rinse Sprayer		X	45		
			Total GPH		
					GPH
B) Hot water consumption for other fixtures (eg: dishwasher, clothes washer) from cut sheet					
C) Add (A) & (B)					
D) Multiply © by: 0.6 (full service/fast food restaurant) OR 0.4 (lower usage situation, eg: deli) OR 0.2 (grocery store/market)					
					BTU or KW (required)
E) To get the minimum required Power Rating for the water heater, multiply (D) by: 660 (gas) OR 0.15 (electric)					
					BTU or KW (required)
F) *Water Heater Power Rating (From water heater, or cut sheet)					

(F) must be equal to or greater than (E)

***Water heater must be a commercial, NSF Certified Unit**