



# SUTTER COUNTY

## DEVELOPMENT SERVICES DEPARTMENT

Building Inspection  
Code Enforcement

Engineering/Water Resources  
Environmental Health/CUPA

Planning  
Road Maintenance

## Food Facility Plan Check Guide

The proper layout and construction of a food facility is an important element in a successful and profitable business. It assures you will meet all structural and operational requirements of applicable State health laws and the objective of serving safe and wholesome food to the public.

Plans need to be easily readable, drawn to scale, (recommend  $\frac{1}{4}$  inch = 1 foot) and include:

- A. Complete floor plan with plumbing and equipment details;
- B. Complete mechanical exhaust ventilation plans including make-up air. Indicate the type of comfort cooling in the building (e.g. “refrigerated air conditioning”, “evaporative cooling” or “no cooling system is installed”);
- C. Finish schedule for floors, walls and ceilings. Indicate the type of material, the surface finish and the type of coved base at the floor-wall juncture;
- D. A site plan including interior and exterior waste storage, restrooms, janitorial facilities and personal storage;
- E. Manufacturer’s specification sheets for all equipment; and
- F. Copy of the proposed menu



### Facility Requirements

**Note:** Applicable section references provided for each requirement are taken from the California Retail Food Code. Requirements and interpretations developed by our office in consultation with other enforcement agencies are identified as “Best Industry Standards.”



## Floors

- \_\_\_\_\_ Floors must be smooth, durable, nonabsorbent and easily cleanable. [[Sect. 114268 \(a\)](#)]
- \_\_\_\_\_ Floor surfaces in all food preparation, utensil washing, utensil storage, janitorial and restroom areas, must be approved and continue up the wall (or toe-kick) at least 4 inches, forming a 3/8" minimum radius cove as an integral unit. [[Sect. 114268 \(b\)](#)]
- \_\_\_\_\_ Quarry tile and seamless poured and troweled epoxy are recommended floor materials. Commercial grade sheet vinyl (no felt backing) with heat-welded seams are suitable for many applications, based on information in the Product Specification sheet. When sheet vinyl is used, a cove stick is required at the wall/floor and to kick/floor junctures. Vinyl composition tile (VCT) and vinyl rubber top set base are not acceptable. Anti-slip floor surfaces are restricted to traffic areas only (all other areas must be smooth). [[Best Industry Standards](#)]
- \_\_\_\_\_ Floor drains are required if floors are flushed with water or equipment is cleaned in place with pressure spray. [[Sect. 114269 \(a\)](#)]
- \_\_\_\_\_ Floor sinks (flush or slightly elevated) are required to receive indirect fluid waste (condensate and liquid waste) from the following equipment: dishwashers, 3-compartment or other utensil sanitizing sinks, food preparation sinks, pot and pan sinks, ice machines and bins, display cases, refrigerator units, steam tables, drink dispenser units, espresso machines, and similar equipment. [[Sect. 114269 \(b\)](#)]

## Walls/Ceiling/Entry Doors

- \_\_\_\_\_ Walls and ceilings must be smooth, durable, non-absorbent and easily cleanable. [[Sect. 114271 \(a\)](#)]
- \_\_\_\_\_ Brick, concrete block, rough concrete, rough plaster or heavily textured gypsum board are not considered "easily cleanable." [[Best Industry Standards](#)]
- \_\_\_\_\_ All cracks and gaps in walls/ceiling created during the installation of the equipment are to be sealed to a smooth and easily cleanable finish. [[Best Industry Standards](#)]
- \_\_\_\_\_ Walls behind sinks (other than hand washing sinks) and dishwashers must be constructed of a waterproof material (FRP, Formica, stainless steel, or similar surfaces) 6 feet up from top of the coved base. [[Best Industry Standards](#)]
- \_\_\_\_\_ Unfinished wood surfaces must be sealed with a gloss, semi-gloss, epoxy, varnish or other sealer approved by this department. [[Best Industry Standards](#)]
- \_\_\_\_\_ Entrance doors (leading outside) must be self-closing and trimmed to prevent entrance of vermin. [[Best Industry Standards](#)]
- \_\_\_\_\_ Ceiling acoustical tile may be approved if it is located at least 6 feet above the floor and has a vinyl surface if located in food preparation areas, warewashing area or in areas where open food is stored. [[Sect. 114271 \(c\)](#)]



