



CALVERT COUNTY  
**HEALTH**  
DEPARTMENT

**Division of Environmental Health**  
**Plan Review and HACCP Submission Form**  
205 Main Street, P.O. Box 980, Prince Frederick, MD 20678  
410-535-3922  
www.calverthealth.org

Establishment Name	Address	City	Zip Code

**Project Description and Applicable Fees (Select One from Each Column)**

<input type="checkbox"/> New Construction <input type="checkbox"/> Remodel <input type="checkbox"/> Renovation <input type="checkbox"/> Alteration <input type="checkbox"/> Equipment Change(s) <input type="checkbox"/> HACCP Review	<input type="checkbox"/> Restaurant <input type="checkbox"/> Grocery/Convenience Store <input type="checkbox"/> School <input type="checkbox"/> Catering Facility <input type="checkbox"/> Bar/Tavern <input type="checkbox"/> Bakery <input type="checkbox"/> Institution <input type="checkbox"/> Carry-out Only <input type="checkbox"/> Other _____	<input type="checkbox"/> New Construction <input type="checkbox"/> Remodel/Renovation <input type="checkbox"/> Alteration <input type="checkbox"/> Equipment Change(s) <input type="checkbox"/> HACCP Review  (Fees are listed on page 2 of the <u>Environmental Health Fee Schedule</u> under the <u>Plan Review</u> subheading)
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**Scope of Project:** \_\_\_\_\_

Will 2 or more facilities be built using this plan in Maryland?  Yes  No

If **YES**, please contact Maryland Department of Health Facility & Process Review. 410-767-8400 or <https://health.maryland.gov/phpa/OEHFP/OFPCHS/Pages/plan-review.aspx>

**Site Information**

<b>Water Supply:</b> <input type="checkbox"/> Public <input type="checkbox"/> Private (Well)	<b>Sewage Disposal System:</b> <input type="checkbox"/> Public <input type="checkbox"/> Private (Septic)
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**Contact Information**

Plan Review Contact	Owner/Operator Contact
Point of Contact:	Name:
Company Name:	Company Name:
Email:	Email:
Phone Number:	Phone Number:
Mailing Address:	Mailing Address:
City, State, Zip:	City, State, Zip:

**Mail Official Correspondence to:**  Plan Review  Contact Owner/Operator

**The Following Items Must Be Provided, if Applicable. Missing or Incomplete Submittals will Delay Your Review**

<input type="checkbox"/> 2 Sets of architectural drawings (New Construction and Renovations/Remodels)  <input type="checkbox"/> Include the following: site and facility layout, reflected ceiling plan, plumbing diagram, electrical plan, roof plan/venting, and exhaust hood drawings must include calculations  <input type="checkbox"/> Finish schedule (Flooring, Wall, Baseboard, Ceiling)  <input type="checkbox"/> Equipment schedule and specification sheets	<input type="checkbox"/> Plumbing diagram  <input type="checkbox"/> Menu and HACCP Plan  <input type="checkbox"/> Standard operating procedures (SOPs)  <input type="checkbox"/> Product labels (if required)  <input type="checkbox"/> Food application (no fee required at time of submittal)  <input type="checkbox"/> Grease interceptor information (size and location)
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**Please submit application with your plans and all required items along with applicable payment to address listed above. Make check or money order payable to Calvert County Health Department.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only**

Received on: \_\_\_\_\_ Received By: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

## Food Service Facility Plan Review Submittal Requirements

A food service facility owner/owner's designee shall submit properly prepared plans and specifications for construction, remodeling, or alterations to the approving authority in accordance with Health General Article §21-321, Annotated Code of Maryland. The following requirements pertain to any situation where a food service facility is constructed or materially altered, or when an existing structure is converted for use as a food service facility. Prior to commencing construction activities, the owner/owner's designee must obtain approval from the approving authority by submitting all required materials for review. **Incomplete submission of information will delay your review. Please submit all plan review materials that are appropriate for the scope of your project.**

