

# **INSTRUCTIONS FOR OPENING OR RENOVATING A FOOD SERVICE ESTABLISHMENT IN THE BOROUGH OF EMMAUS**

## **INTRODUCTION**

The information contained in this packet is intended to serve as a guide to the Board of Health's requirements that must be met to be licensed as a food service establishment. Please read it carefully and follow the directions in each section. If you are unsure about any step in the plan review application process, please contact the Health Officer at 610-966-9026, or email [healthinspector@borough.emmaus.pa.us](mailto:healthinspector@borough.emmaus.pa.us). We will be glad to answer your questions or to further explain the plan review procedure.

- **THE PLAN REVIEW PROCESS**
- **HOW TO PREPARE A PLAN**
- **FOOD EMPLOYEE CERTIFICATION/PERSON IN CHARGE & ADDITIONAL RESOURCES**

## **THE PLAN REVIEW PROCESS**

**Instructions:** Read and follow each of the steps below in order. Please understand that Steps 1 through 4 must be completed **BEFORE** any construction, alteration or remodeling can begin at your site. **Step 5 must be completed before your facility opens.**

The process described below covers **ONLY** what must be done to meet the Food Code. Please be aware that requirements of all other local codes (e.g., Zoning, Building Inspections, Finance, etc.) must also be met. In addition, State agencies such as the PA Department of Revenue, PA Liquor Control Board, PA Department of Agriculture and the PA Department of Labor and Industry may also regulate your facility. See the Agency list below for contact information.

**Step 1.** Contact the Borough Code Official at 610-967-1322 to make sure that a food service facility is allowed at the location you have selected, and to determine plan requirements. **You may be required to submit architectural plans that have been reviewed and stamped by a Certified 3<sup>rd</sup> Party Agency recognized by the PA Department of Labor and Industry.**

**If certified plans are required,** it is recommended to submit a preliminary plan draft to the Health Officer **before** having your plan certified. Your preliminary plan will be reviewed, and any changes will be discussed with you so that they can be incorporated into your certified plan.

Once your plans have been approved by the 3<sup>rd</sup> party agency, submit your plans to the Code Official. **In addition, you will need to submit one (1) set of sealed 3<sup>rd</sup> party reviewed plans with your Board of Health plan review application and fee.**

**Step 2.** Complete and submit each of the following items to the Health Officer. Documents may be sent to Health Officer, Borough of Emmaus Board of Health, 28 S 4<sup>th</sup> St., Emmaus, PA 18049. Electronic documents will be accepted.

- One (1) copy of plans.
- Plan Review Application
- Food Facility Plan Review Fee \$100.00. Make check payable to Borough of Emmaus.
- License Application and Fee \$100.00.

- Step 3.** Health Officer reviews your application to resolve any issues for approval. **You may not proceed with any work until you have obtained all necessary approvals and permits from the Borough.**
- Step 4.** Obtain all necessary construction permits. (e.g., alteration, plumbing, electrical)
- Step 5.** Make arrangements for solid waste and recycling collection to begin.
- Step 6.** Schedule all required inspections with the Code Official. Notify the Health Officer of all scheduled building inspections. The Board of Health opening inspection may be completed in conjunction with building Certificate of Occupancy inspections. If it cannot, schedule a separate opening inspection with the Health Officer. You must notify the Health Officer for inspection at least 1 week prior to your target opening date.
- Step 7.** Within 90 days of opening, have at least one employee obtained a nationally recognized food manager certification through an approved Manager Certification Program. Courses can be found on the PA Department of Agriculture website:  
[https://www.agriculture.pa.gov/consumer\\_protection/FoodSafety/Retail%20Food/Pages/Food-Employee-Certification-.aspxwww.agriculture.pa.gov](https://www.agriculture.pa.gov/consumer_protection/FoodSafety/Retail%20Food/Pages/Food-Employee-Certification-.aspxwww.agriculture.pa.gov).

