

**CALVERT COUNTY HEALTH DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH**

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STATE OF MARYLAND

**INSTRUCTIONS FOR SUBMITTING PLANS FOR A NEW OR REMODELED FOOD SERVICE FACILITY
TO THE CALVERT COUNTY HEALTH DEPARTMENT.**

General A food service facility shall submit plans and specifications for construction, remodeling, or alterations to a food service facility in accordance with Health-General Article, subsection 21-321, Annotated Code of Maryland.

At the time of submission of plans, the owner or operator of the food service facility shall submit to the Division of Environmental Health, for plan review, two (2) copies of the following information:

1. A floor plan; prepared, sealed, and signed by a Registered Architect or Professional Engineer; to a specified scale; showing location of all equipment used for food storage, preparation, and service for the facility.
2. A plumbing plan, prepared exactly like the floor plan, showing location and size of all plumbing pipes, drains, fixtures, and appurtenances.
3. Finish schedule of all floors, walls, and ceilings.
4. Provide a written plan and schedule for cleaning equipment and the facility.
5. The proposed type of food service system (i.e. Cook-Serve, Cook-Hot Hold-Serve, Cook-Chill/Freeze-Thaw-Reheat-Hot Hold Serve, etc.)
6. Submit a menu or written description of foods to be prepared or served.
7. Provide a written plan that identifies critical control points during the storage, preparation, or service of menu items which have been identified by the Department as being frequently involved in food-borne illness. The plan shall include written procedures as to how these critical temperatures are to be monitored and controlled. Finally, a written plan shall be submitted describing how to handle a food if the critical control point is not under control.

One (1) copy of the following is required:

8. Submit a plan describing how a new employee will be trained in the above procedures.
9. Provide written proof of Workman's Compensation Insurance for all applicable employees.
10. Provide a properly completed Application for License to Operate a Food Service Facility with appropriate fee for proposed type of facility.

EFFECTIVE JULY 1, 1998