

FORM
3000

JEFFERSON COUNTY PUBLIC HEALTH

Environmental Health Services Division
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<http://health.jeffco.us>

FORM
3000

RETAIL FOOD SERVICE PLAN REVIEW – NEW AND REMODELED FACILITIES - Instructions and Application Form

USE THIS PACKET TO HAVE YOUR PLANS REVIEWED FOR CONSTRUCTING A NEW RETAIL FOOD SERVICE FACILITY OR REMODELING AN EXISTING FACILITY. NOTE: Caterers operating from a kitchen owned and operated by a third party should use FORM 3300.

INSTRUCTIONS:

Please submit the following items. **An incomplete application will delay the review and approval process.**

- Plan Review Application, Completed
- Food Handling Questionnaire
- Final Menu
- Equipment Specifications
- Floor Plan
- Check for \$100.00, payable to *Jefferson County Treasurer*

PLAN REVIEW FEES*

- *Application fee (payable at time of application)* **\$ 100.00**
- *Plan review fee and Inspection Fees (payable prior to licensing)* **\$ 45.00 per hour***

*** TOTAL HOURLY FEES NOT TO EXCEED \$580.00**

LICENSE FEES

Retail Food license fees are based on the type, size and/or seating capacity of the facility. Ranges for license are listed below:

- *Schools and Non-profit* **No Fee**
- *Restaurant (Depending on seating)* **\$255 - \$310**
- *Grocery (Depending on square footage)* **\$115 - \$500**
- *Grocery with Deli (Depending on square footage)* **\$207 - \$690**

PROCESSING TIME

Allow 7-10 working days for review. Incomplete applications will delay this process. The primary contact person will be notified when the review is complete.

RESOURCES IN THIS PACKET INCLUDE:

- **Appendix A: Example facility floor plan**
- **Appendix B: Minimum equipment requirements for retail food establishment license approval**
- **Appendix C: List of online food safety resources and a link to the Colorado Retail Food Establishment Rules and Regulations.**

DEPARTMENT CONTACT: Leslie Frank (303) 271-5776
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Revised: 2/12/2012

PART I – FACILITY INFORMATION

FACILITY NAME: _____

FACILITY ADDRESS: _____
STREET

CITY STATE ZIP

TYPE OF FACILITY (check all that apply)

- Full Service Coffee Shop Bar Market (Grocery)
 - Convenience Store Fish Market Deli Meat Market
 - School Concession Specialty Shop
 - Fast Food Manufacture with Retail Sales
- Other (please specify): _____

DATE OF EXPECTED OPENING OR OPERATION: _____

TYPE OF CONSTRUCTION: New Construction Remodel

SEATING CAPACITY: Indoor _____ Outdoor _____

Total Square Footage of Facility: _____ Sq. Ft.

MAXIMUM NUMBER OF MEALS SERVED: Breakfast _____ Lunch _____ Dinner _____

EMPLOYEES: Maximum Number per Shift _____

PART II – CONTACT INFORMATION

Owner _____

Address _____

City/ST/Zip _____

Phone (_____) _____ Email _____

Primary _____

Address _____

City/ST/Zip _____

Phone (_____) _____ Email _____

Architect _____

Phone (_____) _____ Email _____

Signature: _____

Date: _____

A. WATER SOURCE AND WASTE WATER

1. Is the establishment served by individual water well?
 NO (provide name of water system) _____
 YES (provide PWSID number) _____
2. Is the establishment served by a septic system?
 NO (name of sanitation district) _____
 YES

B. GENERAL OPERATIONAL INFORMATION

1. Will there be self-serve food areas such as salad bars or hot buffets?
 NO
 YES - sneeze guards must be provided on all such units
2. Will there be a self-service soft drink unit?
 NO
 YES
3. Will there be catering from the establishment?
 NO
 YES – provide information on manner in which food items will be transported
4. Please indicate the type of tableware the operator plans to use:
 Paper / Plastic Disposable Only
 Multiple use (Washed and Reused)
5. Please indicate capacity of:
 a. Walk in cooler storage: _____ ft²
 b. Reach-in cooler storage: _____ ft³
 c. Dry storage: shelving will be _____ ft long X _____ ft deep

