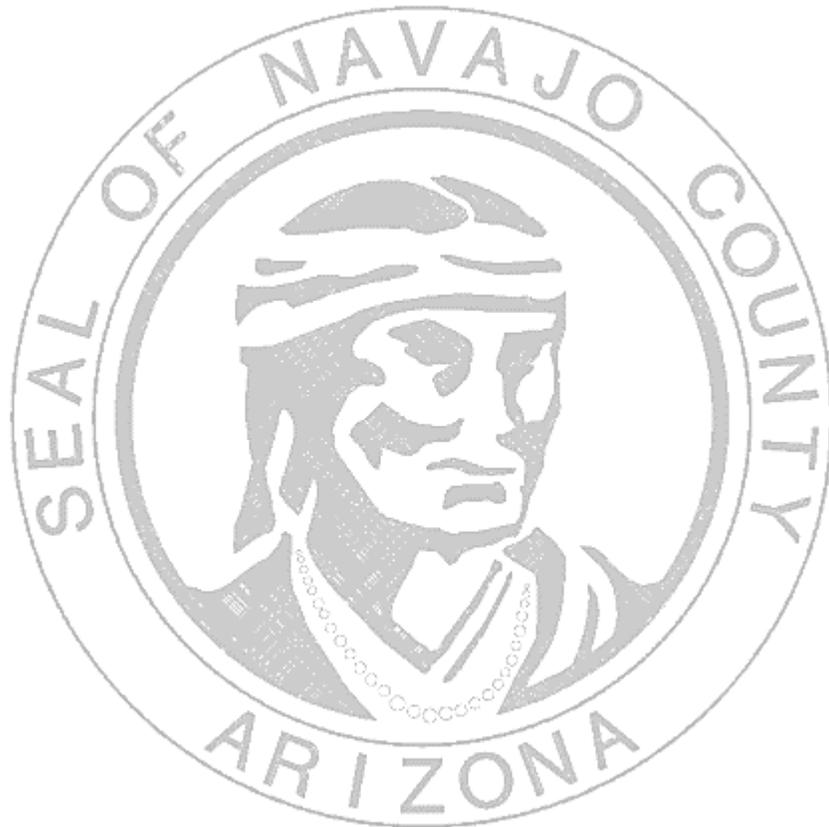


Navajo County



Food Establishment Plan Review Application

NAVAJO COUNTY
PUBLIC HEALTH SERVICES DISTRICT



Promoting Quality Health through Community Education, Planning and Partnerships

Jeffrey Lee, MS, MPA, CEM
Health Director

Wade Kartchner, MD, MPH
Medical Director

Dear Applicant:

Thank you for your interest in obtaining a permit from our Department. To obtain a permit, the following information and documents are required. **Payment is required at time of application and a permit will not be issued until it has been received.**

- A Plan Review packet and associated plan review fee is required and should be submitted to this department 90 days prior to wanting to open.
- Proposed Menu.
- A valid email. All invoices, permits, and inspections will be emailed. (Due to a system change, we can't issue a permit without a valid email address.)
- A preopening inspection must be scheduled 7-10 business days prior to wanting to open. All equipment must be turned on and functioning.

Credit cards can be accepted in the Show Low and Holbrook offices (please bring the completed application).

Please mail this form along with your check and/or money order payable to the *Navajo County Public Health Services District* to:

NAVAJO COUNTY HEALTH DEPARTMENT
ATTN: ESTABLISHMENT PERMITS
600 N 9TH PLACE
SHOW LOW, AZ 85901

After we receive and process your application and payment, your permit will be issued upon completion of a preopening inspection. If you do not receive your permit within 14 calendar days, please contact the Navajo County office at (928) 524-4750. A renewal application will be emailed to you and must be submitted with payment by June of each year; otherwise, a late fee of \$50 will be assessed.

NAVAJO COUNTY

PUBLIC HEALTH SERVICES DISTRICT



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Show Low, AZ 85901

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PLEASE PRINT CLEARLY OR TYPE INFORMATION

TYPE OF ESTABLISHMENT (check "√" all that apply):

Not for Profit – To claim Tax Exempt Status, provide documentation and your Exemption #

