



MARYLAND
Department of Health

Retail Food Establishment Plan Review Submittals

Maryland Health-General Code Annotated, §21-321, requires that properly prepared plans be submitted and approved, before a person constructs a food establishment, remodels or alters a food establishment, or converts or remodels an existing building for use as a food establishment.

A plan review is required to:

- Ensure food establishments are built or renovated according to current rules and regulations;
- Enhances food safety and sanitation by promoting efficient layout and flow of food based on the menu and food preparation processes; and
- Help prevent code violations by addressing potential layout and design issues prior to construction.

The following information must be included in plans submitted:

1. Plans at minimum of 11 x 14 inches in size drawn to scale.
2. A description of the building's construction type, such as wood frame, masonry, metal siding on steel, or concrete tilt-up construction.
3. Proposed menu, seating capacity, and projected daily meal volume for the food establishment.
4. Location of all food equipment. Each piece of equipment must be clearly labeled, marked, or identified. Food equipment schedule which includes the make and model numbers and listing of equipment that is certified or classified for sanitation must be submitted. If the equipment is not certified or classified
 - **Table-Mounted Equipment:** Install table-mounted equipment on 4 inch legs, or seal the equipment to the table unless it is portable. Portable equipment weighs less than 80 pounds and has no rigid utility connections. Keep pieces of table-mounted equipment at least 6 inches apart to ensure access for cleaning.
 - **Floor Mounted Equipment:** Elevated at least 6 inches above the floor and so that food contact surfaces are at least 18 inches above the floor. Placed so that there is sufficient space for cleaning between adjoining units and a unit and the adjacent walls.

Note: Elevation drawings may be requested by the Regulatory Authority.

5. Aisles or working spaces between equipment and between equipment and walls are:
 - Unobstructed and of sufficient width to permit employees to perform duties without contaminating food or food-contact surfaces by clothing or personal contact
 - In a new facility or a facility that is remodeled, a minimum width of:
 - 3 feet where food preparation occurs on only one side of the aisle;
 - 4 feet where food preparation occurs on both sides of the aisle and employees work back to back
 - 5 feet where food preparation occurs on both sides of the aisle, employees work back to back, and other employees must pass through the area; or
6. Open Food Display: Protect food on display from consumer contamination by using easily cleanable sneeze shields, display cases and similar equipment. Design and install these devices to intercept a direct line between a customer's mouth and foods on display.
7. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, backflow prevention, and wastewater line connections.
8. Location of all hand washing sink. Each sink must be located to ensure access is provided to all food preparation, service, and ware wash area at all times of operation.
9. Location of food preparation sinks.

Note: Separate food preparation sink will be required if conducting food preparation at a sink with chemical dispenser. Also, if using the 3 compartment sink as a preparation sink, a detail Standard Sanitation Operation Procedure will be required for cleaning and sanitizing between uses.

10. Detail Ware washing:

Manual Dishwashing

- Identify the length, width, and depth of the compartments of the 3-compartment sink.
- Will the largest pot and pan fit into each compartment of the 3-compartment sink?
- Describe size, location and type (drain boards, wall-mounted or overhead shelves, stationary or portable racks) of air drying space;

- What type of sanitizer will be used? Chemical or Hot water

Mechanical Dishwashing

- Identify the make and model of the mechanical dishwasher.
- What type of Sanitizer will be used? Chemical or Hot Water
- Will Ventilation be provided? If yes, please provide ventilation specifications.

11. Auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation.
12. Entrances, exits, loading/unloading areas and delivery docks.

Note: These areas must be protected from pests and rodents

13. Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases.

Note: The use of vinyl composite tile in food preparation areas is discouraged, as it tends not to provide a durable surface under wet and greasy conditions

14. Source of water and method of sewage disposal.

WATER SUPPLY

- Is the water supply public or non-public/private?
 - If private, has source been approved? Attach copy of written approval and/or permit.

SEWAGE DISPOSAL

- Is the sewage system public or non-public/private?
 - If private, has sewage system been approved? Attach copy of written approval and/or permit.
 - Will grease traps/interceptors be provided? If so, where?

15. A detailed description of the proposed ventilation system. The system must ensure adequate air exchange, ventilation, and air balance. Information on kitchen hood systems must include documentation of listings such as NSF-2, UL-710, and NFPA-96, and must list exhaust and supply air volumes.

Note: In order to exclude outside airborne contaminants from the food establishment, the overall ventilation system should maintain the building under a slight positive pressure. This requires a volume of outside air to be introduced into the building in slight excess to the volume of air exhausted.

16. Over shelves are used over cooking equipment under a hood only if:
 - Deflectors or the design of the over shelf prevents grease from condensing on the bottom of the over shelf and contaminating the food below;
 - Deflectors meet NSF or equivalent standards for food zone materials; and
 - The ability of the hood to capture grease vapors and smoke is not impaired;
17. Service sink or curbed cleaning facility with facilities for hanging wet mops or similar wet cleaning tools and for the disposal of mop water and similar liquid waste.
18. Describe the location of the refuse/garbage storage. Describe the surface and location where the dumpster/compactor/garbage cans/grease collection area.
19. A lighting schedule. There must be at least 50 foot candles of light at any 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.
20. All lighting must be properly shielded or you must use safety type bulbs to protect from glass contamination.
21. An Operations Manual or Standard Operating Procedures that address manufacturing practices, employee training and plant sanitation.
22. Describe storage facilities for employees' personal belongings (i.e., purse, coats, boots, umbrellas, etc.)
23. For a proposed retail food service facility, the information necessary for a **Priority Assessment**. This information is listed on the **Guideline for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan**. For a facility that this Department classifies as a **High or Moderate Priority**, a complete **HACCP Plan** must be submitted.