C. PLUMBING FIXTURES

MULTI-COMPARTMENT SINKS (utensil, glass, bar, ware washing)

Sink location	Individual compartment measurements (inches)			Number of Compartments
	Length	Width	Depth	

DISH MACHINES (Attach equipment specification sheets)

TYPE: Hot Water Rinse
 Chemical Sanitization

MANUFACTURERS GPH RATING

SINGLE COMPARTMENT SINKS

Please show the *NUMBER* of the following *REQUIRED* sink types.

- Mop sinks _____
- Hand-washing sinks _____ (including sinks in restrooms)
- Food Prep Sinks _____

OTHER HOT WATER-USING DEVICES

Please show the *NUMBER* of the following devices (if none, mark N/A)

- Garbage can washer _____ Utensil pre-washing hose _____
- Employee showers _____ Clothes washer* _____
- Hose bibs _____ Other (Specify) _____

**must attach manufacturer's specification sheet.*

OTHER PLUMBING FIXTURES

Please show the *NUMBER* and *LOCATIONS* of the following devices (if none, mark N/A)

- Garbage Grinder / Disposal _____ Location _____
- Dump sink* _____ Location _____
- Chemical Dispensing Units _____ Location _____

** A Dump sink is required in bars, coffee bars, juice/smoothie bars and wait stations. 4th compartment of a 4-compartment sink may be used as a dump sink.*

DRAIN BOARDS

Dish Machine

Dimensions of *clean* dish table _____ in. _____ in.
LENGTH WIDTH

Dimensions of *dirty* dish table _____ in. _____ in.
LENGTH WIDTH

Three Compartment Sink:

Dimensions of *left* drain board _____ in. _____ in.
LENGTH WIDTH

Dimensions of *right* drain board _____ in. _____ in.
LENGTH WIDTH

Food Prep Sink:

Dimensions of *side* drain board _____ in. _____ in.
LENGTH WIDTH

Submit the floor plan drawn to scale including location and identification of **all equipment** and areas listed below.
(See Appendix A for example floor plan.)

1. Sinks:

- a) Lavatory(s) - Number provided, including in restrooms: _____
- b) Food preparation sink(s) - Number provided: _____
- c) Mop sink(s) - Number provided: _____
- d) Dump sink(s) - Number provided: _____
- e) Ware washing (three-compartment) sink(s) - Number provided: _____

2. Wait station(s): Provided / Not Applicable

3. Toilet facilities: Required

4. Dry food storage area(s): Required

5. Employee locker/storage area(s): Required

6. Chemical storage area(s): Required

7. Water heater: Required

8. Bar service area(s): Provided / Not Applicable

9. Indoor and outdoor seating: Provided / Not Applicable

10. Outdoor cooking or bar area(s): Provided / Not Applicable

11. Laundry facilities: Provided / Not Applicable

12. Damaged/returned goods location (Morgue): Required

13. Floor sinks and floor drains: Required

14. Grease interceptor or grease trap? Yes No

If yes, indicate the location and contact the local wastewater authority for sizing information and any required permits.

15. Ice bins / ice machines: Provided / Not Applicable

16. Dipper wells: Provided / Not Applicable

17. Chemical dispensing units: Provided / Not Applicable

If chemical dispensing units are provided, they shall not be connected to the mop / utility sink faucet, a separate dedicated water line shall be required.

PART V – FOOD SERVICE QUESTIONNAIRE

Attach additional sheets as needed when listing foods and describing procedures.

I. Menu and Facility Management:

- A. Submit a menu or list of foods to be served. Plans will not be approved without a menu.