#### **AGENCY REFERENCE LIST**

Borough Code Office	Site Approval/Plan Requirements	(610) 967-1322
Borough Health	Food Facility Inspections/Licensing	(610) 421-6064
Borough Fire Inspections	Fire Suppression System Operation	(610) 965-0719
Borough Finance Office	Payments/Taxes	(610) 965-5865
PA Dept of Revenue	PA Sales Tax License	(610) 861-2000
PA Dept of Agriculture	Retail Food Sales/Frozen Dessert License	(610) 489-1003
PA Liquor Control Board	Alcoholic Beverage Sales License	(610) 940-1200

## HOW TO PREPARE A FLOOR PLAN

### A. BEFORE YOU START – READ CAREFULLY

1. CONTACT THE CODE OFFICIAL (610) 967-3122 TO FIND OUT:
  - A. MUST THE PLANS BE DRAWN BY AN ARCHITECT? ALL PLANS MUST INCLUDE THE EQUIPMENT INFORMATION AS OUTLINED IN SECTION B. BELOW.
  - B. WHAT TYPE OF VENTILATION HOOD/FIRE SUPPRESSION SYSTEM IS REQUIRED?
  - C. WILL A GREASE TRAP BE REQUIRED? IF SO, INDICATE LOCATION ON PLANS.
2. REVIEW THE FOOD SERVICE SANITATION RULES AND REGULATIONS IN THIS PACKET BEFORE DESIGNING YOUR FACILITY OR COMPLETING THE PLAN REVIEW APPLICATION. PAY SPECIAL ATTENTION TO THE REQUIREMENTS HIGHLIGHTED IN SECTION C.
3. FOLLOW THE INSTRUCTIONS IN SECTION B. BELOW WHEN DRAWING YOUR PLANS, BE SURE TO INCLUDE ALL THE INFORMATION REQUESTED .

### B. PREPARING YOUR PLANS

BOTH A SITE PLAN AND A GENERAL FLOOR PLAN DRAWING MUST BE SUBMITTED. REMEMBER, THE CODE OFFICIAL WILL DETERMINE IF YOUR PLANS MUST BE DRAWN BY AN ARCHITECT

1. SITE PLAN

SUBMIT A PLAN OF THE ENTIRE PROPERTY SHOWING OUTSIDE FEATURES SUCH AS PARKING LOTS, TRASH STORAGE AREAS, ADJACENT BUILDINGS AND STREETS
2. GENERAL FLOOR PLAN SUBMIT ONE (1) COPY OF AN INTERIOR FLOOR PLAN DRAWN TO SCALE SHOWING THE LOCATIONS OF ALL THE ITEMS LISTED BELOW:
  - A. ALL ROOMS IN THE BUILDING INCLUDING KITCHENS, BARS, DINING AREAS, RETAIL SALES, BASEMENTS, ETC.; INCLUDE DOORWAYS, RECEIVING DOORS, LOADING DOCKS, STAIRWAYS TO OTHER FLOORS, AND OTHER EXITS.
  - B. RESTROOMS, INCLUDING SOAP DISPENSERS, HAND DRYING DEVICE OR TOWEL DISPENSER, TOILETS, URINALS, SINKS AND TRASH CONTAINERS.
  - C. EMPLOYEE DRESSING OR LOCKER AREA (FOR STORAGE OF PERSONAL ITEMS);
  - D. STORAGE AREAS FOR ALL FOODS, DISHWARE, COOKING UTENSILS, SINGLE SERVICE ITEMS, TOXIC CHEMICALS, ETC.
  - E. ALL FOOD SERVICE EQUIPMENT **(WITH MAKE AND MODEL #S)** INCLUDING BOTH STATIONARY AND PORTABLE PIECES SUCH AS:

