



Environmental Health Division
DEPARTMENT OF PLANNING AND BUILDING SERVICES
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Check List - for New Construction and Alterations

RETAIL FOOD FACILITIES

NAME OF ESTABLISHMENT: _____

LOCATION / ADDRESS: _____

OWNER/OPERATOR _____ PHONE _____

E-MAIL ADDRESS _____

WATER SOURCE: _____ SEWAGE DISPOSAL: _____

PRIOR TO BEGINNING ANY WORK, ANYONE PROPOSING TO CONSTRUCT OR REMODEL A RETAIL FOOD FACILITY MUST FIRST OBTAIN APPROVAL FROM THE ENVIRONMENTAL HEALTH DIVISION AND THE APPROPRIATE BUILDING DEPARTMENT.

PLANS AND SPECIFICATIONS MUST MEET THE REQUIREMENTS OF THE BUILDING DEPARTMENT AND ALL APPLICABLE HEALTH REQUIREMENTS INCLUDING, BUT NOT LIMITED TO THOSE LISTED BELOW. *PLEASE OBTAIN A CALIFORNIA RETAIL FOOD CODE BOOKLET FOR ALL REQUIREMENTS. THE 2023 CALIFORNIA RETAIL FOOD CODE IS ALSO AVAILABLE ONLINE.*

PLANS: (114380)

___ Submit 1 set of legible, drawn to scale plans to Environmental Health. Plans **MUST** include: menu, site plan, floor plan, finish schedule (floors, walls, & ceilings), manufacturer specification sheets (cut sheets) for all equipment, plumbing, electrical, and lighting plans, exhaust ventilation specifications, and all other applicable categories on this checklist. A proposed menu should be included.

WATER: (114192)

___ An adequate, protected, pressurized, potable supply of hot water (at least 120 degrees Fahrenheit) and cold water shall be provided. The water supply shall be from a water system approved by the health officer or the state department. The potable water supply shall be protected with a back flow or back siphonage protection device, as required by applicable plumbing codes.

FLOORS: (114268)

- ___ Floors shall be smooth, durable, nonabsorbent and easily cleanable, in areas where food is prepared, packaged, or stored, where utensils are washed, where refuse or garbage is stored, at janitorial areas, in toilet and hand washing areas, and in employee change/storage areas.
- ___ Floors shall have surfaces coved at the juncture of the floor and wall with a 3/8" minimum radius coving and shall extend up the wall at least 4 inches except in areas where food is stored only in unopened bottles, cans, or in the original shipping containers.
- ___ Floor sinks or equivalent devices shall be installed to receive *indirect* discharges of water or other liquid waste from equipment.

WALLS and CEILINGS: (114271)

- ___ Facilities must be fully enclosed.
- ___ Walls and ceilings of all rooms shall be of a durable, smooth, nonabsorbent, and washable surface. These wall and ceiling finishes shall not apply to the following: 1) Bar areas in which alcoholic beverages are sold or served directly to the consumer, except wall areas adjacent to bar sinks and areas where food is prepared; 2) Areas where food is stored only in unopened bottles, cans, cartons, sacks, or original shipping containers; 3) Dining and sales areas; 4) Offices; 5) Dressing or locker areas; 6) Restrooms that are used exclusively by the consumers, except that the walls and ceilings in the restrooms shall be of a nonabsorbent and washable surface.
- ___ Attachments to walls and ceilings, such as light fixtures, mechanical room ventilation system components, vent covers, wall mounted fans, decorative items, and other attachments, shall be easily cleanable.

VENTILATION: (114149.1)

- ___ Mechanical exhaust ventilation equipment shall be provided over all cooking equipment and heat-sanitizing mechanical dishwashers, as required to effectively remove cooking odors, smoke, steam, grease, heat, and vapors. All mechanical exhaust ventilation equipment shall be installed and maintained in accordance with the California Mechanical Code.

LIGHTING: (114252) (114252.1)

- ___ 50-foot candles of light shall be provided 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 and in other areas and rooms during periods of cleaning.
- ___ Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is food preparation or storage of non-prepackaged food, clean equipment, utensils, and linens, or unwrapped single-use articles.

PLUMBING & DISPOSAL of LIQUID WASTE: (114197) (114193) (114193.1)

— All liquid wastes shall be disposed of through the plumbing system that shall discharge into the public sewerage or into an approved private sewage disposal system. All steam tables, ice machines and bins, food preparation sinks, utensil washing sinks, display cases, walk-in refrigeration units, and other similar equipment that discharge liquid waste shall discharge through an air-gap into a floor sink or other approved type receptor by means of indirect waste pipes. An air gap between the water supply inlet and the flood level rim of the plumbing fixture, equipment, or nonfood equipment shall be at least twice the diameter of the water supply inlet and may not be less than one inch.

EQUIPMENT: (114130)

— All new and replacement equipment shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program, or meet the National Sanitation Foundation's Standards (NSF-Listed). Documentation or written verification shall be submitted that only approved equipment will be used. An equipment list with make and model numbers and an equipment specification sheet for each item shall be on the plans submitted for review.