- B. Do you have a food handling procedures manual or Hazard Analysis Critical Control Point (HACCP) plan that describes preparation, cooling, reheating, cooking of foods, and the handling of leftovers?
() Yes () No

- C. List the types of food safety training the person in charge has received and a training plan for employees.

II. Hygiene of Personnel

- A. Describe how employees will prevent bare-hand contact with food.
Bare-hand contact of ready-to-eat foods is prohibited. Physical barriers (e.g. tongs, spatulas, bakery papers, and gloves) are required to be used when handling foods that will receive no further cooking.

- B. Describe where and when hand washing will occur.

- C. Describe the ill employee policy (including policy for cuts and burns).

III. Food Safety Procedures

- A. List the foods which will be cooled and describe the methods for cooling hot foods to 41°F (5°C) or below.

- B. List the foods and describe the methods of how they will be rapidly reheated to 165°F (74°C) or above.

- C. List the foods that will be held hot and indicate how these foods will be held at 135° (60°C) or above.

- D. List the foods that will be held cold and indicate how these foods will be held at 41°F (5°C) or below.

- E. How will temperatures of foods be monitored?

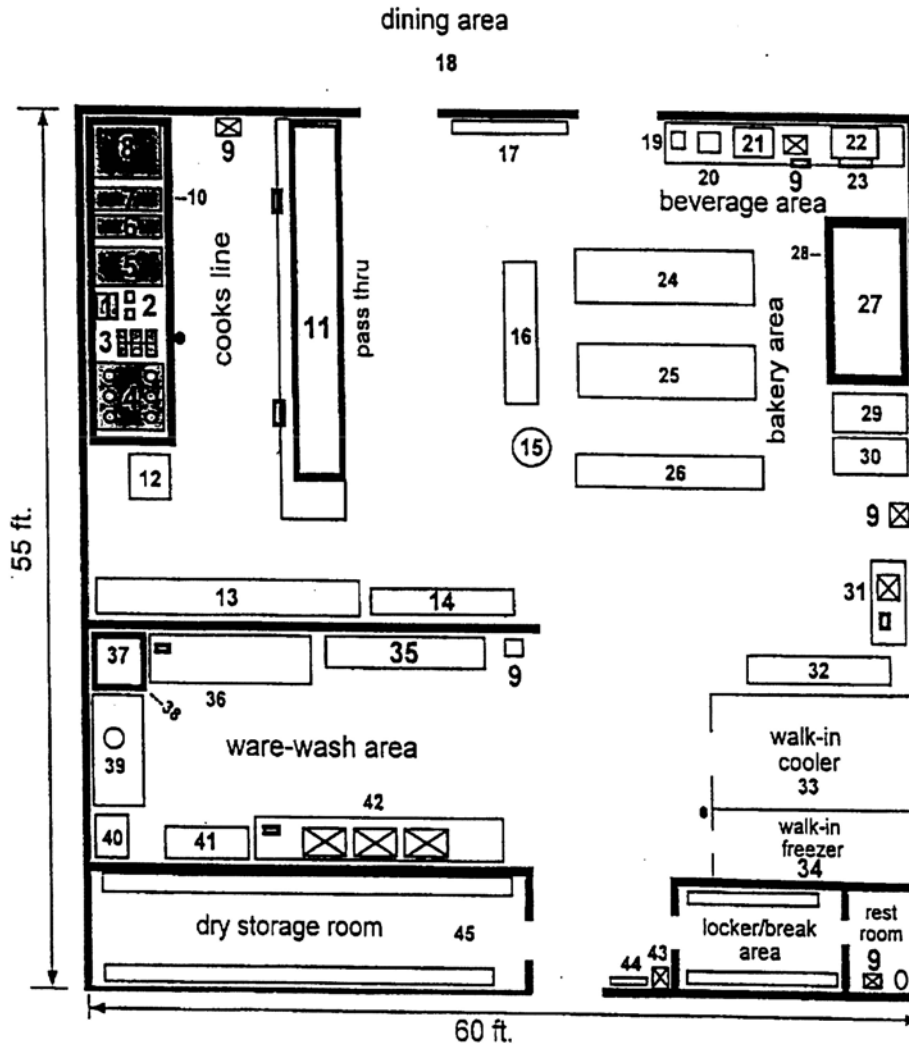
- F. How will thermometers be calibrated to ensure accuracy?
- G. How will frozen foods be thawed?
- H. Will raw meats, poultry, and seafood be stored/displayed in the same refrigerator(s) and freezer(s) with cooked, ready-to-eat foods? () Yes () No
- I. If yes, how will they be stored to prevent cross-contamination?
- J. How will raw meats, poultry, and seafood be prepared to prevent cross-contamination with other foods?
- K. Where will produce be washed?
- L. Will catering be conducted? () Yes () No
- M. Will food be transported or delivered to another location? () Yes () No
- N. If yes, what equipment will be provided to maintain food at proper temperatures during transport?
- O. Will vacuum packaging, canning, cook chill or sous vide be conducted in the establishment? () Yes () No
- P. If you answered yes to Part O., please provide the required HACCP Plan and pH and/or water activity test results for each category of food.
- Q. Describe cleaning and sanitizing procedures for utensils and food preparation equipment (including slicers, prep tables, cutting boards, sinks, etc.).
- R. Describe the sanitizer that will be used and how will the sanitizer concentration/temperature be monitored and how often.

