

**ENVIRONMENTAL HEALTH DEPARTMENT
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**FOOD ESTABLISHMENT
PLAN REVIEW APPLICATION**



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**** Please Note: This application must be fully completed, with all questions answered and be submitted with the plans, proposed menu, complete equipment schedule, and schedule requested herein along with any necessary plan review fee paid before the review will be initiated.**

Date: _____ Regulatory Authority _____

FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

____ NEW ____ REMODEL ____ CONVERSION

Name of Establishment: _____

Category: Restaurant ____ Restaurant & Bar ____ Bar Only ____ Retail Market ____ Other ____

Address: _____

Phone at Address: _____

Name of Owner: _____

Telephone: _____ Fax: _____ Email: _____

Applicant's Name: _____

Title: (Owner, Manager, Architect, etc...) _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

Emergency Contact: _____ Phone: _____

I have submitted plans / applications to the following authorities on the following dates:

_____ Health Department

_____ Building Department

_____ Fire Department

_____ Planning Department

_____ Zoning Department

Hours of Operation: Mon _____ Tues _____ Wed _____ Thurs _____

Fri _____ Sat _____ Sun _____



Number of Seats: _____

Number of Staff: _____

(Maximum per Shift)

Total Square Feet Facility: _____

Number of Floors on which Operations are conducted: _____

Maximum Meals to be served: Breakfast: _____

(Average Number) Lunch: _____

Dinner: _____

Projected Date for Start of Project: _____

Projected Date for Completion of Project: _____

Type of Service: Sit Down Meals _____

(Check all that Apply) Take Out _____

Caterer _____

Other _____

Please enclose the following documents:

_____ Proposed Menu (including seasonal, off-site, and banquet menus)

_____ Manufacturer Specifications sheets for each piece of equipment shown on the plan

_____ Site plan showing location of business in building; location of building on site including alleys, streets; and location of any outside equipment (dumpster, well, septic system – if applicable)

_____ Plan drawn to scale of food establishment showing location of equipment, plumbing, electrical services and mechanical ventilation

CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

1. Provide plans that are a minimum of 11 X 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of ¼ inch = 1foot. This is to allow for ease in reading plans.



2. Include: proposed menus, seating capacity, and projected daily meal volume for food service operations.
3. Show the location and when requested, elevated drawings of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. Submit drawings of self-service hot and cold holding units with sneeze guards.
4. Designate clearly on the plan equipment for adequate rapid cooling, including ice baths and refrigeration, and for hot-holding potentially hazardous foods.
5. Label and locate separate food preparation sinks when the menu dictates to preclude contamination and cross-contamination of raw and ready-to-eat foods.
6. Clearly designate adequate hand washing lavatories for each toilet fixture and in the immediate area of food preparation.
7. Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
8. On the plan represent auxiliary areas such as storage rooms, garbage rooms, toilets, basements and / or cellars used for storage or food preparation. Show all features of these rooms as required by this guidance manual.
9. Include and provide specifications for:
 - a. Entrances, exits, loading / unloading areas and docks;
 - b. Complete finish schedules for each room including floors, walls, ceilings and covered juncture bases;
 - c. Plumbing schedule including location of floor drains, floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, and wastewater line connections;
 - d. Lighting schedule with protectors:
 - (1) At least 110 lux (10 foot candles) at a distance of 75 cm (30 inches) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning;
 - (2) At least 220 lux (20 foot candles):



- (a) At surface 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;
 - (b) Inside equipment such as reach-in and under-counter refrigerators;
 - (c) At a distance of 75 cm (30 inches) above the floor in areas used for hand washing, ware washing, and equipment and utensil storage, and toilet rooms; and
- (3) At least 540 lux (50 foot candles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.
- e. Food equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable).
 - f. Source of water supply and method of sewerage disposal. Provide the location of these facilities and submit evidence that state and local regulations are complied with;
 - g. A color coded flow chart demonstrating flow patterns for:
 - Food (receiving, storage, preparation, service);
 - Food and dishes (portioning, transport, service);
 - Dishes (clean, soiled, cleaning, storage);
 - Utensil (storage, use, cleaning);
 - Trash and garbage (service area, holding, storage);
 - h. Ventilation schedule for each room;
 - i. A mop sink or curbed cleaning facility with facilities for hanging wet mops;
 - j. Garbage can washing area / facility;
 - k. Cabinets for storing toxic chemicals;
 - l. Dressing rooms, locker areas, employee rest areas, and / or coat rack;
 - m. Complete Section 1;
 - n. Site plan (Schematic Plan)



FOOD PREPARATION REVIEW

Check categories of Potentially Hazardous Foods (PHF's) to be handled, prepared and served.