√	FEE NAME	FEE CODE	PERMIT FEE	√	FEE NAME	FEE CODE	PERMIT FEE
	Restaurant, 1-30 seats	EH-1	\$200.00		Hotel/Motel, 1-30 rooms (Simple)	EH-18	\$175.00
	Restaurant, 31+ seats	EH-2	\$300.00		Hotel/Motel, 31+ rooms (Complex)	EH-19	\$300.00
	Caterer/Commissary	EH-5	\$300.00		Campground/RV/Trailer Park	EH-20	\$175.00
	Daycare (Sanitation)	EH-6	\$ 50.00		Waste Water Hauler	EH-21	\$100.00
	Food Warehouse	EH-7	\$100.00		Limited Retail	EH-22	\$ 50.00
	Mobile Food Vendor	EH-8	\$200.00		Notice of Violation w/One Inspection	EH-23	\$100.00
	Bar/Lounge	EH-9	\$150.00		Re-Inspection Fee (per inspection)	EH-24	\$100.00
	Bar/Lounge in a Restaurant	EH-10	\$150.00		Late Notice Issuance Fee	EH-25	\$ 50.00
	Swimming Pool / Spa	EH-11	\$100.00		Plan Review – Fixed Establishment, 1-30 seats	EH-26	\$150.00
	Potable Water Hauler	EH-12	\$100.00		Plan Review – Fixed Establishment, 31-100 seats	EH-27	\$175.00
	Continental Breakfast	EH-13	\$ 50.00		Plan Review – Fixed Establishment, 101+ seats	EH-28	\$200.00
	Retail Food	EH-14	\$150.00		Plan Review – Fixed Establishment Remodel	EH-29	\$150.00
	Meat Establishment	EH-15	\$100.00		Plan Review – Mobile Food Service	EH-30	\$150.00
	Bakery	EH-16	\$150.00		Plan Review – Retail Food, 1 - 2,000 sq.ft.	EH-31	\$150.00
	Delicatessen	EH-17	\$150.00		Plan Review – Retail Food, 2,001+ sq.ft.	EH-32	\$175.00
					Additional Plan Check Reviews	EH-33	\$ 50.00

ESTABLISHMENT INFORMATION

Establishment Name			
Physical Address		City	
Email that all permits, and inspections will go to**			
Establishment Phone Number		Fax	
Mailing Address		City	
State		Zip	
# of seats, spaces, rooms, or trucks			

OWNER / CORPORATION INFORMATION - FOR BILLING PURPOSES

Owner or Corporation Name			
Contact Person			
Mailing Address		City	
State		Zip	
Phone Number		Fax	
Email where all invoices will go**			

Your permit will be sent to you via email, please check your spam folder

SIGNATURE OF APPLICANT: _____ **DATE:** _____

Rev 10/19

DEPARTMENT USE ONLY

Date Application Processed: _____ Type of Payment Rec'd: _____ Check # _____ Money Order # _____
Navajo County - For Official Use Only

Date Permit Issued: _____ Approved by: _____

Make checks payable to Navajo County Public Health Services District

_____ Regulatory Authority

Date: _____

FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

____ NEW

____ REMODEL

____ CONVERSION

Name of Establishment: _____

Category: Restaurant, hospital, daycare.

Address: _____

Phone if available: _____

Name of Owner: _____

Mailing Address: _____

Telephone: _____

Applicant's Name: _____

Mailing Address: _____

Telephone: _____

Title (owner, manager, architect, etc.): _____

I have submitted plans/applications to the following authorities on the following dates:

_____ Governing Board of Council

_____ Plumbing

_____ Zoning

_____ Electric

_____ Planning

_____ Police

_____ Building

_____ Fire

_____ Conservation

_____ Other ()

Hours of Operation:

Sun _____
Mon _____
Tues _____
Wed _____

Thurs _____
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:
(approximate number)

Breakfast _____
Lunch _____
Dinner _____

Projected Date for Start of Project: _____

Projected Date for Completion of Project: _____

Type of Service:
(check all that apply)

Sit Down Meals _____
Take Out _____
Caterer _____
Mobile Vendor _____
Other _____

Please enclose the following documents:

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

_____ Manufacturer Specification sheets for each piece of equipment shown on the plan

_____ Site plan showing location of business in building; location of building on site including alleys, streets; and location of any outside equipment (dumpsters, well, septic system - if applicable)

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

_____ Equipment schedule

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 1/4 inch = 1 foot. This is to allow for ease in reading plans.
2. Include: proposed menu, seating capacity, and projected daily meal volume for food service operations.
3. Show the location and when requested, elevated drawings 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 baths 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 as required by this guidance manual.
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, and wastewater 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;

(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, warewashing, 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 (when applicable).

f. Source of water supply and method of sewage disposal. Provide the location of these facilities and submit evidence that state and local regulations are complied with;

g. A color coded flow chart demonstrating flow patterns for:

- food (receiving, storage, preparation, service);
- food and dishes (portioning, transport, service);
- dishes (clean, soiled, cleaning, storage);
- utensil (storage, use, cleaning);
- trash and garbage (service area, holding, storage);

h. Ventilation schedule for each room;

i. A mop sink or curbed cleaning facility with facilities for hanging wet mops;

j. Garbage can washing area/facility;

k. Cabinets for storing toxic chemicals;

- l. Dressing rooms, locker areas, employee rest areas, and/or coat rack as required;
- m. Completed Section 1;
- n. Site plan (plot plan)

FOOD PREPARATION REVIEW

Check categories of Potentially Hazardous Foods (PHF's) to be handled, prepared and served.