- \_\_\_\_\_ Facilities must be fully enclosed (but may have unenclosed dining areas and other areas approved by this office for outside food service). [[Sect. 114266](#)]
- \_\_\_\_\_ Conduit: All plumbing, electrical and gas lines must be concealed within building walls, floors and ceiling when practicable or within approved conduit at least 6 inches off the floor. When conduit or pipeline enters a wall, ceiling or floor, the opening around it must be tightly sealed and smooth for easy cleaning. [[Sect. 114271 \(d\)](#)]

## Refrigeration

- \_\_\_\_\_ Must be specifically constructed for commercial use and conform to ANSI Standards and suitable for the intended use. (Domestic model refrigeration units will NOT be accepted). [[Sect. 114130 \(b\)](#)]
- \_\_\_\_\_ Must be provided with an accurate, readily visible appliance thermometer. [[Sect. 114157](#)]
- \_\_\_\_\_ Floor drains and floor sinks must be located outside walk-in units. [[Best Industry Standards](#)]
- \_\_\_\_\_ Walk-in shelving must be safe, durable, corrosion-resistant, nonabsorbent, and have a smooth, easily cleanable surface. Wood shelving is not acceptable. [[Sect. 114130.4](#)] [[Best Industry Standards](#)]
- \_\_\_\_\_ Shelving must store food at least 6" off the floor. [[Sect. 114047](#)] [[Best Industry Standards](#)]
- \_\_\_\_\_ Shelving must have smooth, metal legs or be cantilevered from the wall for ease of cleaning. [[Best Industry Standards](#)]
- \_\_\_\_\_ Shelving must be equivalent to applicable ANSI standards. [[Sect. 114130 \(b\)](#)]

## Equipment

- \_\_\_\_\_ Equipment must meet or be equivalent to applicable ANSI standards. [[Sect. 114130 \(a\) & \(b\)](#)]
- \_\_\_\_\_ Ice machines must be located within the building in an easily cleanable, well-ventilated area. [[Best Industry Standards](#)]
- \_\_\_\_\_ **Equipment and Sink Back-Siphonage Prevention:** All sinks and equipment with liquid waste discharge, with the exception of hand washing and janitorial sinks, must be indirectly drained to a floor sink or funnel drain. [[Sect. 114193, 114193.1, and Sect. 114269 \(b\)](#)]

## Types of Sinks and Dishwasher Requirements

### Dishwashing Units

- \_\_\_\_\_ Dishwashing machines are recommended when a large volume of eating and drinking utensils are washed. [[Best Industry Standards](#)]
- \_\_\_\_\_ Dishwashing machines must have two integral metal drain boards, one at the point of entry and the other at the point of exit. Under-counter machines must have two drain boards, but may



use the drain boards of the three-compartment warewashing sink if it is located adjacent to the under counter dishwasher. [Sect. 114103 (a) and (b)]

### **Three-Compartment Sink**

\_\_\_\_\_ A three-compartment warewashing sink with two integral metal drain boards is required for all equipment with food contact surfaces and multi-service consumer utensils. [Sect. 114095 and Sect. 114097]

\_\_\_\_\_ The compartments of the warewashing sink and dual integral drain boards must be large enough to accommodate the largest utensils to be washed. [Sect. 114099]

### **Food Preparation Sink**

\_\_\_\_\_ Food facilities preparing food need a food preparation sink with a minimum size of 18" x 18 " x 12" depth or 16" x 20" x 12" depth with an integral drain board or an adjacent stainless table located within the food preparation area used exclusively for food preparation. [Sect. 114163 (a) (1) and (2)]

### **Hand Washing Sinks**

\_\_\_\_\_ Hand washing sinks (dedicated specifically to hand washing) must be located in or adjacent to toilet rooms, food preparation areas, and warewashing areas. [Sect. 113953 (a) and (b) (1)]

\_\_\_\_\_ Hand washing sinks for food preparation and warewashing areas are considered "conveniently located" if readily accessible within 25 feet of those areas.<sup>1</sup>

