



Serving the People of:
Alleghany County
Botetourt County
Craig County
Roanoke County
City of Covington
City of Roanoke
City of Salem

**Alleghany/Roanoke City Health Districts
Environmental Health Division**

July 1, 2010

Food Facility Plan Review Information Form

Name of Establishment: _____

Address: _____

Owner(s): _____

Address: _____

Phone: _____ **Email:** _____ **Fax:** _____

Proposed Opening Date: _____ **Seating Capacity:** _____

Smoking Facility **Non-Smoking Facility**

What type of water is to be provided? **Public** **Private**

- If water system is private, please attach a copy of the Final Record of Inspection and an Acceptable Water Sample for the Well.

What type of sewage disposal system is to be provided? **Public** **Private**

- If sewage system is private, please attach a copy of the Operation Permit showing the location of the system.

Information Submitted By: _____ **Date:** _____

Payment should be submitted by the ownership of the business and not the architectural firm submitting the Plans and Plan Review Form. The Permit Application must be paid and completed by the ownership of the business.

If you prefer to make payment by Credit Card, please complete the following information or call this office at (540) 204-9764. Type of Credit Card: Visa _____ MasterCard _____

Account # _____ Expiration Date: _____

Name & Address on Card: _____

Signature: _____

For Office Use

Received by Mail In Person Other _____

Check or Money Order # _____ State Receipt (ADM 1304) # _____

Accepted By: _____ Date: _____

I. Floors	Yes	No	N/A
1. Are floor materials grease resistant, impervious and easily cleanable in all food/beverage preparation and service areas, storerooms, and restrooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are floors graded to drain, if drains are provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the floor wall juncture covered? (Cove Molding)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. List finish materials used on floors in the following areas (i.e. tile, carpet, hardwood):			
Kitchen _____ Bathrooms _____			
Dining _____ Storage _____			

II. Walls and Ceilings	Yes	No	N/A
1. Are walls and ceilings smooth and constructed of easily cleanable materials in the kitchen, food/beverage preparation and service areas, storerooms, and restrooms? (Walls washable to at least four-foot level.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the walls constructed so that there are no attachments, pipes, etc., that obstruct or prevent cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the walls grease resistant and easily cleanable behind frying/cooking equipment and under the hood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the ceiling so constructed that no beams or piping are exposed overhead?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. List finish materials used on the walls in the following areas (i.e. epoxy paint, stainless steel):			
Kitchen _____ Bathroom _____			
Dining _____ Storage _____			
6. List finish materials used on the ceiling in the following areas (i.e. vinyl coated tile):			
Kitchen _____ Bathroom _____			
Dining _____ Storage _____			

III. Toilet Facilities	Yes	No	N/A
1. Are employee toilet rooms conveniently located?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are toilet room doors self-closing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are public toilets provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are hand basins with mixing faucets provided in each restroom?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are toilet rooms mechanically vented to outside air?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. Handwashing Facilities

Yes No N/A

- 1. Are hand basins provided in all food preparation areas?
- 2. Are hand basins provided in the dishwashing area?
- 3. Are hand basins provided in the serving and busing areas?
(Including Bars)
- 4. Does each hand basin have hot and cold or tempered running water
through mixing faucets?
- 5. Are signs or posters provided at each hand basin used by
foodservice employees that notifies employees to wash hands?

V. Plumbing

Yes No N/A

- 1. Is all water supplied equipment installed to prevent backsiphonage?
(Vacuum Breakers)
- 2. Are indirect waste lines used where needed? (Air Gap)
- 3. Is all plumbing acceptable to the plumbing code?
- 4. Are any sewer pipes exposed over food preparation, utensil
washing, or storage areas?
- 5. Are grease traps provided as required by local plumbing code?
Grease traps to be pumped out at a frequency that prevents grease
from entering the public sewerage disposal system.

Location: (Inside or Outside of Facility): _____

Name of Pumping Company: _____

Frequency of Service (weekly, biweekly, monthly)? _____

- 6. Is business located in Roanoke City or Roanoke County?
If Yes, contact the Western Virginia Water Authority to determine
If you are required to obtain a Fats, Oils and Grease (FOG)
Discharge Permit. The phone number is 540-853-1628 and the Web
Site Address is: www.westernvawater.org.

VI. Lighting

Yes No N/A

- 1. Will 50 foot-candles be provided over all food preparation surfaces,
including under hoods in cooking areas?
- 2. Will 20-foot candles be provided in utensil washing, hand washing,
and toilet room areas?
- 3. Will 20 foot-candles be provided in all storage areas, walk-in
refrigerators, and dining areas?
- 4. Will 20 foot-candles be provided inside equipment such as reach-in
and under counter refrigerators?

VI. Lighting - Continued

Yes No N/A

Is all lighting shielded or covered in food service, preparation, and utensil washing areas? (Heat lamps protected against breakages)

VII. Ventilation

1. Does the hood system conform to the Virginia Uniform Statewide Building Code?
2. Do all rooms have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes?

VIII. Garbage and Refuse

Yes No N/A

1. Is an outdoor storage area provided?
2. Is it easily cleanable with a concrete or paved pad?
3. Are individual cans or dumpsters provided for garbage storage?

