



SCHOHARIE COUNTY

Department of Health



Public Health
Prevent. Promote. Protect.
Schoharie County
Department of Health

P.O. Box 667, 276 Main Street
Schoharie, NY 12157-0667

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E-MAIL: health@co.schoharie.ny.us

Re: New food service establishment
Served by municipal water and sewer

Dear Proposed Food Service Operator:

The New York State Sanitary Code (Title 10 NYCRR) Part 14 requires that food service establishments obtain a permit to operate in New York State. In Schoharie County, this permit is obtained from Schoharie County Department of Health.

Application for this permit is to be submitted to this department and a blank application (DOH-3915) is enclosed. The application and permit fee may accompany required plans.

A preoperational review of the establishment is required by this department. Prior to construction, major renovation, or commencing operation of a food service establishment, sketches or plans showing the floor layout, equipment, plumbing, ventilation, refuse storage facilities, sewage disposal facilities and other associated information as required. Submit such plans to this department with the plan review fee for the type of establishment as per the County's plan review fee schedule.

Part of this preoperational review will be a least one inspection of the proposed facility to determine compliance with the Sanitary Code.

Local Zoning and Building Codes will need to be met prior to issuing the permit to operate.

Heat producing equipment that has a flame will require installation of fire suppression equipment.

Enclosed is a copy of Subpart 14-1 which details the requirements, food service plan review application, what size grease trap do I need?, and basic requirements at a food service establishment.

Environmental Health
518-295-8382
Fax: (518) 295-8453

Public Health Nursing
518-295-8474
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Preschool Special Needs
518-295-8705
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Basic requirements for full service food service establishments, i.e., restaurant, diners, cafeteria, hotels, luncheonettes, catering kitchen, pizzerias, taverns, etc.,

1. A Permit to Operate a Food Service Establishment is required prior to opening date.
2. Submit an Application for a Permit to Operate (DOH-3915) at 21 days **prior** to opening date. Attach a proposed menu.
3. Submit a neatly drawn floor plan to scale, showing all kitchen equipment including bars and toilets. Plumbing layout to be included.
4. Provide adequate refrigeration for proposed menu. Refrigeration to operate below 40 degrees F. Provide thermometers for same.
5. All equipment surfaces, including work tables, shelves, racks, etc. are to be smooth, non-absorbent and easily cleanable. (No openings, cracks, rough, raw wood or painted food contact surfaces).
6. A commercial dishwasher with hot water booster capable reaching of 180°F for hot water sanitizing or a low temperature unit with chemical sanitizing equivalent or a 3-bay sink** with indirect air gap waste drain installed (air gap distance is twice the diameter of the sink drain pipe).

**A two-bay sink with commercial dishwasher available may be substituted for a 3-bay sink. In all cases, equipment must be able to accommodate the large pot, pan or other utensil that will be available.

7. Drain boards or racks must be provided to air-dry all equipment and utensils.
8. A commercial hot water heater capable of meeting peak demands of equipment must be provided. Further information on calculating these requirements is available upon request.
9. A separate employee hand washing sink, with tempered hot running water, soap and paper towel dispensers is required in each separate food service and preparation area.
10. A separate curbed floor or utility mop sink with drain is to be provided for cleaning floor tools and disposal of mop water and similar liquids. The use of lavatories or utensils, equipment or food preparation sinks for this purpose is prohibited.
11. A dipper well with running water overflow and 1" gap in-direct waste drain is required if bulk hard ice creams, gelatos or ices are to be served.
12. All cooking equipment must be hooded (with a minimum 6" equipment over hang on all sides and vented directly to the exterior of the building. Adequate make-up air must be provide for proper operation of commercial type exhaust equipment. Exhaust discharge must be directed, so that it will not create a nuisance. Also check with local code enforcement for additional requirements (i.e., need for fire suppression system). Any open flame or fryer will require fire suppression system.
13. Floors in food preparation areas are to be smooth, durable, easily cleanable and non-absorbent. Carpeted and asphalt tiled floors in food preparation areas are prohibited. All floor to wall joints are to be sealed and covered with a coved baseboard. Floor drains are recommended in food preparation areas.
14. Walls in food preparation areas must be smooth, light-colored with non-absorbent finish. No cracks or open seams. Fiber-reinforced panels (FRP), stainless steel, or latex

- painted sheetrock (not recommended for dishwashing or wet areas) are all acceptable wall coverings.
15. Lighting fixtures in food preparation, service areas, walk-in refrigerators, coolers and display cases must be shielded against breakage.
 16. All food in storage areas must be at least 6" inches off the floor to avoid moisture absorption and ease of cleaning underneath.
 17. A toilet facility must be provided for employees. Toilet facilities are to be available to the public if on premises consumption of food is provided and 20 or more seats are available. The public is not permitted to walk through any food preparation or service areas to access toilet facilities or for any other purpose.
 18. Toilet rooms must be mechanically vented to the outside and have self-closing doors provided when adjacent to seating or dining areas.
 19. For facilities with on-site water supplies, laboratory analyses to determine sanitary quality for drinking will be required. Newly developed water supplies or existing water supplies with no known history will be required to install an approved disinfection treatment system. Additional sampling or treatment requirements may also apply depending on initial sample results, well depth and distance from surface water, other or potential sources of pollution (i.e., buried fuel tanks, close proximity to gas station etc.).
If served by municipal public water, a cross connection control device may be required. Additional plans and specifications will be required. This is evaluated on a case-by-case basis.
 20. Private on-site wastewater treatment systems must meet the requirements of the Schoharie County Sanitary Code, Article 3, Sewage Disposal Systems. The design basis for flow rates is the New York State Department of Environmental Conservation Design Standards for Wastewater Treatment Works, 1988. Other design standards may be utilized but the most conservative shall apply.
A design plan or report based on the proposed use/capacity developed by a NYS Licensed professional engineer may be required for approval.