\_\_\_\_\_ Hot water must be provided through a mixing faucet. Faucet must provide hot water at least 100°F. [Sect. 113953 (c)]

### **Janitorial Sink**

\_\_\_\_\_ A conveniently located janitorial sink or curbed cleaning facility with hot and cold water must be provided. [Sect. 114279 (a)]

\_\_\_\_\_ A "curbed cleaning facility" is slab floor basin within a containment curb sloped into a drain. It must be constructed of concrete or equivalent material. [Best Industry Standards]

\_\_\_\_\_ A backflow prevention device is required on mop area faucets. [Best Industry Standards]

\_\_\_\_\_ Locate the janitorial sink to provide for easy disposal of mop water. [Sect. 114279 (a)]

\_\_\_\_\_ Install hooks or other suitable devices to hold mops, rubber mats, etc. over the janitorial sink. [Sect. 114282]<sup>2</sup>

<sup>1</sup> Hand washing sinks are required in Sect. 113953(b)(1) to be "conveniently located." This office defines this as a readily accessible sink no more than 25 feet from the food preparation or warewashing area.

<sup>2</sup> Code actually specifies mops be placed in a position that allows them to air-dry without soiling walls, equipment or supplies.



\_\_\_\_\_ Garbage disposals may not be installed under a required sink unless an additional scrap sink compartment is provided for the disposal. They are not recommended for discharge to onsite wastewater (septic) systems. [[Best Industry Standards](#)]

## Restrooms

\_\_\_\_\_ Restrooms are equipped with self-closing doors, hand sinks with a hot and cold mixing faucet and provided with wall mounted soap and paper towel dispensers. [[Sect. 114276 \(c\) \(1, \(d\) and Sect. 113953.2](#)]

\_\_\_\_\_ Restrooms are required for use by employees. [[Sect. 114276 \(a\)](#)]

\_\_\_\_\_ Restrooms are required for use by customers when: (a) there is onsite consumption of food, or (b) the facility has more than 20,000 square feet of floor space. A food facility with more than 20,000 square feet of floor space must provide at least one separate toilet facility for men and one separate toilet facility for women. [[Sect. 114276 \(b\) \(1\) and \(3\)](#)]

\_\_\_\_\_ Toilet facilities provided for use by patrons, must be situated so patrons do not pass through food preparation, food storage or utensil washing areas. [[Sect. 114276 \(b\) \(2\)](#)]

Exception: Any building (less than 20,000 sq. ft.) constructed before January 1, 2004 where food is consumed onsite by the public does NOT need to provide restrooms for customers if they “prominently” post a sign in the public area of the facility stating restrooms are not available. [[Sect. 114276 \(f\) \(1\)](#)]

Note: For the material requirements for restroom floor, wall, and ceiling, and for the ventilation requirement for restrooms, refer to those sections of this checklist.

## Window Screens

\_\_\_\_\_ All windows that open, including restroom windows, must be screened with minimum 16 mesh screening.<sup>3</sup>

## Outdoor Pass-Through Windows

\_\_\_\_\_ Window openings should not exceed 216 square inches, unless an air curtain is used and then the window opening should not exceed 432 square inches. [[Sect. 114259.2](#)]

\_\_\_\_\_ Service openings must not be closer together than 18 inches. [[Sect. 114259.2](#)]

\_\_\_\_\_ Screens, if used, must be at least 16 mesh per square inch. [[Sect. 114259.2](#)]

<sup>3</sup> This requirement is not directly stated in the code but implied by [Sect. 114259.2](#). If pass through windows must be screened, presumably all other windows must be screened also.



## Open Food Protection

\_\_\_\_\_ Food on display must be protected from contamination by the use of: (a) counter location, (b) service line setup and oversight, i.e. food dispensed cafeteria-style, (c) sneeze guards to intercept a direct line between the customer's mouth and the food being displayed, (d) containers with tight fitting lids, display cases, mechanical dispensers, or approved self-service containers. [[Sect. 114060 \(a\)](#)]

Note: Display of the following items does not require protection as described above: (a) nuts in the shell, (b) whole raw fruit and vegetables when intended for washing or peeling by the customer prior to eating.