<u>CATEGORY</u> *	<u>(YES)</u>	<u>(NO)</u>
1. Thin meats, poultry, fish, eggs (hamburger; sliced meats; fillets)	()	()
2. Thick meats, whole poultry (roast beef; whole turkey, chickens, hams)	()	()
3. Cold processed foods (salads, sandwiches, vegetables)	()	()
4. Hot processed foods (soups, stews, rice/noodles, gravy, chowders, casseroles)	()	()
5. Bakery goods (pies, custards, cream fillings & toppings)	()	()
6. Other _____ _____		

* A generic HACCP plan for each category of food may be available from the regulatory authority for reference.

PLEASE CIRCLE/ANSWER THE FOLLOWING QUESTIONS

FOOD SUPPLIES:

Are all food supplies from inspected and approved sources? Yes / No

COLD STORAGE:

1. Is adequate and approved freezer and refrigeration available to store frozen foods frozen, and refrigerated foods at 41°F (5°C) and below? Yes / No
Provide the method used to calculate cold storage requirements.

2. Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods? Yes / No

If yes, how will cross-contamination be prevented?

3. Does each refrigerator/freezer have a thermometer? Yes / No

Number of refrigeration units: _____

Number of freezer units: _____

4. Is there a bulk ice machine available? Yes / No

THAWING FROZEN POTENTIALLY HAZARDOUS FOOD:

Please indicate by checking the appropriate boxes how frozen potentially hazardous foods (PHF's) in each category will be thawed. More than one method may apply. Also, indicate where thawing will take place.

Thawing Method	* THICK FROZEN FOODS	* THIN FROZEN FOODS
Refrigeration		
Running Water Less than 70°F(21°C)		
Microwave (as part of cooking process)		
Cooked from Frozen state		
Other (describe)		

* Frozen foods; approximately one inch or less = thin, and more than an inch = thick.

COOKING:

1. Will food product thermometers be used to measure final cooking/reheating temperatures of PHF's? Yes / No

What type of temperature measuring device: _____

Minimum cooking time and temperatures of product utilizing convection and conduction heating equipment:

beef roasts	130°F (121 min)
solid seafood pieces	145°F (15 sec)
other PHF's	145°F (15 sec)
eggs:	
Immediate service	145°F (15 sec)
pooled*	155°F (15 sec)
(*pasteurized eggs must be served to a highly susceptible population)	
pork	155°F (15 sec)
comminuted meats/fish	155°F (15 sec)
poultry	165°F (15 sec)
reheated PHF's	165°F (15 sec)

2. List types of cooking equipment.

HOT/COLD HOLDING:

1. How will hot PHF's be maintained at 140°F (60°C) or above during holding for service? Indicate type and number of hot holding units.

2. How will cold PHF's be maintained at 41°F (5°C) or below during holding for service? Indicate type and number of cold holding units.

COOLING:

Please indicate by checking the appropriate boxes how PHF's will be cooled to 41°F (5°C) within 6 hours (140°F to 70°F in 2 hours and 70°F to 41°F in 4 hours). Also, indicate where the cooling will take place.

COOLING METHODS	THICK MEATS	THIN MEATS	THIN SOUPS/ GRAVY	THICK SOUPS/ GRAVY	RICE/ NOODLES
Shallow Pans					
Ice Baths					
Reduce Volume or Size					
Rapid Chill					
Other (describe)					

****REHEATING:**

1. How will PHF's that are cooked, cooled, and reheated for hot holding be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds. Indicate type and number of units used for reheating foods.

2. How will reheating food to 165°F for hot holding be done rapidly and within 2 hours?

PREPARATION:

1. Please list categories of foods prepared more than 12 hours in advance of service.

2. Will food employees be trained in good food sanitation practices? Yes / No
Method of training:

Name of employees and dates of completion _____

3. Will disposable gloves and/or utensils and/or food grade paper be used to prevent handling of ready-to-eat foods? Yes / No

4. Is there a written policy to exclude or restrict food workers who are sick or have infected cuts and lesions? Yes / No

Please describe

briefly: _____

Will employees have paid sick leave? Yes/No

5. How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in sinks or put through a dishwasher be sanitized?

Chemical Type: _____

Concentration: _____

Test Kit: Yes / No

6. Will ingredients for cold ready-to-eat foods such as tuna, mayonnaise and eggs for salads and sandwiches be pre-chilled before being mixed and/or assembled? Yes/No

If not, how will ready-to-eat foods be cooled to 41°F?