<u>CATEGORY</u> *	<u>(YES)</u> <u>(NO)</u>
1. Thin meats, poultry, fish, eggs	() ()
2. Thick meats, whole poultry, (roast beef; whole turkey, chickens, hams)	() ()
3. Cold processed foods (salads, sandwiches, vegetables)	() ()
4. Hot processed foods (soups, stews, rice / noodles, gravy, chowders, casseroles)	() ()
5. Bakery goods (pies, custards, cream fillings & toppings)	() ()
6. Other _____ _____	

*A generic HACCP plan for each category of food may be available from the regulatory authority for reference.

FOOD SUPPLIES:

1. What are the projected frequencies of delivery for frozen foods _____, refrigerated foods _____, and dry goods _____?
2. Provide information on the amount of space (in cubic feet) allocated for:
Dry Storage _____,
Refrigerated Storage _____, and
Frozen Storage _____.
3. How will dry goods be stored off the floor?



COLD STORAGE:

1. Is adequate and approved freezer and refrigeration available to store frozen foods frozen and refrigerated foods at 41°F (5°C) and below? YES / NO, Provide the method used to calculate cold storage requirements.

2. Will raw meats, poultry and seafood be store in the same refrigerators and freezers with cooked / ready-to-eat foods? YES / NO

If yes, how will cross-contamination be prevented?

3. Is there a bulk ice machine available? YES / NO

4. Will you be bagging and selling ice? YES/NO

THAWING FROZEN POTENTIALLY HAZARDOUS FOOD:

Please indicate by checking the appropriate boxes how frozen potentially hazardous foods (PHF's) in each category will be thawed. More than one method may apply. Also, indicate where thawing will take place.

Thawing Method	*THICK FROZEN FOODS	*THIN FROZEN FOODS
Refrigeration		
Microwave (as part of cooking process)		
Cooked from Frozen state		
Other (describe i.e., running water less than 70°F)		

*Frozen foods: approximately one inch or less = thin, and more than an inch = thick.

COOKING

List types of cooking equipment.



HOT / COLD HOLDING:

1. How will hot PHF's be maintained at 140°F (60°C) or above during for service? Indicate type and number of hot holding units.

2. How will cold PHF's be maintained at 41°F (5°C) or below during holding for service? Indicate type and number of cold holding units.

COOLING:

Please indicate by checking the appropriate boxes how PHF's will be cooled to 41°F (5°C) within a total of 6 hours (140°F to 70°F in 2 hours and 70°F in 4 hours). Also, indicate where the cooling will take place.

COOLING METHOD	THICK MEATS	THIN MEATS	THIN SOUPS / GRAVY	THICK SOUPS / GRAVY	RICE / NOODLES
Shallow Pans					
Ice Baths					
Reduce Volume or Size					
Rapid Chill					
Other (describe)					



REHEATING:

1. How will PHF's that are cooked, cooled and reheated for hot holding be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds. Indicate type and number of units used for reheating foods.

2. How will reheating food to 165°F for hot holding be done rapidly and within 2 hours?

PREPERATION:

1. Please list categories of foods prepared more than 12 hours in advance of service.

2. Will food employees be trained in good food sanitation practices? YES /NO

Method of training:

Number(s) of
Employees: _____

3. Will disposable gloves and / or utensils and /or food grade paper be used to prevent handling of ready-to-eat foods? YES / NO

4. Is there a written policy to exclude or restrict food workers who are sick or have infected cuts and lesions? YES / NO If answered yes, please attach.