## Storage

\_\_\_\_\_ Food storage areas must be 6 inches off the floor, clean and dry and not expose the food to splashes, dust, vermin, or other sources of contamination. [[Sect. 114047](#)]

Note: Foods that do not need to be stored 6 inches off the floor are beverage containers under pressure, foods cased in water proof containers (such as bottles or cans), milk containers in plastic crates, prepackaged foods, and foods stored temporarily on dollies, pallets, racks and skids. [[Sect. 114047 \(c\) and \(d\)](#)]

\_\_\_\_\_ Other than cleaners and sanitizers, which may be stored in the warewashing area, all chemicals, insecticides, poisons and cleaning agents need to be stored in an area entirely separate from food, food handling equipment and utensils, and food packaging materials to prevent accidental contamination of the food. [[Sect. 114254.2](#)]

## Clothing Change/Storage Area

\_\_\_\_\_ Provide a storage area for employee clothing and personal effects which is entirely separated from food and utensil storage areas. [[Sect. 114256 \(b\)](#)]

## Lighting

\_\_\_\_\_ The following minimum light intensities must be met:

- 1) 10-footcandles: (a) Inside walk-in refrigeration units and reach-in refrigerators; (b) Dry storage areas. [[Sect. 114252 \(a\)](#)]



- 2) 20-footcandles: (a) Consumer self-service area, (b) Wherever fresh produce or pre-packaged foods are sold or offered for consumption; (c) Hand washing, warewashing, equipment and utensil storage, and toilet rooms. [[Sect. 114252 \(b\)](#)]
- 3) 50-footcandles: (a) Where employees work with food, utensils or equipment such as knives, slicers, grinders or saws and employee safety is a factor; (b) In all areas and rooms during periods of cleaning. [[Sect. 114252 \(c\)](#)]

\_\_\_\_\_ Shatterproof covers must be installed over all lights in food preparation areas, rooms storing unpackaged food, utensil storage areas, and dishwashing areas. [[Sect. 114252.1 \(a\)](#)]

## Garbage and Trash Storage Area

\_\_\_\_\_ Areas designated for refuse and recyclable collection and storage must be separate from food, equipment, utensils, linens, and single service articles. [[Sect. 114245 \(a\)](#)]

\_\_\_\_\_ Refuse storage areas within the facility must have smooth and easily cleanable floors, walls, and ceilings. [[Sect. 114245.3](#)]

\_\_\_\_\_ Outside storage area for refuse and recyclables must be constructed of nonabsorbent material such as concrete or asphalt and be easily cleanable, durable, and sloped to a drain. [[Sect. 114245.4](#)]

## Ventilation

\_\_\_\_\_ Sufficient ventilation is required in all areas to facilitate proper food storage and provide reasonable comfort for each employee. [[Sect. 114149](#)]

\_\_\_\_\_ For restrooms, provide ventilation to outside air with openable, screened window, air shaft, or light-switch-activated exhaust fan consistent with the requirements of local building codes. [[Sect. 114149 \(b\)](#)]

## Hot Water Supply

\_\_\_\_\_ An adequate protected pressurized potable supply of hot water must be provided. Hot water must be supplied at a minimum temperature of 120°F (or as noted on the dishwasher data plate) from all faucets except hand washing sinks which must be supplied with warm water between 100°F and 108°F if the temperature is not readily adjustable at the faucet. [[Sect. 114192 \(a\)](#) and [Sect. 113953](#)]

Note: With your plan submittal, be sure to include water heater make, model, size, BTU or KW, and the first hour recovery rate.



## Kitchen Exhaust System (Hoods and Ducts)

- \_\_\_\_\_ Mechanical exhaust ventilation must be provided at or above all cooking equipment such as ranges, griddles, ovens, deep fat fryers, barbecues and rotisseries and may be required at or above mechanical dishwashing equipment to effectively remove cooking odors, smoke, steam, grease and vapors. An integrated make-up air system is required. [[Sect. 114149.1 \(a\)](#)]
- \_\_\_\_\_ Make-up air must be supplied in a volume equal to the volume of air being exhausted. [[Sect. 114149.1 \(d\)](#)]
- \_\_\_\_\_ The exhaust and make-up air system must be connected by an electrical interlocking switch. [[Best Industry Standards](#)]
- \_\_\_\_\_ Windows and doors should not be used for the purpose of providing make-up air. [[Best Industry Standards](#)]
- \_\_\_\_\_ Compensating hoods must extract at least 20% of their required exhaust air flow from the kitchen area. (HVAC is not a make-up air system because it recycles 85% of the internal air and only takes 15 % of the outside air.) [[Best Industry Standards](#)]

