Livingston Health Department

Food Establishment Plan Review Application

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Please review and complete this information.

Return this completed document to the Livingston Health Department, 204 Hillside Avenue, Livingston, NJ 07039.

☐ NEW ☐ REMODEL ☐ CONVERSION

Name of establishment: _____

Establishment address: _____

Phone if available: _____

Name of owner: _____

Mailing address: _____

Telephone: _____

Applicant's name: _____

Mailing address: _____

Telephone: _____

Please enclose the following documents:

☐ Proposed menu (including seasonal, off-site and banquet menus)

☐ Plan of facility drawn to scale showing location of equipment, plumbing, electrical service and mechanical ventilation

☐ Completed finish schedules for each room to include floors, walls, and ceilings and coved juncture bases

☐ Plan review fee of $75.00 payable to the Township of Livingston

☐ Completed plan review application

Hours of operation: _____

_____

Number of seats: _____

Total square feet of facility: _____

Maximum # of meals

to be served: Breakfast _____

Lunch _____

Dinner _____

Projected date for start of project: _____

Type of service: sit-down meals ☐

(Check all that apply) take-out ☐

caterer ☐

mobile ☐

vendor other ☐

FOOD PREPARATION REVIEW

Check all categories of potentially hazardous foods to be handled, prepared, and served.

Category	(Yes)	(No)
Thin meats, poultry, fish, eggs	○	○
Thick meats, whole poultry	○	○
Cold processed foods (sandwiches, salads, vegetables)	○	○
Hot processed foods (soups, stews, rice/noodles/gravy)	○	○
Bakery goods (pies, custards, cream fillings)	○	○
Other _____	○	○

Please answer the following questions:

Will food product thermometers (0-212 degrees F) be used to measure final cooking / reheating temperatures? ◯ Yes ◯ No

How will potentially hazardous foods be maintained at 140 degrees For the above during holding for service? Indicate type and number of hot holding units.

How will cold potentially hazardous foods be maintained at 41 degrees F and below during holding for service? Indicate type and number of cold holding units.

How will potentially hazardous foods be cooled to 41 degrees F?

☐ Shallow pans ☐ ice baths ☐ rapid chill ☐ reduce volume?

How will potentially hazardous foods that are cooked, cooled and reheated for hot holding be reheated so that all parts of the food reach a temperature of 165 degrees F? Indicate type and number of units used for reheating foods.

Please list categories of food prepared more than 12 hours in advance of service:

Will all produce be washed on-site prior to use? ◯ Yes ◯ No
If the answer is yes, a vegetable/scullery sink is required.

Is ice made on the premises or purchased commercially?
Please specify: _____
If made on the premises, are specifications of machine provided? ◯ Yes ◯ No
Describe provision for ice scoop storage:

DRY GOODS STORAGE

Provide information on the frequency of deliveries and the expected gross volume that is to be delivered each time.

Provide total square footage of shelf space dedicated to dry storage:_____sq ft

DISHWASHING FACILITIES

Will sinks or a dishwasher be used for ware washing?

◯ compartment sink ◯ dishwasher ◯ both

Dishwasher:
Make and model #:_____
Type of sanitization:

◯ hot water (temp. provided:_____)
◯ booster heater
◯ chemical (type:_____)

Is ventilation provided? ◯ Yes ◯ No. If yes, describe.

Does the largest pots and pan fit into each compartment of the sink? ◯ Yes ◯ No

What type of sanitizer is used in the 3-compartment sink?

☐ Chlorine
☐ Iodine
☐ Quaternary ammonium
☐ Other

Are test papers and/or kits available for checking sanitizer concentration? ◯ Yes ◯ No

Is appropriate air-drying space available for the air drying of all washed utensils with the use of drain boards, wall or overhead shelves, stationary or portable racks? ◯ Yes ◯ No
Please describe type and location.

GARBAGE AND REFUSE

Will refuse be stored inside? ◯ Yes ◯ No. If so, where?

_____

Will a dumpster be used? ◯ Yes ◯ No

Number_____ Size_____ Frequency of pick-up_____

Contractor service (name):

_____

Will a compactor be used? ◯ Yes ◯ No

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

Type and location of waste cooking grease storage receptacle:

_____

INSECT AND RODENT HARBORAGE

Are all outside doors self-closing with rodent-proof flashing? ◯ Yes ◯ No

How is fly protection provided on all outside entrances?

