

Plan Content Requirements



Note: A full set of plans must be submitted to the Ft. Wayne-AlLEN County Department of Health prior to construction of a new establishment or remodeling of an existing establishment/building. At that time, a Plan Receipt will be issued. The contractor must take the Plan Receipt to the Building Department in order to obtain all necessary Building Permits. *Failure to submit plans before construction commences will result in the issuance of an immediate STOP WORK ORDER and assessment of a fine. Work will not be allowed to resume until plans have been submitted and the fine paid.*

Plans should include the following specifications:

1. The entire layout of the floor plan.

- The plan should be accurately drawn to a minimum scale of ¼ inch = 1 foot. This allows for ease in reading plans.
- **Entrances, exits, loading/unloading areas, docks, and interior doors.**
- All doors and windows leading to the outside must be protected against the entry of insects and rodents. Windows shall be closed and tight-fitting. If they are open, a proper screen must be in place (16 mesh to 1 inch screen). Doors shall be solid, self-closing, and tight-fitting. External emergency exit doors that are restricted from non-emergency use, do not need to have a self-closing device installed. If a solid door is left open for ventilation, a proper screen door must be in place. The screen door must have a self-closing device installed and screen must be 16 mesh to 1 inch.
- Employee restroom doors must be self-closing.
- **Complete Finish Schedules For Each Room.**
- Ceilings must be constructed with materials that are smooth, durable, non-absorbent, and easily-cleanable in food preparation areas, food storage areas, warewashing areas, walk-in refrigeration and freezer units, employee restrooms, wait stations (if more than just beverages are dispensed), and in areas subject to flushing or spray cleaning methods.
- Studs, joists, and rafters may not be exposed in areas subject to moisture.
- The ceiling surfaces in a bar area or waitress area in which the only open foods prepared are beverages and the only warewashing taking place is of glasses and small utensils will not be required to be non-absorbent. The surfaces, however, must be smooth and easily-cleanable.
- Walls must be constructed of materials that are smooth, durable, non-absorbent, and easily-cleanable in food preparation areas, food storage areas, warewashing areas, walk-in refrigeration and freezer units, employee restrooms, and in areas subject to moisture.
- Floors must be constructed of materials that are smooth, non-absorbent, durable, and easily-cleanable in food preparation area, food storage areas, warewashing areas, walk-in refrigeration and freezer units, employee restrooms, and areas subject to moisture.
- **Complete Plumbing Schedule.**
- Source of water supply and method of sewage disposal designated.
- A properly designed dipperwell must be provided for frozen desserts, if applicable
- A three-compartment sink with adequate drainboards must be provided for the manual washing, rinsing, and sanitizing of kitchenware; and/or
- Adequate mechanical warewashing facilities with properly designed drainboards or moveable dishtables provided. Readable data plate, pressure gauge, temperature gauge, and sanitizer level indicator provided as required.
- Proper installation of a grease trap.
- Provision of hot and cold water (with adequate pressure) at all fixtures and equipment that use water.
- Installation of exposed pipes, lines, and conduits so as not to obstruct or prevent cleaning of floors, walls, and ceilings is required.
- Floor drains provided where floors are subject to flushing, or spray cleaning methods.