5. Will cooking equipment, cutting boards, counter tops, and other food contact surfaces which cannot be submerge in sinks or put through a dishwasher be sanitized?

Chemical Type: _____

Concentration: _____

Test Kit: YES / NO



6. Will ingredients for cold ready-to-eat foods such as tuna, mayonnaise and eggs for salads and sandwiches be pre-chilled before being mixed and / or assembled? YES / NO

If not, how will ready-to-eat foods be cooled to 41°F?

7. Will all produce be washed on-site prior to use? YES / NO

Is there a planned location used for washing produce? YES / NO

Describe _____

If not, describe the procedure for cleaning and sanitizing, multiple use, sinks between uses.

8. Describe the procedure used for minimizing the length of time PHF's will be kept in the temperature danger zone (41°F - 140°F) during preparation. (i.e. Placing small portions of shrimp in a bed of ice after cleaning.)

9. Provide a HACCP plan for specialized processing methods such as vacuum packaged food items prepared on-site or otherwise required by the regulatory authority.

FINISH SCHEDULE

Applicant must indicate which materials (quarry tile, stainless, 4" plastic covered molding, etc.) will be used in the following areas.

Kitchen	FLOOR	COVING	WALLS	CEILING
Bar				
Food Storage				
Other Storage				
Toilet Rooms				
Dressing Rooms				
Garbage & Refuse Storage				



Mop Service Basin Area				
Ware washing Area				
Walk-in Refrigerators and Freezers				

INSECT AND RODENT CONTROL

Please check appropriate boxes.

- | | YES | NO | NA |
|---|-----|-----|-----|
| 1. Will all outside doors be self-closing and rodent proof? | () | () | () |
| 2. Are screen doors provided on all entrances open to the outside? | () | () | () |
| 3. Do all windows that open have a minimum #16 mesh covering? | () | () | () |
| 4. Is the placement of electrocution devices identified on the plan? | () | () | () |
| 5. Will all pipe & electrical conduit chase be sealed; ventilation systems exhaust and intakes protected? | () | () | () |
| 6. Is area around building clear of unnecessary harborage? | () | () | () |
| 7. Will air curtains be used?
If yes, where? _____ | () | () | () |

GARBAGE AND REFUSE

Inside

- | | | | |
|---|-----|-----|-----|
| 1. Will refuse be stored inside?
If so, where? _____ | () | () | () |
| 2. Is there an area designated for garbage can or floor mat cleaning? | () | () | () |
| 3. Do all trash receptacles have a lid? (as per TFER sec. 229.166(l)) | | | |



Outside

3. Will a dumpster be used? () () ()
Number _____ Size _____
Frequency of pickup _____
Contractor _____

4. Will a compact be used? () () ()
Number _____ Size _____
Frequency of pickup _____
Contractor _____

5. Will garbage cans be stored outside? () () ()

6. Describe surface and location where dumpster / compactor / garbage cans are to be stored.

7. Describe location of grease storage receptacle

8. Is there an area to store recycled containers? () () ()

Describe _____

Indicate what materials are required to be recycled;

- () Glass
- () Metal
- () Paper
- () Cardboard
- () Plastic

9. Is there any area to store returnable damaged goods? () () ()

Identify _____



COMMERCIAL PLUMBING

	YES	NO
Toilet		
Urinals		
Dishwasher		
Garbage Grinder		
Ice Machines		
Ice Storage		
Sink a. Mop b. Janitor c. Hand Wash d. 3 Compartment e. 2 Compartment f. 1 Compartment g. Water Station		
Steam Tables		
Dipper Wells		
Condensate / drain lines		
Hose Connection		

***TRAP:** A fitting or device which provides a liquid seal to prevent the emission of sewer gasses without materially affecting the flow of sewerage or waste water through it. An integral trap is one that is one that is built directly into the fixture, e.g., a toilet fixture A “P” Trap is a fixture trap that provides a liquid seal in the shape of the letter “P”. Full “S” traps are prohibited.