7. Will all produce be washed on-site prior to use? Yes / No

Is there a planned location used for washing produce? Yes / No

Describe _____

If not, describe the procedure for cleaning and sanitizing multiple use sinks between uses.

8. Describe the procedure used for minimizing the length of time PHF's will be kept in the temperature danger zone (41°F - 140°F) during preparation.

9. Provide a HACCP plan for specialized processing methods such as vacuum packaged food items prepared on-site or otherwise required by the regulatory authority.

10. Will the facility be serving food to a highly susceptible population? Yes/No
If yes, how will the temperature of foods be maintained while being transferred between the kitchen and service area?

A. Finish Schedule

Applicant must indicate which materials (quarry tile, stainless steel, 4" plastic covered molding, etc.) will be used in the following areas.

	FLOOR	COVING	WALLS	CEILING
Kitchen				
Bar				
Food Storage				
Other Storage				
Toilet rooms				
Dressing Rooms				
Garbage & Refuse Storage				
Mop Service Basin Area				
Warewashing Area				
Walk-in Refrigerators and Freezers				

B. INSECT AND RODENT CONTROL

APPLICANT: Please check appropriate boxes.

	YES	NO	NA
1. Will all outside doors be self-closing and rodent proof ?	()	()	()
2. Are screen doors provided on all entrances left open to the outside?	()	()	()
3. Do all openable windows have a minimum #16 mesh screening?	()	()	()
4. Placement of electrocution devices?	()	()	()
5. Will all pipes & electrical conduit chases be sealed; ventilation systems exhaust and intakes protected?	()	()	()
6. Is area around building clear of unnecessary brush, litter, boxes and other harborage?	()	()	()
7. Will air curtains be used? If yes, where? _____	()	()	()

C. GARBAGE AND REFUSE

Inside

8. Do all containers have lids?	()	()	()
9. Will refuse be stored inside? If so, where? _____ _____	()	()	()
10. Is there an area designated for garbage can or floor mat cleaning?	()	()	()

Outside

YES

NO

NA

11. Will a dumpster be used?
Number _____ Size _____
Frequency of pickup _____
Contractor _____

()

()

()

12. Will a compactor be used?
Number _____ Size _____
Frequency of pick up _____
Contractor _____

()

()

()

13. Will garbage cans be stored outside?

()

()

()

14. Describe surface and location where
dumpster/compactor/cans are to be
stored _____

15. Describe location of grease storage
receptacle

16. Is there an area to store recycled
containers?
Describe _____

()

()

()

Indicate what materials are required to be recycled;

- () Glass
- () Metal
- () Paper
- () Cardboard
- () Plastic

17. Is there any area to store returnable damaged goods?

()

()

()

D. PLUMBING CONNECTIONS

	AIR GAP	AIR BREAK	* INTEGRAL TRAP	* "P" TRAP	* VACUUM BREAKER	CONDENSATE PUMP
18. Toilets						
19. Urinals						
20. Dishwasher						
21. Garbage grinder						
22. Ice machines						
23. Ice storage bin						
24. Sinks a. Mop b. Janitor c. Handwash d. 3 Compartment e. 2 Compartment f. 1 Compartment g. Water Station						
25. Steam tables						
26. Dipper wells						
27. Refrigeration condensate/ drain lines						
28. Hose connection						
29. Potato peeler						
30. Beverage Dispenser w/ Carbonator						
31. Other _____						

* **TRAP:** A fitting or device which provides a liquid seal to prevent the emission of sewer gases without materially affecting the flow of sewage or waste water through it. An integral trap is one that is built directly into the fixture, e.g..a toilet fixture. A "P" trap is a fixture trap that provides a liquid seal in the shape of the letter "P." Full "S" traps are prohibited.

32. Are floor drains provided & easily cleanable, if so, indicate location:

E. WATER SUPPLY

33. Is water supply public () or private () ?

34. If private, has source been approved? YES () NO () PENDING ()
Please attach copy of written approval and/or permit.

35. Is ice made on premises () or purchased commercially () ?
If made on premise, are specifications for the ice machine provided ? YES () NO ()
Describe provision for ice scoop storage: _____

Provide location of ice maker or bagging operation _____

F. SEWAGE DISPOSAL

36. Is building connected to a municipal sewer? YES () NO ()

37. If no, is private disposal system approved? YES () NO () PENDING ()
Please attach copy of written approval and/or permit.