- A. Classification of Facility: In order for this Department to evaluate the potential risk for a food borne illness to occur in the proposed food service facility, the following information is required:
1. Describe the clientele to be served.
  2. Submit a proposed menu or a written description of foods which will be prepared and served.
  3. Indicate the type of food service system(s) proposed, i.e. cook-serve, cook-hot hold-serve, cook-chill-reheat-hot hold-serve, etc. After reviewing the above information, a priority assessment (high, moderate or low) will be assigned to your facility.
- B. HACCP Plan\*: For each type of food service system proposed, (cook-cool-serve, cook-hot hold-serve, etc.), submit a flow process diagram which includes the following:
1. Identify the critical control points for each flow process. A critical control point is the step or steps involved in the preparation of food where the potential for the introduction or the growth of pathogenic microorganisms exists.
  2. Indicate how each critical control point will be controlled and monitored.
  3. Submit written procedures as to how the food will be handled if the critical control point is not under control due to employee error, equipment malfunction, power outage, etc.
  4. Provide verification procedures.
  5. Provide written procedures for training employees.

\* An example template can be obtained at [www.calverthealth.org](http://www.calverthealth.org)

- C. Layout of Facility:
1. Submit a to-scale floor plan ( $\frac{1}{8}$ " or  $\frac{1}{4}$ " per foot) showing that the flow of food through the facility allows for temperature control, product integrity and minimal potential for cross contamination.
  2. Identify each work area and show the location of all equipment.

3. Identify adequate preparation space (tables) and storage space (shelving) on the plan.
  4. Position equipment to allow for easy cleaning and maintenance.
  5. Provide description of the building construction type (i.e. wood frame, masonry).
- D. **Finish Schedule:** Specify by areas. Finishes must, in general be smooth, easily cleanable, durable, grease resistant. (Refer to the Regulations for specific requirements.)
1. Floors- Specify material and color (i.e. sealed concrete, light gray). Sample may be required.
  2. Base- Specify coving for the floors and coloration (i.e. white vinyl baseboards). Specify all floor/wall junctures to be closed/sealed.
  3. Walls- Specify materials, color, and finish (i.e. white FRP).
  4. Specify that all piping, conduit, cable, and similar materials will be either located inside the wall, sealed to the wall, or installed with a minimum 1 inch space from the wall.
- E. **Door Schedule:**
1. All doors to the exterior must be self-closing and equipped with integral, tightly fitted door sweeps.
  2. Include a statement that there will be no opening of 1/32 inch or greater in or around the doors.
  3. During hours of non-operation, all access to facilities located in shopping malls must be rodent-proof.
- F. **Reflected Ceiling Plan/Illumination Plan:**
1. Specify that a minimum of 50 foot-candles of shielded light will be provided at all work surfaces in food preparation areas and utensil washing areas.
  2. Specify that a minimum of 20 foot-candles of light will be provided in storage rooms, toilet rooms, locker rooms, in garbage and rubbish storage areas, and in dining areas during cleaning.
  3. Include shielding and shatter-proof lighting notations in all areas where there will be exposed food and dish ware.
- G. **Mechanical Plan:**
1. Submit a mechanical plan and air balance schedule that indicates the overall air balance broken down by area.
  2. Indicate exhaust and make up air capacities for each hood.
  3. Provide the restroom exhaust capacity (per restroom).
  4. Submit complete, scaled shop specifications for each exhaust hood, indicating the position of the cooking equipment under the hood and filter banks.
  5. Provide documentation that the kitchen hood systems complies with NSF-2, UL-710, and NFPA-96, and must list exhaust and supply air volumes.
- H. **Restroom Facilities:**

1. Location- Restrooms shall be adequate and conveniently located and shall be accessible to employees at all times.
2. Installation - Toilet facilities shall be installed in accordance with all applicable State and local laws, ordinances and regulations.
3. Semi-Permanent Facility Restrooms- Off-site restrooms, within 300 feet of the food service facility, which are accessible during all hours of operation, are acceptable for semi-permanent food service facilities.
4. Public Restrooms- Public restrooms are required when customer seating is provided.
5. Doors- Restroom doors must be self-closing.
6. Exhaust- Provide mechanical exhaust ventilation sized at a minimum of 2 cubic feet per minute per square foot of floor area. Fan must exhaust directly to the outside of the building.
7. Waste Receptacles- Provide waste receptacles in each toilet room. Receptacles(s) in the women's toilet room must be covered.