IV. Facility Maintenance

- A. Please describe pest control procedures and provide name of pest control operator.
- B. Stove tops, grills, fryers, broilers, high temperature sanitizing dish machines are some examples that require exhaust ventilation. Please describe how this will be done.

APPENDIX A

Example Floor Plan



Equipment (make and model #)

- | | | |
|-------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------|
| 1. Cheese melter (ABC #123) | 18. Dining area | 36. Clean drainboard |
| 2. Microwave (XYZ #34) | 19. Coffee maker (ABC #16) | 37. Dishmachine (Magic #15) |
| 3. Steamtable (HOT #A1) | 20. Tea maker (ABC #87) | 38. Hood, type II (Ezair #17) |
| 4. Stove (AOK #22) | 21. Soda machine (PDQ #2A) | 39. Dirty drain board w/ spray hose, & garbage disposal |
| 5. Griddle (AOK #Q17) | 22. Espresso machine (ABC #5) | 40. Dirty dish rack |
| 6. Fryer (ABC #55) | 23. Undercounter refrigeration unit (COLD #A3) | 41. Drying shelf |
| 7. Fryer (ABC #55) | 24. Bakers table | 42. 3-comp. sink w/ 36" drain boards |
| 8. Charbroiler (HOT #A7) | 25. Bakers table | 43. Mop sink |
| 9. Hand sink | 26. Shelving unit | 44. Chemical storage shelf |
| 10. Hood, type I (Ezair #99) | 27. Bake oven (JAM #33) | 45. Shelving |
| 11. Refrigerator/freezer make-table unit with pass-thru and shelf. (Cold #10) | 28. Hood, type II (Ezair #35) | Floor sink |
| 12. Stainless steel table | 29. Proof cabinet (ABC #T2) | Floor drain |
| 13. Sliding 3 door refrigeration unit (Cold #12) | 30. Proof cabinet (ABC #T2) | |
| 14. Shelving unit | 31. Vegetable prepsink & 18" drain board | |
| 15. Mixer (XYZ #q23) | 32. Stainless prep table | |
| 16. Shelving unit | 33. Walk-in cooler (COLD #AZ1) | |
| 17. Bread shelving racks | 34. Walk-in freezer (COLD #AZ3) | |
| | 35. Drying shelf | |