SINKS: (113953) (114099) (114163) (114279)

— A **sink exclusively for hand washing shall be provided in food preparation areas** and in ware washing areas that are not located within or immediately adjacent to the food prep area. The hand washing sink shall be separated from the ware washing sink by a metal splashguard with a height of at least 6" that extends from the back to front of the drain-board (not required if the distance between the hand washing sink and the ware washing sink drain boards is 24" or more). The sink shall be equipped to provide warm water through a mixing valve or combination faucet. Hand washing cleanser and single-use towels shall be provided in dispensers at each hand washing sink.

— A **hand washing sink shall be provided within or adjacent to toilet rooms.** The sink shall provide warm water through a mixing valve or combination faucet. Hand washing cleanser and single-use towels shall be provided in dispensers at each hand washing sink.

— All food establishments in which food is prepared, or in which multi-service kitchen utensils are used (pots, pans, spatulas, tongs, knives, spoons, etc), shall have a sink with at least **three compartments with two integral metal drain boards** for manually washing, rinsing, and sanitizing. Sink compartments shall be large enough to accommodate immersion of the largest equipment and utensils to be washed. The three compartment sink must be drained by an indirect waste connection to a floor sink.

— A **food preparation sink** shall be provided in permanent food facilities if washing, rinsing, soaking, thawing, or similar preparation of foods. The sink shall be located in the food preparation area, provided exclusively for food preparation, and accessible at all times. The food prep sink shall have a minimum dimension of 18"X18" (length and width) and 12" in depth with an integral drain board or adjacent table at least 18"X18" in length and width. The sink shall have an adequate supply of hot and cold running water through a mixing valve. The food prep sink must be drained by an indirect waste connection to a floor sink.

SINKS CONTINUED: (113953) (114099) (114163) (114279)

- ___ At least one curbed cleaning facility or **janitorial sink** equipped with hot and cold water and a drain shall be provided and conveniently located for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste. Provide a means for placing mops in a position that allows them to air dry without soiling walls, equipment, or supplies.

TOILET FACILITIES: (144250) (114276)

- ___ When there is onsite consumption of foods or when the facility has more than 20,000 square feet of floor space, the food facility shall provide clean toilet facilities in good repair for the public. Toilets that are provided for use by the public shall be in a location where they do not pass through food preparation, food storage, or utensil washing areas to reach the toilet facilities. A food facility with more than 20,000 square feet of floor space shall provide at least one separate toilet facility for men and one separate toilet facility for women.
- ___ Food facilities that do not provide restrooms for the public shall provide clean toilet facilities in good repair for use by employees.
- ___ Toilet rooms shall be separated by well-fitted, self-closing doors that prevent the passage of flies, dust, or odors.

SNEEZE GUARDS: (114060)

- ___ Non-prepackaged food on display or served in a buffet style shall be protected from contamination by a sneeze guard that intercepts a direct line between the consumer's mouth and the food being displayed or by containers with tight-fitting securely attached lids or other effective means.

STORAGE: (114047) (114281) (114130.1)

- ___ Adequate and suitable space shall be provided for the storage of food. Food shall be protected from contamination by storing the food in a clean, dry location, where it is not exposed to splash, dust, vermin, or other forms of contamination or adulteration, and at least 6" above the floor.
- ___ A room, area, or cabinet separated from any food preparation or storage area, or ware washing or storage area shall be provided for the storage of cleaning equipment and supplies.
- ___ Shelving that is exposed to food soiling shall be constructed under normal use conditions to be safe, durable, corrosion-resistant, nonabsorbent, smooth, easily cleanable, and resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition.

EMPLOYEE STORAGE AREA: (114256) (114256.1)

- ___ Provide an area designated for employees to eat and drink, and for the storage of employee clothing and other possessions, that is located so that food, equipment, linens, and single-use articles are protected from contamination.

EMPLOYEE STORAGE AREA CONTINUED (114256) (114256.1)

___ If the employees will regularly change their clothes in the facility, provide dressing rooms or dressing areas with appropriate storage facilities for employee clothing and other possessions.

TRASH STORAGE: (114244)

___ Each food facility shall be provided with facilities and equipment necessary to store and dispose of waste material.

___ If located within the food facility, a storage area for refuse, recyclables, and returnables shall meet the requirements for floors, walls, ceilings, and vermin exclusion as specified in this part.

___ If provided, an outdoor storage area or enclosure used for refuse, recyclables, and returnables shall be constructed of nonabsorbent material such as concrete or asphalt and shall be easily cleanable, durable and sloped to drain.

FOOD SAFE CERTIFICATION: (113947.1)

___ Manager Food Safety Certification must be obtained by one employee or owner within 60 days of opening the facility.

THE ENVIRONMENTAL HEALTH DIVISION WILL APPROVE OR REJECT PLANS WITHIN 20 DAYS AFTER RECEIPT OF COMPLETE PLANS. THE ENVIRONMENTAL HEALTH DIVISION MUST INSPECT THE FACILITY PRIOR TO OPENING FOR BUSINESS. AN ENVIRONMENTAL HEALTH DIVISION PERMIT WILL BE ISSUED UPON COMPLETION OF AN INSPECTION SHOWING THAT THE FACILITY CONFORMS TO APPLICABLE CODES. THE ENVIRONMENTAL HEALTH DIVISION WILL NOTIFY THE APPROPRIATE BUILDING DEPARTMENT OF APPROVAL.

Environmental Health Division Use

Received by _____

Approved _____ Denied _____

REHS _____ Date _____