Documents Required for
Food and Lodging Establishment Plan Review

420-3-22, Appendix A, Section 8-201.11 When Plans Are Required – A permit applicant or holder shall submit properly prepared plans and specifications for review and approval before the construction, remodeling, or conversion of a new or existing structure to use as a food establishment or for a change of type of food establishment or operation. (A penalty of 2 times the normal fee—see fee schedule below—will be assessed for review of plans submitted after construction has begun.)

If any of the above applies, you shall submit plans drawn to a measurable scale (e.g., ¼ inch = 1 foot, ½ inch = 1 foot, etc) and depicting accurate representations of the sizes and locations of all equipment.* When you submit plans and specifications, you shall include the following drawings, specifications, and related documents with the understanding that the omission of any of this information may delay the review process:

___ Application for Food Establishment Plan Review (may be completed when plans are submitted)

___ Fee for plan review (Make checks out to: Jefferson County Department of Health)
   * $150 for child daycare with < 40 clients; mobile food unit or pushcart Levels 1 and 2; or limited retail food store (i.e., prepackaged food sales only)
   * $250 for food service establishment with < 75 seats or retail food store with area < 2,500 sq. ft.
   * $350 for child daycare with ≥ 40 clients; mobile food unit Levels 3 and 4; or hotel
   * $500 for food service establishment with ≥ 75 seats or retail food store with area ≥ 2,500 sq. ft.
   * $100 additional fee per inspection if > 3 pre-operational construction inspections are required

___ Proposed Menu

___ Manufacturer’s specification sheets (i.e., “cut sheets” or “spec sheets”) for each piece of equipment with size and/or model and selected options indicated (Note: Internal measurements of the compartments of an existing or used 3-compartment sink in inches (width x length x depth), along with photographs, is acceptable if no specification sheet is available. For other used or existing equipment, include the manufacturer, model, mounting (e.g., legs, casters, etc), and/or photographs.)

___ Anticipated volume (i.e., cubic feet) of food to be stored and number of days between expected deliveries—4 days minimum storage is assumed unless reason is given to indicate otherwise

___ Documentation that standard operating procedures (SOPs) have been developed to ensure compliance with the requirements of the rules or evidence that SOPs are being developed

*The services of an architect registered in Alabama are required—that is, plans and specifications shall be prepared by a registered architect—for all proposed hotels; food establishments in buildings that have a total area ≥ 2,500 square feet or that are ≥ 3 stories high; food establishments that will have ≥ 100 seats or contain a room that will otherwise accommodate the assembly of ≥ 100 persons; buildings that are intended for educational occupancy (e.g., schools, child day care centers); institutions such as prisons, jails, and health or custodial care facilities; and any building being converted to one of these occupancy types.
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___ Site plan showing location of business in building; location of building on site, including alleys and streets; outside storage buildings and other structures; walking and driving surfacing materials and the following information:

___ Water source and sewage disposal facilities

___ Details of garbage and refuse container storage area showing location of dumpster, waste grease container, and other garbage/refuse containers on storage pad; location and type of facilities for washing waste containers and storage area

___ Floor plans showing location of equipment in food storage, preparation, display, and service areas, including server stations; equipment and utensil washing areas; and other areas such as satellite service or staging areas, storage rooms, toilet rooms, and employee locker and break rooms along with the following information:

___ Equipment schedule identifying each piece of equipment

___ Finish schedule with finishes and/or materials for floors, cove base, walls, and ceilings

___ Door schedule with hardware such as door closers and fly fans indicated

___ Construction details, including elevated and section drawings, of site-built equipment such as built-in shelf units, service counters, bar die and counter units, other millwork, etc.

___ Plumbing plans showing location of floor drains, floor sinks, hub drains, and grease interceptors and the following information:

___ Plumbing fixture and equipment connection schedule indicating type of water service (i.e., hot and/or cold) and type of drain (i.e., direct or indirect) for each plumbing fixture and each piece of equipment with plumbing connections

___ Water heater specifications including storage tank capacity in gallons and input in total Watts or kilowatts for electrically operated or BTU's for gas operated tank type water heater; or with flow rate in gallons per minute and input as above for tankless, or instantaneous, water heaters

___ Mechanical plans showing heating, ventilating, and air conditioning (HVAC) information including locations and types of air supply diffusers, return air grilles, and exhaust fans and diffusers

___ Air balance schedule with outside and exhaust air quantities (cfm's) and resulting air pressures

___ HVAC unit schedule with supply, return, and outside air quantities (cfm's) and cooling and heating capacities

___ Commercial kitchen ventilation hood specifications including construction materials; fabrication drawings showing dimensions of hood in plan view and side elevation or section view with locations of filters, duct collars, light fixtures; number and type of light fixtures; exhaust and make-up air fan specifications, including make-up air fan heater specifications (if applicable); and exhaust and make-up air quantities (cfm)

___ Lighting plans showing location of light fixtures with light fixture schedule indicating type of fixtures and number and type of lamps (bulbs) per fixture