Note: When you submit your plans, be sure to include complete exhaust ventilation plans and performance calculations, details of make-up air and cut sheets of blowers, motors, and filters and a list of all equipment types to be used under the hood. All exhaust hoods and ducts must be installed in accordance with Chapter 20 of the current edition of the Uniform Mechanical Code.

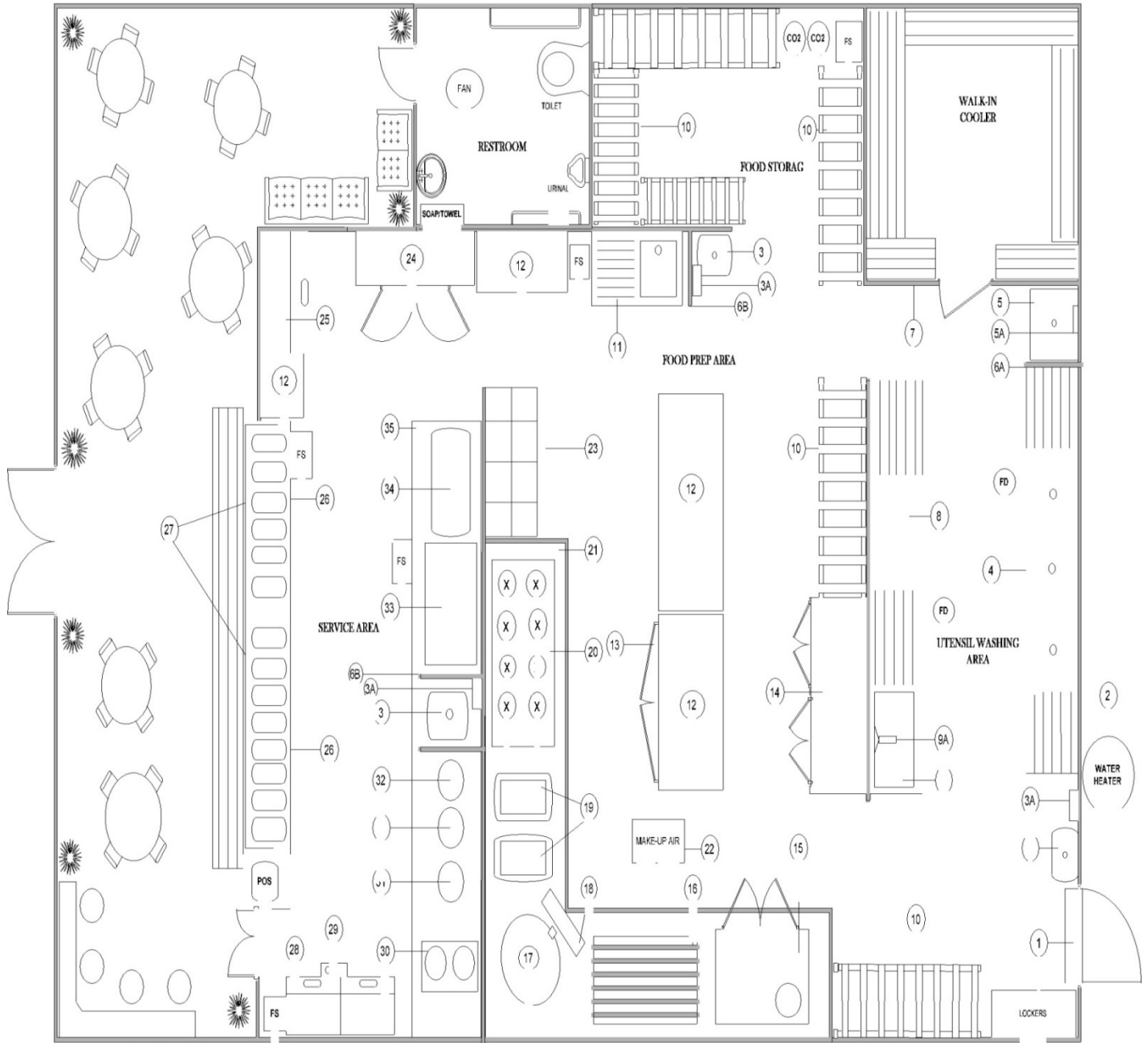
## Grease Trap/ Interceptor

- \_\_\_\_\_ If provided, the grease trap/interceptor must be located outside food and utensil handling areas and where it can be easily accessible for servicing. [[Sect. 114201 \(b\)](#)]
- \_\_\_\_\_ Food facilities located in an area served by a public sewer system must contact the appropriate City or County Public Works Department for grease trap/interceptor requirements. [[Best Industry Standards](#)]
- \_\_\_\_\_ A facility located in an area not served by a public sewage system must contact the Land Use Division of this office regarding grease trap/interceptor and onsite wastewater system approval requirements. [[Sect. 114197](#)]



## APPENDIX A

### Sample Floor Plan



**LEGENDS:**  
FS - FLOOR SINK  
FD - FLOOR DRAIN

**DBA: PC CAFE**

ADDRESS: \_\_\_\_\_



## APPENDIX B

### Floor Material and Base Coving

#### Where These Requirements Apply

Floor materials used in retail food facilities must be smooth, nonabsorbent and easily cleanable in areas where:

- Food is prepared, packaged or stored
- Utensils are washed
- Refuse or garbage is stored