- REFRIGERATOR	- PIZZA PREP	- ICE MACHINE	- OVENS
- FREEZERS	- PREP TABLES	- STEAM TABLES/CABINETS	- MICROWAVES
- DISHWASHES	- DISPLAY CASES	- STOVES	- GRILLS
- BAIN MARIES	- DELI CASES	- FRYERS	- BROILERS
- SLICERS	- SODA TOWERS	- COFFEE/TEA BREWERS	- TOASTERS
- DRINK MACHINES	- MIXERS	- WALK-IN UNITS	- CHOPPERS
- POTATO PEELERS	- ICE BINS	- BULK FOOD CONTAINERS	- BUFFETS
  - F. ALL HANDWASH SINKS.
  - G. ALL SINKS USED FOR CLEANING AND SANITIZING UTENSILS OR FOOD PREPARATION.
  - H. UTILITY (SLOP) SINK.
  - I. ALL SANITARY WASTE FIXTURES, GARBAGE DISPOSAL, GREASE TRAPS, ETC.
  - J. SLOPED FLOORS AND FLOOR DRAINS OR ANY SLIP-RESISTANT TEXTURED FLOOR AREAS.
  - K. VENTILATION SYSTEMS IN ALL AREAS INCLUDING ABOVE COOKING SURFACES, DISHWASHING AREAS, RESTROOMS, ETC.
  - L. SNEEZE GUARDS OR OTHER PROTECTIVE DEVICES IN DISPLAY AREAS.
  - M. ANY INSIDE TRASH OR RECYCLABLES STORAGE AREAS.
  - N. ANY INSECT CONTROL DEVICES (AIR CURTAINS, ETC.).

## **C. FOOD CODE CONSTRUCTION REQUIREMENT HIGHLIGHTS**

### **GENERAL**

1. ALL PIPING, CONDUIT, CABLE AND SIMILAR CONSTRUCTION MUST BE EITHER LOCATED INSIDE A WALL OR INSTALLED WITH A MINIMUM ¾ INCH SPACE FROM THE WALL OR SEALED TO THE WALL.
2. ALL DOORS TO THE OUTSIDE MUST BE SELF-CLOSING AND RODENT PROOF.
3. ALL FOOD SERVICE EQUIPMENT MUST BE CERTIFIED FOR SANITATION BY THE NATIONAL SANITATION FOUNDATION (NSF), UNDERWRITERS LABORATORIES (UL), INTERTEK TESTING SERVICES (ETL) OR OTHER ANSI ACCREDITED AGENCY.
  - A. ALL FLOOR MOUNTED EQUIPMENT MUST BE PLACED ON ANSI APPROVED SIX (6) INCH LEGS OR THE EQUIVALENT, AND PROPERLY SPACED FROM ADJACENT EQUIPMENT OR WALLS, OR PLACED ON NSF APPROVED CASTERS, OR THE EQUIVALENT, OR PROPERLY SEALED TO ALL ADJACENT SURFACES.
  - B. ALL COUNTER MOUNTED FOOD SERVICE EQUIPMENT WEIGHING OVER EIGHTY (80) POUNDS WILL BE MOUNTED ON ANSI APPROVED FOUR (4) INCH LEGS.
  - C. ALL EXPOSED WOOD SURFACES SUBJECT TO SPLASH MUST BE SEALED, OR LAMINATED WITH FORMICA OR SIMILAR MATERIAL IF INTENDED FOR DIRECT FOOD CONTACT.
4. ALL ANGULAR OPENINGS IN EQUIPMENT CONSTRUCTION MUST BE SEALED TO WITHIN 1/32 OF AN INCH.
5. WALL SURFACES IN FOOD HANDLING AREAS AND OTHER AREA SUBJECT TO SPLASH MUST BE LIGHT-COLORED, SMOOTH, EASILY CLEANABLE, AND NON-ABSORBENT, E.G., FIBERGLASS REINFORCED PLASTIC (FRP).
6. MINIMUM SINK REQUIREMENTS: 3 COMPARTMENT SINK WITH DRAINBOARDS, HANDWASH SINKS IN ALL FOOD PREP AREAS AND RESTROOMS, AND A UTILITY SINK. FOOD PREPARATION SINK MAY BE REQUIRED.
7. PROPERLY DESIGNED AND INSTALLED SNEEZE GUARDS ARE REQUIRED WHENEVER POTENTIALLY HAZARDOUS FOODS ARE SUBJECT TO CUSTOMER CONTAMINATION.
8. VENTILATION HOODS AND FIRE SUPPRESSION SYSTEMS MUST COMPLY WITH CITY BUILDING AND FIRE CODES.
9. ALL PAINTING MUST BE LEAD-FREE, NON-METALLIC ENAMEL PAINT OR A HIGH QUALITY VARNISH.
10. ALL RESTROOMS MUST HAVE SELF-CLOSING DOORS AND MECHANICAL VENTILATION IF NO WINDOW IS PRESENT.