Hours of Operation: Sun _____ Tues _____ Thurs _____
Mon _____ Wed _____ Fri _____ Sat _____

Number of Seats: _____

Number of Staff: _____
(Maximum per shift)

Total Square Feet of Facility: _____

Number of Floors on which operations are conducted: _____

Maximum Meals to be served: Breakfast _____
(approximate number) Lunch _____
Dinner _____

Type of Service: Sit Down Meals _____
(check all that apply) Take Out _____
Caterer _____
Mobile Vendor _____
Other _____

Projected Date for Start of Project: _____

Projected Date for Completion of Project: _____

Please enclose the following documents for review:

_____ Proposed Menu (including season, off-site and banquet menus)

_____ Equipment schedule to include; manufacturer specification sheets for each piece of equipment shown on the plan (all new food equipment must be NSF approved. Other equipment will be approved provided that it is in good repair, maintained in a sanitary condition, the food-contact surfaces are non-toxic and it performs its intended function in a satisfactory manner without contaminating food by normal use).

_____ Plan drawn to scale of food establishment showing location of equipment, plumbing, electrical services and mechanical ventilation

_____ Finish schedule (floors, walls, ceiling materials to be used)

_____ Site plan showing location of business in building; location of building on site including any alleys, streets; and location of any outside equipment (dumpsters, water supply, on-site wastewater treatment system – if applicable).

I understand that any deviation from the above without prior permission from this Health Regulatory Office may delay or nullify final approval.

Signatures(s) _____

Owner or responsible representative(s)

Date : _____

Approval of these plans and specifications by this Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required – federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A preopening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing food service establishments.

CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

1. Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of ¼ inch = 1 foot. This is to allow for ease in reading plans.
2. Include: proposed menu, seating capacity, projected daily meal volume for food service operations.
3. Show the location of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. Submit drawings of self-service hot and cold holding units with sneeze guards.
4. Designate clearly on the plan equipment for adequate rapid cooling, including ice bats and refrigeration, and for hot-holding potentially hazardous foods.
5. Label and locate separate food preparation sinks when the menu dictates to preclude contamination and cross-contamination of raw and ready-to-eat foods.
6. Clearly designate adequate handwashing lavatories for each toilet fixture and in the immediate area of food preparation.
7. Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
8. On the plan represent auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation. Show all features of these rooms.
9. Include and provide specifications for:
 - a. Entrances, exits, loading/unloading areas and docks;
 - b. Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases;
 - c. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, calculations for sizing the grease trap and waste water line connections;
 - d. Lighting schedule with protectors;

(1) At Least 110 lux (10 foot candles) at a distance of 75 cm (30 inches) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning;

d. Lighting schedule cont.;

(2) At least 220 lux (20 foot candles):

(a) At a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption;

(b) Inside equipment such as reach-in and under-counter refrigerators;

(c) At a distance of 75 cm (30 inches) above the floor in areas used for handwashing, ware washing, and equipment and utensil storage, and in toilet rooms; and

(3) At least 540 lux (50 foot candles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.

- e. Food Equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (i.e. NSF listed). Other equipment must receive prior approval from the permit-issuing official, based on conformance to appropriate standards and good public health practice.
- f. Ventilation schedule for each room. In new or extensively remodeled establishments, mechanical ventilation is required in all rooms where odors, vapors, smoke or fumes originate.
- g. A utility sink or curbed cleaning facility for the cleaning of mops, similar wet floor cleaning tools, disposal of mop water and similar liquid waste. The use of lavatories or utensil, equipment or food preparation sinks for this use is prohibited.
- h. Garbage can washing area/facility;
- i. Cabinets for storing toxic chemical and separate storage areas for cleaning compounds.
- j. Dressing rooms, locker areas, employee rest areas, and/or coat rack as required. There is no smoking area allowed within the establishment.

- k. Site plan. Location of business whether separate structure or within a building; location of parking, streets, dumpsters, loading docks, and water supply and on-site wastewater treatment facilities.
- l. Source of water supply and method of wastewater treatment. Provide the location of these facilities and submit evidence that state and local regulations are complied with.

For existing on-site wastewater treatment systems, you must provide a report by a NYS licensed engineer or registered architect to include; a schematic of the system and calculations to document that the system will handle the wastewater loading for the facility.

For new or modified wastewater treatment systems, you must submit plans designed by a NYS licensed engineer or registered architect that are in conformance with the Schoharie County Sanitary Code, Article Sewage Disposal Systems. The design basis for these systems is the New York State Department of Environmental Conservation (NYS DEC) Design Standards for Wastewater Treatment Works 1988. Use of other design standards must be referenced on the plans but the NYS DEC flow rates shall apply. A separate application for the plans will be required and provided by this department.