- Janitorial facilities are located
- Toilets are located
- Hand washing takes place
- Unpackaged customer self-service food and/or beverage areas are located
- Wait stations are located
- Open or unpackaged food and supplies are stored

Before installing or repairing floors, contact our office to verify approved materials and methods of installation. This office may request manufacturer specification sheets and floor samples when reviewing the Finish Schedule.

#### Floor Materials Not Acceptable

The following floor materials are not acceptable, except in areas used exclusively for the sale of prepackaged food or in dining areas:

- Carpet
- Vinyl composition tile (VCT)
- Rubber or vinyl top set base

#### Acceptable Floor Materials

The following are floor materials are the generally accepted as meeting best industry standards in Sutter County:

- **Commercial Grade Homogeneous Sheet Vinyl**. Must have: (1) A minimum 0.08" thickness; (2) No felt or fiber backing; (3) Heat welded seams with Altro Safety Flooring or equivalent; and (4) Cove stick backing.
- **Quarry Tile**. Must have: (1) A minimum  $\frac{3}{8}$  inch radius cove base tile installed to be integral (flush) with the floor (top set cove base tile is not permitted) in the kitchen, food preparation areas, open food storage areas, and restrooms by means of Cove Base Tile or properly installed Schluter System; and (2) A minimum tile thickness of  $\frac{1}{4}$  inch.
- **Ceramic Tile**. Same requirements as those specified for Quarry Tile.