38. Are grease traps provided? Yes () NO ()
If so, where? _____
Provide schedule for cleaning & maintenance _____

G. DRESSING ROOMS

39. Are dressing rooms provided? YES () NO ()

40. Describe storage facilities for employees' personal belongings (i.e., purse, coats, boots, umbrellas, etc.) _____

H. GENERAL

41. Are insecticides/rodenticides stored separately from cleaning & sanitizing agents?
YES () NO ()
Indicate location: _____

42. Are all toxics for use on the premise or for retail sale (this includes personal medications), stored away from food preparation and storage areas?
YES () NO ()

43. Are all containers of toxics including sanitizing spray bottles clearly labeled?
YES () NO ()

44. Will linens be laundered on site? YES () NO ()
 If yes, what will be laundered and where? _____

If no, how will linens be cleaned? _____

45. Is a laundry dryer available? YES () NO ()

46. Location of clean linen storage: _____

47. Location of dirty linen storage: _____

48. Are containers constructed of safe materials to store bulk food products?
 YES () NO ()

Indicate type: _____

49. Indicate all areas where exhaust hoods are installed:

LOCATION	FILTERS &/OR EXTRACTION DEVICES	SQ FT	FIRE PROTEC.	AIR CAPAC. CFM	AIR MAKEUP CFM

I. SINKS

50. Is a mop sink present? YES () NO ()
 If no, please describe facility for cleaning of mops and other equipment:

51. If the menu dictates, is a food preparation sink present?
 YES () NO ()

J. DISHWASHING FACILITIES

52. Will sinks or a dishwasher be used for warewashing?

Dishwasher ()

Two compartment sink ()

Three compartment sink ()

53. Dishwasher

Type of sanitization used:

Hot water (temp. provided) _____

Booster heater _____

Chemical type _____

Is ventilation provided? YES () NO ()

54. Do all dish machines have templates with operating instructions?
YES () NO ()

55. Do all dish machines have temperature/pressure gauges as required that are accurately working?
YES () NO ()

56. Is the hot water generator sufficient for the needs of the establishment?
YES () NO ()

57. Does the largest pot and pan fit into each compartment of the pot sink?
YES () NO ()

If no, what is the procedure for manual cleaning and sanitizing?

58. Are there drain boards on both ends of the pot sink?
YES () NO ()

59. What type of sanitizer is used?

Chlorine ()

Iodine ()

Quaternary ammonium ()

Hot water ()

Other ()

60. Are test papers and/or kits available for checking sanitizer concentration?
YES () NO ()

61. How is the ventilation hood system cleaned?

K. HANDWASHING/TOILET FACILITIES

62. Is there a handwashing sink in each food preparation and warewashing area?
YES () NO ()

63. Do all handwashing sinks, including those in the restrooms, have a mixing valve or combination faucet?
YES () NO ()

64. Do self-closing metering faucets provide a flow of water for at least 15 seconds without the need to reactivate the faucet?

YES () NO ()

65. Is hand cleanser available at all handwashing sinks?

YES () NO ()

66. Are hand drying facilities (paper towels, air blowers, etc.) available at all handwashing sinks?

YES () NO ()

67. Are covered waste receptacles available in each restroom?

YES () NO ()

68. Is hot and cold running water under pressure available at each handwashing sink?

YES () NO ()

69. Are all toilet room doors self-closing?

YES () NO ()

70. Are all toilet rooms equipped with adequate ventilation?

YES () NO ()

71. If required, is a handwashing sign posted in each employee restroom?

YES () NO ()

L. DRY GOODS STORAGE

72. Is the projected frequency of deliveries specified?

YES () NO ()

73. Is appropriate dry goods storage space provided for based upon menu, meals and frequency of deliveries?

YES () NO ()

74. How will dry goods be stored off the floor?

M. SMALL EQUIPMENT REQUIREMENTS

75. Please specify the number and types of each of the following:

Slicers _____

Cutting boards _____

Can openers _____

Mixers _____

Floor mats _____

Other _____

N. WATER SUPPLY

76. Is there a water treatment device? Yes/No
If yes, how will the device be inspected & serviced?

77. How are backflow prevention devices inspected & serviced?

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from this Health Regulatory Office may nullify final approval.

Signature(s) _____

_____ owner(s) 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 & operational will be necessary to determine if it complies with the local and state laws governing food service establishments.