Are all pipe penetrations, beverage chases and electrical conduit chases sealed; ventilation systems exhaust and intakes protected? ◯ Yes ◯ No

Name of exterminator:

_____

_____

Contracted: ◯ weekly ◯ bi-monthly ◯ monthly

FINISH SCHEDULE

AREA:	FLOOR	BASE	WALLS	CEILING
Kitchen				
Bar				
Food Storage				
Dining Area				
Restrooms				
Garbage/ Refuse Storage				

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

Signature(s)_____
_____

Date:_____

Approval of the plans and specifications does not constitute endorsement of the finished expansion. A final inspection will be made when work is completed to determine compliance with local and state laws and before an establishment license will be issued. Call this office at least ***2 weeks*** before the proposed opening to schedule an appointment for inspection.

GUIDE TO FOOD ESTABLISHMENT CONSTRUCTION AND REMODELING

1. Plans with plan review application and fee of $75 must be submitted for approval before any construction begins.
2. The establishment name, the name of a contact person, a mailing address, and phone number must be provided.
3. Floor surfaces in kitchen, in all other rooms and areas in which food is stored or prepared, in which utensils are washed, and in locker rooms and restrooms, shall be of smooth, non-absorbent, easily cleanable materials. (i.e. quarry tile or seamless sheet vinyl)
4. Sidewalls of all food preparation, utensil washing, and hand washing rooms or areas shall have light colored, smooth, easily cleanable surfaces. Behind cooking equipment, grills, stoves, and sinks, surfaces shall be washable up to at least the highest level reached by splash or spray.
5. All floors in food preparation, food storage, utensil washing rooms and areas, walk-in refrigerators, locker rooms, and restrooms shall provide a coved juncture between the floor and the wall.
6. The ceiling in food preparation areas is to be of a smooth, non-absorbent material. (use of laminated, “non-fissured”, lay-in panels is acceptable)
7. Refrigerator unit condensation (if not self-contained) shall discharge into an open accessible waste sink or floor drain which is properly trapped and vented.
8. Permanently fixed light sources shall provide at least 50 foot candles of light on all food preparation surfaces, utensil washing levels, and cooking equipment.
9. Bulbs of lighting fixtures shall be protected through the use of effective devices such as shields, guards, sleeves, coatings, or covers.
10. Under the counter shelving and interior cabinet shelving shall be non-absorbent, smooth and easily cleanable. (contact paper and foil are prohibited)
11. Counter tops intended for cutting upon must be of a smooth, non-absorbent material which is free of crevices and cracks. (hard maple wood and non-toxic plastic or rubber are acceptable)
12. A three-compartment sink is required. Each individual compartment must be large enough to totally submerge the largest piece of removable equipment to be washed.
13. An air drying rack is to be provided for cleaned kitchenware. (cannot be installed above sinks)
14. Handwash sink(s) must be provided in food preparation areas conveniently located for expeditious use by employees.
15. At least one utility sink or curbed cleaning facility with a floor drain must be provided.

16. A grease (trap) interceptor must be provided.
17. An exhaust hood is required above cooking equipment, with filters and lights.
18. Shelving for dry storage to be provided with bottom shelf installed to allow easy access for floor cleaning.

ADDITIONAL REQUIREMENTS

1. Supervisory personnel must be certified in food safety and sanitation through a course of instruction approved by the State Department of Health.
2. Operating license application with fee must be received and approved prior to opening.

GENERAL:

1. Hand washing sink area shall be provided with soap dispensers, liquid or powder soap, and a paper hand towel dispenser.
2. Fixed equipment shall be tight to the floor and/or elevated and separated to permit easy cleaning. Work surfaced tight to wall (silicone seal acceptable).
3. Establishments with a three-compartment sink must have test strips to measure amount of sanitizer.
4. A dumpster container is required for storage of garbage and refuse outside of building.
5. Contracting of services by a licensed exterminator is required.
6. Cleaning equipment -- brooms, mops, etc. -- must be stored above floor.
7. All refrigerators/freezers shall have indicating thermometers.
8. All counters and food display areas to be adequately protected by use of “sneeze guard” devices, protective cases, or other approved cases (in retail sales area).

LAVATORY:

1. Easily cleanable covered receptacles shall be provided.
2. Ventilation or similar device shall be installed to eliminate obnoxious odors.
3. Door to be self-closing.

NOTES:

Inspections will be made during construction which may disclose additional items of concern.

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