I. Hand Washing Facilities:

1. Indicate location(s) on plans. Hand washing facilities are required in the following locations:
  - a. In, or adjacent to, toilet facilities.
  - b. In each food preparation, utensil washing and food handling area.
2. Provide a mixing valve for hot and cold water or combination faucet.
3. Provide splash guards, as necessary, when hand sink is installed adjacent to any food preparation or storage area.
4. Soap, paper towels and trash receptacles must be provided at all hand sinks.

J. Equipment:

1. Provide a complete, numbered list of equipment that corresponds to the numbering on the floor plan. Include the manufacturer and model number for each piece of equipment. Equipment must be National Sanitation Foundation (NSF) approved or the equivalent.
2. Provide equipment specifications for all proposed food equipment. Document all listings, such as NSF, BISSC, UL (sanitation), CRMA, and 3A standards.
3. For custom built equipment by a NSF listed manufacturer, specify "Custom. To be built to all applicable NSF standards", and specify the manufacturer's name.
4. For custom built equipment by a non-NSF listed manufacturer, submit complete shop drawings showing intended compliance with the applicable NSF standards.
5. Floor plan. Show equipment either sealed to adjacent surfaces, placed on NSF approved casters, or spaced for easy cleaning.
6. Specify that all floor mounted equipment will be either placed on NSF approved 6 inch legs or properly spaced from adjacent equipment or walls, or placed on NSF approved casters, or properly sealed to the floor.
7. Indicate that all counter mounted equipment weighing in excess of

- 80 pounds will be placed on NSF approved 4 inch legs or properly sealed to the counter and all adjacent surfaces.
8. Shelving intended for storage or holding of open foods or utensils must be a minimum of 18 inches from the floor.
  9. The floors of walk-in boxes are to be graded to drain to the outside through a waste pipe, doorway, or other opening when flushing with water is the method of cleaning.
  10. No over-shelves or salamanders are allowed above cooking surfaces unless an angled splash-guard of approved construction is provided.
  11. Submit shop drawings for all food guards.
  12. All equipment must be adequate for operational needs and sized accordingly.

K. Utensil Washing:

1. Three compartment sink.
  - a. Must be equipped with integral left and right drain boards or approved dish carts.
  - b. Indicate that sink will be sufficient in size to accommodate the largest pot, pan, or utensil.
  - c. If two compartment sink is proposed, submit the name of the United States Department of Agriculture approved detergent sanitizer and indicate that no-grease-producing foods are prepared in the establishment.
2. Dishwashers.
  - a. A pressure gauge is required to be installed in accordance with manufacturer's specifications.
  - b. If a hose spray is used for the scraping operation, indicate that it will be equipped with an appropriate backflow preventer.
  - c. Under-counter dishwashers must be installed on NSF approved 6 inch legs or NSF approved casters.

L. Plumbing: Must conform to the requirements of the State or Local plumbing authority.

1. Provide a plumbing layout and riser diagram, which indicates the proposed locations of all fixtures, such as hand sinks, utility sinks, warewashing sinks, floor drains, floor sinks, hub drains, hose stations, and backflow preventers. Ensure drain line sizes are provided for the floor sinks, floor drains, trench drains, and hub drains.
2. Indicate which fixtures are plumbed to grease waste v. sanitary waste.
3. Indirect connections are required for the following: Dishwashing machines, multi-compartment and food preparation sinks, refrigerators, steam kettles, potato peelers, ice machines, walk-in units, and all food service equipment that generates waste.
4. Indicate indirect waste connections are provided with a minimum one-

