



Town of Fairfield Health Department

Food Establishment Plan Review Application and Required Information

___ **New** ___ **Remodel**

Name of Establishment:		
Establishment Address:		
Name of Owner:		
Owner Mailing Address:		
Owner Telephone:		
Applicant Name:		
Applicant Mailing Address:		
Applicant Telephone:		
Applicant Title: (Owner, Manager, Architect, etc.)		
Hours of Operation:	Sunday _____ Monday _____ Tuesday _____ Wednesday _____	Thursday _____ Friday _____ Saturday _____
Number of Seats: _____	Number of Staff: _____ (maximum per shift)	Total Square Feet of Facility: _____
Projected Number of Meals to be Served: (approximate number)	Breakfast _____ Lunch _____ Dinner _____	
Projected Date for Start of Construction: _____		
Projected Date for Completion of Project: _____		
Type of Service: (check all that apply)		
<input type="checkbox"/> Sit Down Meals <input type="checkbox"/> Take Out <input type="checkbox"/> Caterer <input type="checkbox"/> Itinerant Vendor <input type="checkbox"/> Other: _____		

Content./Specifications of Plans and Additional Documentation Required:

1. The plans shall be a minimum of 11X14 inches in size and the layout of the floor plan accurately drawn to a minimum scale of ¼ inch = 1 foot.
2. A proposed menu shall be submitted with application.
3. The plan shall show the location and elevated drawings of all food service equipment. Each piece of equipment shall be clearly labeled on the plan with its common name.
4. Adequate rapid cooling facilities shall be provided including ice baths, blast chiller and/or refrigeration
5. Adequate hot-holding facilities for foods requiring temperature control for safety shall be clearly designated on the plan.
6. Adequate, separate food preparation sink(s) shall be located to preclude contamination and cross-contamination of raw and ready-to-eat foods.
7. Adequate hand-washing facilities used for no other purpose shall be designated for each toilet facility and in each area of food preparation and ware-washing areas.
8. The plan layout shall contain room size, aisle space, space between and behind equipment and the placement of the equipment on the floor.
9. Auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation shall be represented on the plan and all features of these rooms shown.
10. The provided plans and specifications shall also include:
 - a. Entrances, exits, loading/unloading areas and docks;
 - b. Complete finish schedules for each room to include floors, walls, ceilings and coved juncture bases;
 - c. Plumbing schedule to include location of floor drains, floor sinks and water supply lines, overhead waste waterlines, hot water generating equipment with capacity and recovery rate, backflow prevention, wastewater line connections;
 - d. Adequate lighting: food contact surfaces=50 foot candles(540 lux), other areas=20-foot candles(220 lux)
 - e. Equipment schedule to include make and model numbers and National Sanitation Foundation (NSF) or equivalent listing (when applicable) of all food service equipment;
 - f. Source of water supply and method of sewage disposal.
 - g. A mop sink with facilities for hanging wet mops and storage of cleaning equipment;
 - h. Garbage can washing area/facility;
 - i. Cabinets for storing toxic chemicals; locked cabinet if in food preparation/storage area
 - j. Employee dressing rooms, locker areas or employee personal item storage area as required;
 - k. Site plan (plot plan) indicating all exterior feature including fenced garbage/dumpster location(s)
 - l. A plan review fee submitted to the Fairfield Health Department. Make check payable to the **Town of Fairfield**. Contact Health Department for appropriate plan review fee.