- Provide properly designed faucets on hand washing lavatories providing tempered water by means of a mixing valve or combination faucet.
- Sufficient number of and conveniently located hand washing lavatories for use by employees in food preparation, warewashing areas, and bar areas with no physical barriers between the handsink and workstations. **Note:** *The Food and Drug Administration and the Conference for Food Protection recommends that a hand washing sink be located within 25 feet of all food activity/workstations.*
- Sufficient number of and conveniently located toilet facilities provided for employee use.
- An adequate and properly located utility (mop) sink or curbed cleaning facility must be provided.
- Properly designed devices installed at all fixtures and equipment (when required) to protect against backflow and backsiphonage.
- **Complete Lighting/Electrical Schedule.**
- At least 70 foot-candles of lighting must be provided on all food preparation surfaces, equipment, and warewashing work levels.
- At least 20 foot-candles of lighting must be provided (at a distance of 30 inches above the floor) in walk-in refrigeration/freezer units, utensil and equipment storage areas, lavatory and toilet areas.
- Light bulbs must be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food, clean equipment, utensils, linens, or unwrapped single-service and single-use items. Note: Infrared/heat lamps must be protected against breakage by a shield surrounding and extending beyond the bulb so that only the face of the bulb is exposed.
- **Complete Equipment Schedule.**
- Food equipment must be designed and constructed to be durable. Materials used in the construction of food-contact surfaces may not allow the migration of deleterious substances or impart colors, odors, or tastes to food and shall be safe, durable, corrosion-resistant, and non-absorbent. They must be finished to have a smooth, easily-cleanable surface, and be resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition. Only hard maple or an equivalently hard, closed-grained wood may be used as a food-contact surface.
- All equipment must be properly placed. Food service equipment may not be located in the following areas: *locker rooms, toilet rooms, garbage rooms, mechanical rooms (when contamination is likely), under sewer lines that are not shielded to intercept potential drips, under any leaking water lines (condensation included), under open stairwells, or under other sources of contamination. Equipment that is fixed (not easily moveable), must be placed so that it is spaced to allow access for cleaning along the sides, behind, under and above, or sealed to adjoining equipment and walls to prevent soilage from collecting in the gaps.*
- Non-food contact surfaces of equipment that are exposed to splash, spillage, or other food soiling or that require frequent cleaning shall be constructed of corrosion-resistant, non-absorbent, and smooth material.
- Use properly designed display cases and food shields where required.
- **Complete Ventilation Schedule.**
- Properly designed and approved ventilation for food service equipment (cooking equipment and hot water sanitizing dish-machines) as required by the Fire and Building Departments.
- Mechanical exhaust ventilation must be provided in employee restrooms.
- **Site Plan (plot plan).**
- Exterior walking and driving surfaces graded to drain.
- Exterior walking and driving surfaces constructed of concrete, asphalt, or gravel or other materials that have been effectively treated to minimize dust, facilitate maintenance, and prevent muddy conditions.
- Outdoor dumpster pads constructed of concrete or asphalt and are sloped to drain.
- **Miscellaneous Plan Content Requirement.**
- Designation of adequate facilities for the storage of employees' personal items.
- Designation of adequate facilities for the storage of maintenance and cleaning tools.
- Adequate and properly located laundry facilities if used.



Items reviewed during plan review process in accordance to Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24

KITCHEN/FOOD PREPARATION AREAS

Ceilings

1. Must be smooth, durable, non-absorbent, non-porous, and easily cleanable (washable) material above all food preparation areas, warewashing areas, walk-in refrigeration/freezer units, and in areas subject to flushing or spray cleaning methods. *No porous, acoustical ceiling tiles are allowed in these areas.* (Sections 399, 402, 407, 408)
2. No studs, joists, and rafters may be exposed in areas subject to moisture. (Section 409)

Walls

1. Must be smooth, durable, non-absorbent, non-porous, and easily cleanable (washable) material in food preparation areas, warewashing areas, walk-in refrigeration/freezer units, and in areas subject to flushing or spray cleaning methods. (Sections 399, 402, 407, 408)
2. Concrete, rock, porous blocks, or bricks used for indoor wall construction in these areas must be finished and sealed to provide a smooth, non-absorbent and easily cleanable surface. (Section 407)

Floors

1. Must be smooth, durable, non-absorbent, non-porous, and easily cleanable (washable) material in food preparation areas, warewashing areas, walk-in refrigeration/freezer units, and areas subject to moisture. (Sections 399, 402)
2. Coved or sealed wall/floor junctures must be provided. (Section 404)
3. Floor drains must be provided in areas in which water flush cleaning methods are used. (Section 404)