Are floor drains provided & easily cleanable, if so, indicate location: _____



WATER SUPPLY

1. Is ice machine on premises () or purchased commercially ()?

If made on premises, are specifications for the ice machine provided? YES () NO ()

Describe provision for ice scoop storage: _____

Provide location of ice maker or bagging operation _____

2. What is the capacity of hot water generator?

3. Is the hot water generator sufficient for the needs of the establishment?

Provide calculations for necessary hot water (see Part 5 & 9 under Section II in this manual)

4. Is there water treatment device?

YES () NO ()

If yes, how will the device be inspected & serviced?

5. How are backflow prevention devices inspected & serviced?

SEWAGE DISPOSAL

1. Are grease traps provided?

YES () NO ()

If so, where is it located and what is the gallon capacity?

Provide schedule for cleaning & maintenance _____

DRESSING ROOMS

1. Are dressing rooms provided?

YES () NO ()

2. Describe storage facilities for employees' personal belongings (i.e., purse, coats, boots, umbrellas, etc.) _____



GENERAL

1. Are insecticides/rodenticides stored separately from cleaning & sanitizing agents? YES () NO ()
Indicate Location: _____

2. Are all toxics for use on the premises or for retail sale (this includes personal medications), stored away from food preparation storage areas? YES () NO ()

3. Will linens be laundered on site? YES () NO ()

If yes, what will be laundered and where?

If no, how will linens be cleaned?

4. Is a laundry dryer available? YES () NO ()

5. Location of clean linen storage?

6. Location of dirty linen storage?

7. Are containers constructed of safe materials to store bulk food products? YES () NO ()



Ventilation:

1. Indicate all areas where exhaust hoods are installed:

LOCATION	FILTERS & / OR EXTRACTION DEVICES	SQUARE FEET	FIRE PROTECTION	AIR CAPACITY	AIR MAKEUP CFM

2. How is every listed ventilation hood system cleaned?

SINKS

1. Is a mop sink present? YES () NO ()

If no, please describe facility for cleaning of mops and other equipment:

2. If the menu indicates, is a food preparation sink present? YES () NO ()

DISHWASHING FACILITIES

1. Will sink or a dishwasher be used for ware washing?

Dishwasher ()

Three Compartment Sink ()

2. Dishwasher

Type of sanitation used:

Hot water (temp. provided) _____

Booster Heater _____

Chemical Type _____

Is ventilation provided? YES () NO ()



3. Do all dish machines have templates with operating instructions? YES () NO ()
4. Do all dish machines have temperature/pressure gauges as required that are accurately working? YES () NO ()
5. Does the largest pot and pan fit into each compartment of the pot sink? YES () NO ()
If no, what is the procedure for manual cleaning and sanitizing?
-
-

6. Are there drain boards on both ends of the pot sink? YES () NO ()

7. What type of sanitizer is used?

- Chlorine ()
Iodine ()
Quaternary ammonium ()
Hot water ()
Other ()

HANDWASHING/TOILET FACILITIES

1. Is there a hand washing sink in each food preparation and ware washing area? YES () NO ()
2. Do all hand washing sinks, including those in the restrooms, have a mixing valve or combination faucet? YES () NO ()
3. Do self-closing metering faucets provide a flow of water for at least 15 seconds without the need to reactivate the faucet? YES () NO ()
4. Is hand cleanser available at all hand washing sinks? YES () NO ()
5. Are hand drying facilities (paper towels, air blowers, etc...) available at all hand washing sinks? YES () NO ()
6. Are covered waste receptacles available in each restroom? YES () NO ()
7. Is hot and cold running water under pressure available at each hand washing sink? YES () NO ()
8. Are toilet room doors self-closing? YES () NO ()
9. Are all toilet rooms equipped with adequate ventilation? YES () NO ()
10. If required, is a hand washing sign posted in each employee restroom? YES () NO ()



SMALL EQUIPMENT REQUIRMENTS

Please specify the number, location, and types of each of the following:

Slicers _____

Cutting Boards _____

Can Openers _____

Mixers _____

Floor mats _____

Other _____

This application is complete and if the plans and specifications are approved, I will construct this facility in full compliance with them and in conformance to the _____

Signature of Owner

Printed Name of Owner

Signature of Applicant
(if different from above)

Printed Name of Applicant
(if different from above)