APPENDIX B

Minimum Requirements for License Approval

- **Hand washing Sinks.** Hand washing sinks are conveniently located for use by all employees involved in food and utensil handling. Hand sinks are accessible to employees at all times and used only for hand washing. Hand sinks are supplied with hot and cold water, as well as with soap and paper towels.
- **Thermometer.** A probe-type thermometer is provided, capable of registering 0-220°F and calibrated and accurate to + 2°F. This thermometer is used frequently to test and ensure that refrigerated potentially hazardous foods are held at 41°F or lower, and hot potentially hazardous foods are held at 135°F or higher, as required.
- **Refrigerator Units.** All new and existing refrigeration units are capable of holding food at 41°F or below and are equipped with conspicuous thermometers located in the upper 1/3 of the unit and accurate to + 2°F.
- **Sanitizer.** Sanitizer test kits are provided for all sanitizers in use at the facility.
- **Equipment.** All equipment is of commercial design and approved by the National Sanitation Foundation (NSF), Environmental Testing Laboratories, Inc. sanitation standards, Baking Industry Sanitation Standards Committee (BISSC), or other comparable design criteria approved or equivalent. All used equipment is in good repair and operating according to current regulatory standards. Any domestic equipment is replaced with equipment of commercial design.
- **Three Compartment Sink.** A sink with at least three compartments shall be provided for manually washing, rinsing, and sanitizing equipment and utensils. Each compartment of the sink shall be supplied with hot and cold running water. Sink compartments shall be large enough to accommodate immersion of the largest equipment and utensils. Two side drain boards are required, size of drain boards will be determined based on operation.
- **Food Prep Sink.** A separate food preparation sink with a minimum of one 18" self-draining drain board is required, based on menu. The sink is provided with hot and cold running water and an indirect drain to sewer.
- **Utility Sink.** At least one utility sink or curbed cleaning facility with a floor drain and hot/cold water is available for the cleaning of mops or similar wet floor cleaning tools, and for the disposal of mop water, sanitizer buckets or similar liquid wastes.
- **Toilet Facilities.** Separate toilet facilities are available for both genders in establishments with seating capacity greater than 15 patrons or more than 15 employees.
- **Storage Areas.** Separate storage areas are available for toxic items/chemicals and employee personal items so that these items will not contaminate food, utensils, or any other equipment involved in food preparation.
- **Construction.** All floors, walls, and ceilings are smooth, non-absorbent, and easily cleanable. Floor-wall junctures are coved and sealed.
- **Backflow Prevention.** All carbonators and chemical dispensers connected to potable water supply are provided with a dedicated connection and approved backflow devices provided.

APPENDIX C

Online Food Safety Resources

EDUCATIONAL RESOURCES FOR OPERATORS AND FOOD HANDLERS:

Colorado Department of Public Health and Environment

Retail Food Establishment Rules and Regulations:

<http://www.cdphe.state.co.us/regulations/consumer/101002RetailFood.pdf>

Online training for food handlers,

Fee for the course is \$10.00 and the training can be accessed at:

<http://www.statefoodsafety.com/colorado>

Boulder County Public Health

Food Handler's Manual:

<http://www.bouldercounty.org/find/library/help/foodhandlerman.pdf>

Denver Public Health Inspections

Show You Know Food Safety Program:

<http://www.foodsafety.gov/~fsg/fsghaccp.html>

US Food and Drug Administration (FDA)

HACCP Industry Assistance Program:

<http://www.foodsafety.gov/~fsg/fsghaccp.html>

Purdue University

Department of Hospitality & Tourism Management Food Safety Tool Kit:

<http://www.cfs.purdue.edu/HTM/foodsafety/INDEX.HTM>

Iowa Department of Inspections and Appeals

Food and Consumer Safety Bureau:

<http://www.profoodsafety.org/index.html>

Other Resources:

Jefferson County Public Health

Excellence in Food Safety Class

Please see link for class brochure or contact Bonnie Albrecht at 303-271-5769

to register for the course.

http://jeffco.us/jeffco/health_uploads/hplmbrochures/excellence_in_food_safety.pdf