Lighting

1. At least 70 foot-candles of light are required on all food preparation surfaces and at equipment or utensil washing work levels. (Section 411)
2. At least 20 foot-candles of light (at a distance of 30 inches above the floor) must be provided in utensil and storage areas, walk-in refrigeration/freezer units and inside equipment such as reach-in refrigeration units. (Section 411)
3. Light bulbs must be shielded, coated, or otherwise shatter-resistant in areas where there are exposed food, clean equipment, utensils, linens, unwrapped single-service and single-use items. (Section 410)
4. Infrared/heat lamps must be protected against breakage by a shield surrounding and extending beyond the bulb so that only the face of the bulb is exposed. (Section 410)
5. Can lights in which the bulbs are recessed need no additional shielding. If the bulb extends beyond the can, then it must be shielded, coated, or otherwise shatter-resistant. (Section 410)

Equipment

Note: *Commercial equipment is not required.* Residential equipment may be used if it is in sound condition (no rust), clean, works properly, and meets all Food Code requirements.

1. All equipment and utensils shall be designed and constructed to be durable and to retain its characteristic qualities under normal use conditions. (Section 217)
2. Food-contact surfaces must be smooth, in sound condition, free of sharp internal angles, corners, and crevices, have a smooth finish and be accessible for cleaning and inspection. (Section 229)
3. Utensils and food-contact surfaces may not allow the migration of harmful substances or impart colors, odors, or tastes to food and under normal use conditions shall be: safe, durable, corrosion-resistant, non-absorbent, sufficient in weight and thickness to withstand repeated warewashing, finished to have a smooth, easily cleanable surface, and be resistant to pitting, chipping, scratching, scoring, distortion and decomposition. (Section 205)

4. Only hard maple or an equivalently hard, closed-grained wood may be used as a food-contact surface. (Section 213)
5. Non-food contact surfaces of equipment that are exposed to splash, spillage, or other food soiling or that require frequent cleaning shall be constructed of a corrosion-resistant, non-absorbent, and smooth material. (Section 216)
6. All equipment must be properly located/installed. Food service equipment and/or food may not be located in the following areas: locker rooms, toilet rooms, garbage rooms, mechanical rooms, under sewer lines that are not shielded to intercept potential drips, under any leaking water lines (condensation included), under open stairwells, or under other sources of contamination. (Section 315)
7. Equipment that is fixed (not easily moveable) must be located so that it is spaced to allow access for cleaning along the sides, behind, under and above the equipment, spaced from adjoining equipment, walls, and ceilings a distance of not more than one thirty-second (1/32) inch, or sealed to adjoining equipment or walls, if the equipment is exposed to spillage or seepage. (Sections 227, 228)
8. Refrigerators must be provided with proper thermometers and operate to hold potentially hazardous foods at 41°F or below. Freezers must be provided with proper thermometers and must operate to hold potentially hazardous foods at 0°F or below. (Sections 197, 187, 256)
9. A properly designed dipperwell is required for the dispensing of frozen desserts. (Section 234)
10. Properly designed display cases and food shields are required where necessary. (Section 179)
11. Insect control devices that are used to electrocute or stun flying insects shall be designed to retain the insect within the device. Insect control devices shall be installed so that the devices are not located over a food preparation area, and dead insects and insect fragments are prevented from falling on exposed food, clean equipment, utensils, unwrapped single service and single use articles. (Section 412)

Ventilation over cooking equipment/warewashing machine

1. Properly designed and adequate ventilation for food service equipment as required by all applicable Fire and Building Codes must be provided. (Section 309)
2. Hot water sanitizing dishwashing machines must be provided with adequate ventilation as required by the Allen County Building Department codes. (Section 309)

Grease trap

1. Proper installation of a grease trap as required by the Allen County Building or Waste Pollution and Control Department. The unit, if needed, must be located to be easily accessible for cleaning. (Section 378)