Location of garbage storage containers: _____

Name of company providing service: _____

Number of pickups per week: _____ On which days? _____

4. Is an outdoor grease storage area provided?

Location: _____

Name of Recycling Company: _____

Frequency of service (weekly, biweekly, monthly): _____

IX. Insect and Rodent Control

Yes No N/A

1. Are outer openings properly protected by use of doors, screens, or fans?
2. Are outer doors self-closing and opening outward, unless otherwise required by building or fire officials?
3. Are floors, walls, and ceilings properly finished around ducts, pipes, and cables?
4. Extermination must be done by a Certified Pest Control Operator.
Name of Licensed Pest Control Company:

X. Storage Areas

Yes No N/A

1. Is shelving constructed so that all underlying areas can be reached with brooms and mops? (bottom shelf required to be at least six inches off the floor.)
2. Are separate areas provided for storage of poisonous and cleaning materials?

XI. Equipment

Yes No N/A

1. Has a list of all equipment, with the manufacturer's name and model number been submitted?
2. Is all refrigerator or other food contact storage shelving non-corrosive, grease resistant, and easily cleanable?

*All refrigeration equipment must be capable of maintaining food at a temperature of 41°F.
No Rusted or Repainted Wire Shelving Allowed!*

3. Is floor-mounted equipment, unless readily moveable, sealed to the floor or elevated on six-inch legs?
4. What method of dishwashing will be used? Manual Mechanical

If using manual method, a Three-Compartment Sink with Double Drainboards is required.

5. If using mechanical dishwashing equipment, what type:
High temperature sanitizer Chemical sanitizer
6. If using a high temperature dishmachine, does it have a **pressure gauge**? **Yes No N/A**
7. If using a chemical sanitizing dishmachine, is it equipped with an **audible or visual (light or noise) device** that indicates when more sanitizer needs to be added?
8. Are adequate food preparation sinks provided?
9. Which type of sink will be used for food preparation?
Three compartment sink Separate prep sink

Any sink used for food preparation is required to be installed according to the local plumbing code. An indirect waste line may be required.

XII. Dressing Rooms and Lockers

Yes No N/A

1. Are adequate lockers or suitable facilities provided for employees' valuables?
2. Are dressing rooms provided for employees?

XIII. Housekeeping, Utility Laundry Room or Laundry Storage

Yes No N/A

1. Is at least one utility sink or floor hopper provided for wastewater

- disposal, conveniently located, to facilitate the disposal of mop water and other cleaning waste?
2. Are backflow prevention devices or air gaps provided on all threaded faucets for hose bibs (whether the hose is attached or not)?
3. Is a janitor closet or other site provided for general housekeeping equipment storage and functions? (Out of the immediate food handling areas.)
4. Is soiled linen handling (storage and washer/dryer rooms) away from the food areas to prevent soiled linen traffic and processing in any food/utensil washing area?

**Thank you for completing this Plan Review Form.
Please sign and date the form on the front page and return it to the
appropriate health department listed below.**

Roanoke Health Department

(The Roanoke Health Department covers the Cities of Roanoke and Salem and the Counties of Roanoke and Craig)

1502 Williamson Rd NE, 2nd Floor, Roanoke VA 24012

Phone: (540) 204-9764

Fax: (540) 857-7315

Botetourt County Health Department

POB 220 Fincastle VA 24090

Phone: (540) 473-8240 Ext 123

Fax: (540) 473-8242

Alleghany/Covington Health Department

(Also covers Clifton Forge area)

POB 747 Covington VA 24426

Phone: (540) 962-2173 Ext 17

Fax: (540) 962-8353



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July 1, 2010

**Food Facility Plan Review
And
Permit Application Process**

Before opening a new or extensively remodeled food facility, the owner(s)/corporation must obtain a **Food Facility Health Department Permit** from the Alleghany/Roanoke City Health Districts. This permit will be issued when the facility is completed and in compliance with the **Commonwealth of Virginia, State Board of Health, Food Regulations**, 12 VAC 5-421, October 2007. To avoid any delays, the Alleghany/Roanoke City Health Districts conducts a thorough **Application and Plan Review Process**.

The attached **Food Facility Plan Review Information Form** is to assist you in compliance with the **Food Regulations**. It is suggested that you review these regulations as they apply to your planned food facility operation. *All of the following must be submitted and approved by the Health Department before a permit will be issued.*

Please check off the items as you complete them.

- One **Set of Plans**
- A properly completed **Food Facility Plan Review Information Form** with \$95 Virginia Plan Review Fee
- A properly completed **Application for a Health Department Food Facility Permit** with a \$285 Virginia Permit Fee
- Copy of Proposed Menu and completed Menu Review Form
- Comply with all relevant local building codes and obtain a **Certificate of Occupancy**. *An establishment's change of use may require a new Certificate of Occupancy.*
- For establishments in Roanoke City or Roanoke County, a copy of your Fats, Oils and Grease (FOG) Discharge Permit from Western the Virginia Water Authority (WVWA), if required. For further information call the WVWA at 540-853-1628 or visit their Web Site at: www.westernvawater.org.

The information entered on the Food Facility Plan Review Information Form must correspond directly with the plans submitted for the Health Department **Plan Review Process**.

Please complete the attached forms and return to the appropriate Health Department checked on the back of these forms. **Please keep this cover letter for your reference and assistance.**

Attachments:

**Food Facility Plan Review Information Form
Application for A Food Facility Permit**

July 1, 2010