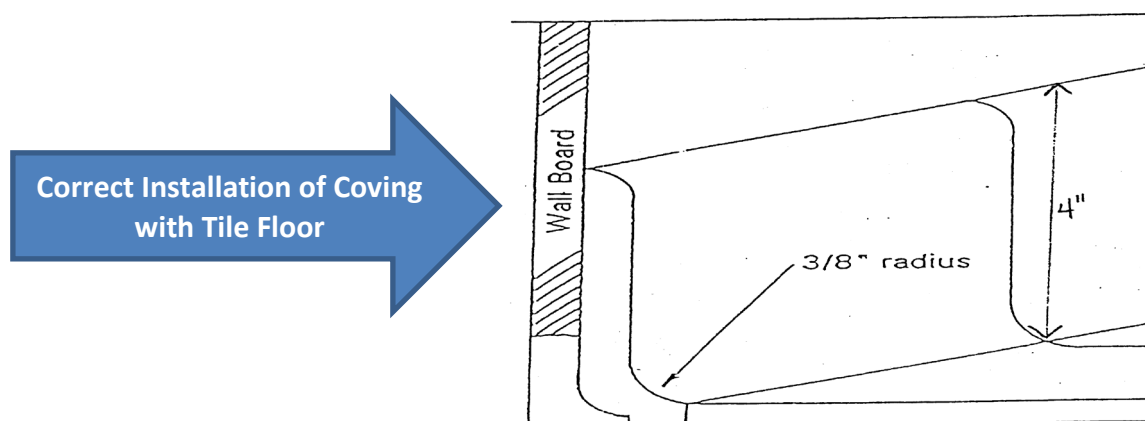
- **Poured or Troweled Epoxy Resin.** Must have: (1) A minimum finish thickness of  $\frac{3}{16}$  inch; (2) Be covered at floor/wall junctures and floor/toe-kick junctures with an integral  $\frac{3}{8}$  inch radius cove (typically Speed Cove); and (3) A smooth finish under equipment and on cove base. This product must not be painted.
- **Concrete.** Must: (1) Be sealed with an approved, commercial grade, clear, penetrating sealer resistant to grease, acid, oil and moisture (paint is not an acceptable sealer); (2). Have a surface smooth and free from pits, chips, or exposed aggregate; (3) Have a cove base that is either an integral coved concrete curb, manufacturer's metal coving, or "keyed-in" cove base tile.

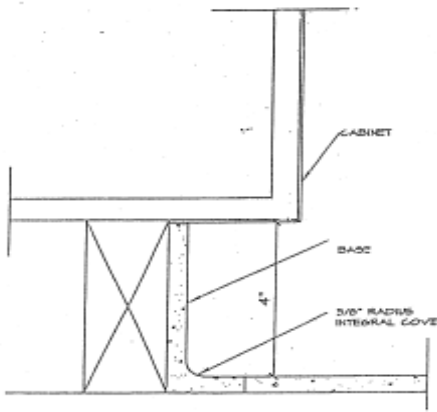
**Note:**

We recommend against integral coved concrete curb because it is hard to set up and prone to cracking. In order to "key-in" a tile cove base, the floor must be saw-cut at the wall/floor juncture and an approved coved base inserted and grouted in so as to be flush, integral, and continuous with the floor surface.

**Cove Base**

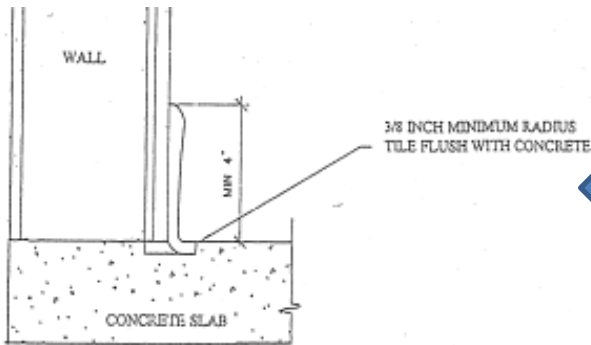
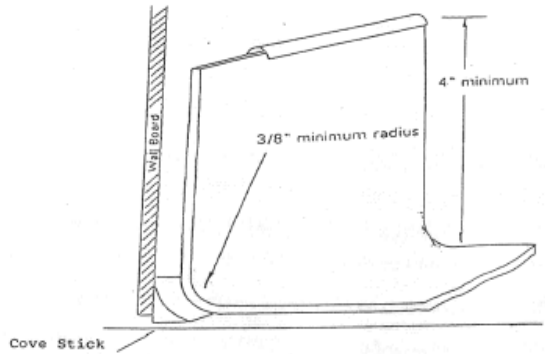
Floor surfaces need to continue up walls or toe-kicks (including floor mounted counter and cabinet toe-kick bases) at least 4 inches, in a seamless manner, forming a minimum  $\frac{3}{8}$  inch radius cove as an integral unit. For tile floors, this means the cove base tile is flush and continuous with the floor. Top set cove base is not permitted, except for limited use in non-food preparation areas. The following are examples of proper and improper installation of floor coving:





Correct Installation of Coveing with Cabinet Toe Kick

Correct Installation of Coveing with Sheet Vinyl Floor



Correct Installation of Coveing with "Keyed In" Integral Tile Cove Base

INCORRECT Installation of Top set Cove Base