KITCHEN/FOOD PREPARATION AREAS CONTINUED

Sinks

1. Sufficient number of and conveniently located hand washing sinks for use by employees in food preparation and warewashing areas with no physical barriers between the handsink and workstations are required. (Sections 343, 344) **Note:** *The Food and Drug Administration and the Conference for Food Protection recommends that a hand washing sink be located within 25 feet of all food activity workstations with no barriers in between the workstation and sink.*
2. Properly designed faucets on hand washing sinks providing tempered water by means of a mixing valve or combination faucet is required. (Section 342)
3. All hand washing sinks must be equipped to provide water having a temperature of a least 100 °F with adequate pressure and have soap, hand drying device, and a waste receptacle if paper towels are used. (Sections 342, 346, 347, 349)
4. Adequate and properly located utility (mop) sink or curbed cleaning facility required and must be equipped with hot and cold water. (Section 355)
5. Provision of a food preparation sink **if** no three-compartment sink is provided. (Sections 345, 355)
6. A sink used for food preparation or utensil washing, or a service sink or curbed cleaning facility may not be provided with soap and paper towel. (Section 348)

Notes: a) A separate food preparation sink is not required if the establishment has a three-compartment sink. Food preparation may take place in a cleaned and sanitized basin of the three-compartment sink. (Section 293)

b) If a sink is located in such a way that food or clean kitchenware is exposed to splash, a splash guard may be required to avoid potential cross-contamination. (Sections 177, 203, 239)

Warewashing (dishwashing) area

1. A three-compartment sink with adequate drainboards, utensil racks, or movable dishtables must be provided for the manual washing, rinsing, and sanitizing of utensils and equipment. (Sections 269, 270, 289)

AND/OR

2. Adequate mechanical warewashing facility with properly designed drainboards, utensil racks, or movable dishtables provided. A readable data plate, pressure gauge, temperature gauge, ventilation hood, and sanitizer level indicator provided as required. **Note:** A warewashing machine that uses a chemical sanitizer shall be equipped with a device that indicates audibly or visually when more chemical sanitizer needs to be added. (Sections 269, 271, 277, 278, 279, 280, 281, 282)

BAR

1. Floor and wall finishes must be smooth, sealed, non-porous, non-absorbent, and easily cleanable. (Sections 399, 402, 404)

2. Ceiling finish must be easily cleanable. Acoustical ceiling tile is allowed above bar areas. Ceiling attachments and decorative items above the bar must be easily cleanable. (Sections 399, 402, 408)

3. Properly located hand washing sink for use by employees in food/beverage preparation and warewashing areas with no physical barrier between the handsink and workstations is required. (Sections 343, 344)

4. Refrigerators must be provided with proper thermometers to store potentially hazardous foods at 41°F or below. Freezers must be provided with proper thermometers to store potentially hazardous foods at 0°F or below. (Sections 187, 197, 256)

DRY STOCKROOM

1. All shelf stable food products must be stored on shelving that is corrosion-resistant, non-absorbent, and smooth. (Section 216)

2. Food must be stored in a clean, dry location where it is not exposed to splash, dust, or other contamination and is at least six (6) inches above the floor. (Section 177) **Note:** Pallets may be used for food storage ONLY IF the establishment has a pallet jack/moving device on-site. Pressurized beverage containers, cased food in waterproof containers, such as bottles or cans, and milk containers in plastic crates may be stored on a floor that is clean and not exposed to floor moisture. (Section 177)

3. Floor and wall finishes must be smooth, sealed, non-porous, non-absorbent, and easily cleanable. (Sections 399, 402, 404)

4. Ceiling finish must be easily cleanable. Acoustical ceiling tile is allowed in dry stock areas as long as stored products are closed, no food prep is performed in the area, and no sinks are located in the area. (Sections 399, 402, 408)

DOORS AND WINDOWS

1. Openings to the outside must be protected against the entrance of insects and rodents by closed tight-fitting windows and solid, self-closing and tight-fitting doors. (Section 413) **Note:** Daylight must not be visible under or around closed doors or windows.