- inch air gap.
5. Indicate separate drains from each compartment of multi-compartment sink to an open site drain.
  6. All submerged water inlets and hose bib connections must be protected by a properly installed vacuum breaker or other backflow prevention device as approved by the plumbing authority.
  7. Installation of automatic chemical dispensers must be indicated on the plans. Specification sheets must be provided for each type of automatic chemical dispenser. Automatic chemical dispensers may not be installed at food preparation sinks or at three-compartment sinks that will be used for food preparation.
- M. Storage: Specify shelving, dunnage racks, etc. by manufacturer and model number. Must be NSF approved, or the equivalent.
- N. Utilities: Specify-
1. Water- Public supply or private well.
  2. Sewage- Public sewer or on-site sewage disposal system.
- O. Dressing Rooms and Lockers: Specify location and type.
- P. Site Plan (refuse disposal and sewage disposal):
1. Note the location of the grease interceptor, septic tank, and sewage disposal area on the plan.
  2. Provide a grease interceptor specification, indicating the volume and number of chambers.
  3. Specify the location of all refuse and grease waste storage areas. Areas must be impervious and cleanable.
- Q. Mop Sink: Specify location. Indicate location for the hanging storage of mops and brooms.
- R. Chemical Storage: Specify type of facilities, shelving, and location.
- S. Operations SOPS: An Operations Manual and Standard Operating Procedures that address manufacturing practices, employee training, and plant sanitation.
- T. Mobile Units: In addition to the plan review materials specified above, for mobile units,  
 provide the volume and materials of construction for the waste holding tank and potable water holding tank. Provide the volume of the hot water heater. Provide a commissary/depot agreement for food storage, food preparation, and dish washing. Provide waste water disposal agreement.
- U. Catering: Transportation, off-site service plan, and HACCP procedures must be provided.  
 Additionally, the food service license number must be included on all forms of advertisement.
- V. Food Processing/Distribution: For a proposed retail food processing plant (food facilities that produce and ship items to other retail food service facilities), a detailed description

of all planned food processes must be provided. Ingredient source and receiving, processing steps, labeling, and transportation must be described. A product flow chart and HACCP evaluation may be required for certain facilities.

**List of Acronyms:**

**BISSC:** Baking Industry Sanitation Standard Committee  
**CRMA:** Commercial Refrigerator Manufacturers Association  
**HACCP:** Hazard Analysis Critical Control Point  
**NAMA:** National Automatic Merchandizing Association  
**NSF:** National Sanitation Foundation  
**UL:** Underwriters Laboratories  
**NFPA:** National Fire Protection Association

# CALVERT COUNTY HEALTH DEPARTMENT DIVISION OF ENVIRONMENTAL HEALTH

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## Retail Pre-Opening Inspection Checklist

The following checklist is provided as an aide to prepare the owner/operator of a new or remodeled food service establishment for the pre-opening inspection by the Calvert County Health Department. This checklist is not intended to take the place of the Code of Maryland Regulations (COMAR) 10.15.03 or any local requirements. It serves as a brief review of the more common items associated with most food service establishments.

- A set of plans bearing the stamped approval of the Calvert County Health Department or Office of Food Protection Center for Facility and Process Review, Maryland Department of Health and Mental Hygiene (for prototypical facilities) is onsite during all stages of construction and accessible during the pre-opening inspection.
- All conditions cited in the approval letter have been properly addressed.
- An approved copy of the HACCP plan and menu is onsite.
- All surfaces must be finished. This includes floors, walls, ceilings, insides of walk-in units, cabinets, etc. There cannot be any raw wood or unfinished surface. All outer openings to the establishment should be tightly sealed, screened, or provided with devices (air curtains or air doors) to prevent rodent and insect entry.
- All equipment seams and junctures must be adequately sealed with approved materials.
- All equipment in the facility is installed in accordance with the approved plans.
- Drain lines from steam tables, refrigerators without evaporators, ice bins and machines, drink dispensers, or other equipment are indirectly wasted to properly sized floor sinks or drains. Floor sinks must have an adequate strainer installed.
- Appropriate and approved backflow prevention devices are installed on water supply lines to fixtures such as garbage grinders, ice machines, carbonated beverage equipment, ovens, etc.
- Hot water is available at all fixtures, where required.
- All refrigeration, hot holding, and freezer units are operating properly and equipped with thermometers.
- All hoods are properly installed and operational. Provide a test/balance report for the hood system or certification that the hood was installed and balanced as specified on the air balance schedule approved during the plan review.
- All lighting is installed with adequate shielding (where applicable) and at the proper illumination level.
- All refuse disposal containers and waste grease containers are installed, as specified, on an impervious surface.