



Jefferson County Department of Health Environmental Health Services

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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., 1/4 inch = 1 foot, 3/8 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.

- _____ **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