2. Doors or windows that are to be left open for ventilation must be protected against the entry of insects and rodents by: a) screens (sixteen mesh to one inch), air curtains, or b) other effective means. (Section 413)

RESTROOMS

1. Restroom floor, wall, and ceiling finishes must be smooth, non-absorbent and easily cleanable. (Section 399) **Note:** *No acoustical ceiling tile allowed, as it is absorbent.*

2. At least one (1) toilet and not fewer than the toilets required by law shall be provided. (Section 350)

3. Mechanical exhaust ventilation must be provided in all toilet rooms. (Section 309)

4. Self-closing and tight-fitting entry doors for all toilet rooms are required. (Section 352)
5. Hand washing sink(s) must be located in or immediately adjacent to, toilet rooms. (Section 344)
6. All hand washing sinks must be equipped to provide water having a temperature of a least 100 °F with adequate pressure and have soap, hand drying device, and a waste receptacle if paper towels are used. (Sections 342, 346, 347, 349)
7. A toilet room used by females shall be provided with a *covered* receptacle for sanitary napkins. (Section 351)

WATER/PLUMBING

1. Sewage and wastewater disposal system constructed and operated according to law. (Sections 322, 374, 375)

Public Sewage System _____ Private Sewage System _____
2. Water supply from a source constructed and operated according to law. (Section 320)

Public Water System _____ Private Water System _____
3. Adequate supply of hot and cold water (with adequate pressure) supplied to all fixtures and equipment that use water. (Sections 324, 329, 330)
4. Properly designed devices installed at all fixtures and equipment (where required) to protect against backflow and backsiphonage to prevent contamination of the potable water supply provided. (Sections 334, 335, 336, 338, 339, 377)
5. Installation of exposed pipes, lines, and conduits so as not to obstruct or prevent cleaning of floors, walls, and ceilings. (Section 403)

OUTDOOR FACILITIES

1. Exterior walking and driving surfaces graded to drain. (Section 428)
2. Exterior walking and driving surfaces constructed of concrete, asphalt, gravel or other materials that have been effectively treated to minimize dust, facilitate maintenance, and prevent muddy conditions. (Section 400)
3. Perimeter walls and roofs of a food establishment shall be constructed to effectively protect the establishment from the weather and entry of insects, rodents, and other animals. (Section 414)

WASTE / TRASH FACILITIES

1. Outdoor storage surfaces for refuse, recyclables, and returnables constructed of non-absorbent materials such as concrete or asphalt and smooth, durable, curbed, and sloped to drain properly. (Sections 382, 429)
2. Outside receptacles and waste handling units for refuse and recyclables, such as an on-site compactor, shall be installed so the accumulations of debris and rodent/insect attraction or harborage are minimized. Units must be leakproof, have a lid or cover, and be installed to allow for effective cleaning around and under the unit. (Sections 382, 384, 385)

Note: Outside waste receptacle areas for waste handling, refuse and recyclables may need screening (or an enclosure) within the Ft. Wayne City limits as required by the Ft. Wayne Planning Department. If used, the enclosure must be constructed of durable and cleanable materials. (Section 383).

MISCELLANEOUS REQUIREMENTS

1. Adequate facilities for the storage of employee's personal clothing and belongings. (Sections 417, 418)
2. Adequate facilities provided for the storage of maintenance and cleaning tools. After use, mops shall be placed in a position that allows them to air-dry without soiling walls, equipment, or supplies. (Sections 425, 433)
3. Adequate and properly located laundry facilities if used. Mechanical clothes washer or dryer must be located so it is protected from contamination and only where there is no exposed food, no clean equipment, utensils, and linens and unwrapped single-service and single-use articles. (Sections 311, 314, 315)
4. Operations completely separated from living/sleeping quarters. (Sections 423, 424)

FEES AND INSPECTIONS

1. The **operator** (not the architect or contractor) of each new food establishment will be required to pay a fee for the review of plans and inspections. This fee is in addition to the Food Establishment permit fees. Fees must be submitted to the Health Department in person or by mail as no fees may be received in the field.
2. Any existing food establishment desiring to remodel or build any additions shall be required to submit plans and pay a fee for the review of plans and inspections.
3. The Health Department must be contacted for both preliminary and opening inspections at least two (2) working days ahead of time. Inspections are scheduled on a first come-first serve basis.
4. **No food storage, preparation, or service may take place in the establishment until the final inspection has been completed and a valid food permit is granted.**