### **PLUMBING**

1. ALL PLUMBING INSTALLATIONS MUST BE IN ACCORDANCE WITH THE APPLICABLE CITY CODE.
2. HOT WATER HEATER CAPACITY AND RATING MUST MEET OR EXCEED PEAK USE DEMAND AS DETERMINED BY THE HEALTH BUREAU.
3. ALL SINKS AND LAVATORIES IN THE FOOD FACILITY MUST BE SUPPLIED WITH HOT (MINIMUM 120°F) AND COLD RUNNING WATER UNDER PRESSURE AND A COMBINATION OR PREMIXING FAUCET, SELF-CLOSING FAUCETS MUST PROVIDE A MINIMUM 15 SECOND FLOW. FAUCETS MUST REACH EACH SINK COMPARTMENT.
4. ANY GREASE TRAP REQUIRED MUST COMPLY WITH LOCAL BUILDING DEPARTMENT OR SEWER DISTRICT CODES.
5. BACKFLOW PREVENTION IS REQUIRED FOR ALL EQUIPMENT WITH A CONNECTION TO WATER SERVICE LINE INCLUDING HOSE ATTACHMENTS.

### **Person-In-Charge (PIC) Requirements**

A knowledgeable person with supervisory authority over your facility's employees must be present at all times during your hours of operation and on each shift. That designated person is called the Person-in-Charge, or PIC.

The PIC could be an owner, manager or any designated employee on duty at the facility. The PIC must have enough knowledge of the operation of the facility to ensure proper food preparation and safety, cleaning and sanitizing, and employee practices and hygiene.

Within 60 days of opening your facility, you are required to have all PIC's employed at your facility attend a Person-in-Charge training session. Schedule a Person-in-Charge onsite training session with your Sanitarian.

**The Person-In-Charge (PIC) Requirement and Training is not the same as the Food Employee Certification Requirement and Training.**

### **Food Employee Certification Requirements**

The PA Department of Agriculture Food Employee Certification Act, 3 Pa C.S.A. 6501 – 6510, effective January 22, 2011, requires one employee per licensed food facility to obtain a nationally recognized **food manager certification**. Visit the PDA website at:

[https://www.agriculture.pa.gov/consumer\\_protection/FoodSafety/Retail%20Food/Pages/Food-Employee-Certification-.aspx](https://www.agriculture.pa.gov/consumer_protection/FoodSafety/Retail%20Food/Pages/Food-Employee-Certification-.aspx)[www.agriculture.pa.gov](http://www.agriculture.pa.gov).

### **Additional Food Safety Resources**

National Sanitation Foundation international <a href="http://www.nsf.org">www.nsf.org</a>	3A Sanitary Standards <a href="http://www.3-a.org">www.3-a.org</a>
Bakery Industry Sanitation Standards Committee <a href="http://www.bissc.org">www.bissc.org</a>	US Food & Drug Administration-FDA Model Food Code <a href="http://www.fda.gov/Food/GuidanceRegulation/default.htm">http://www.fda.gov/Food/GuidanceRegulation/default.htm</a>
National Fire Protection Association <a href="http://www.nfpa.org">www.nfpa.org</a>	Tile Council of North America <a href="http://inc.www.tcnatile.com">inc.www.tcnatile.com</a>
PA Department of Labor and Industry Uniform Construction Code <a href="http://www.dli.pa.gov/ucc">http://www.dli.pa.gov/ucc</a>	PA Department of Agriculture <a href="http://www.agriculture.pa.gov/protect/foodsafety">www.agriculture.pa.gov/protect/foodsafety</a> <ul style="list-style-type: none"><li>• Bakeries</li><li>• Frozen Dessert License</li><li>• Manufacturing</li><li>• Specialized Processes at Retail</li></ul>