

## FOOD ESTABLISHMENT PLAN REVIEW & APPROVAL FORM

Type of Review: ☐ New ☐	Remodel   Change of Owne	ership   Conversion	Review Fee -
	FOOD ESTABLISH	IMENT INFORMATION	
Establishment Name:			
Establishment Address:			
City:	State:	Zip Code:	
Establishment Phone #:		Establishment Email:	
Mailing Address: (sames as est. a	address)		
City:	State:	Zip Code:	
Owner:		Phone #:	
Owner Email: (same as est. email	)		
Person-In-Charge (PIC) of Esta	blishment:		
Title:		PIC Phone:	
PIC Email:			
Applicant Information: (same a	as owner info.)		
Applicant Name:		Title:	
Applicant's Mailing Address:			
City:	State:	Zip Code:	
Applicant's Phone #:	Applica	nt's Email:	
Designer/Equipment Supplier	:		
	OPERATION	N INFORMATION	
Projected Start Date of Projec	t:	Full Menu Attached: 🗆 Yes	
Type of Food Operation (chec	k all that apply):		
☐ Sit-down (full-service)	$\square$ Takeout/Delivery	☐ Retail Store	☐ Buffet (self-service)
☐ Caterer	$\square$ Processor/Wholesale	☐ C-Store	☐ Drive-thru
☐ Vending Machine	☐ Cafeteria	Seating: ☐ Indoor ☐ Outdo	oor 🗆 N/A
Total Seating Capacity:	Square Footage:	# of Employees per Shift:	Date of Opening:
Days of Operation:   Hours of Operation:	ON 🗆 TUE 🗆 WED 🗆	□ THU □ FRI □ SAT □	SUN
# of Meals Served: Breakt	fast Lunch	Dinner Other	
Customer plates, utensils, o	cups (check all that apply):	☐ Multiple-use/Reusable ☐	Single-use/Disposable

## **SUBMITTED INFORMATION**

The items below have been included with the plans being submitted at this time. It is understood that omission of any requested information will result in a delay in the plan approval. Once all required items are received and any required fee paid, the plans will be reviewed or rejected within 30 days:

Item		Attached	In Application	N/A
Menu				
HACCP Plan and/or QA Plan (if i	needed)			
Standard Operating Procedures	(cleaning, food prep, etc)			
Equipment spec sheets				
Floor plan drawing/layouts:	Yes N/A			
Drawings/layouts contain the	ne following		YES	N/A
Location of any outside equipm trash/grease collection)	ent and/or facilities (e.g.,			
Location of equipment/counter	S			
Location of hot & cold-water su fixtures, water heater location,				
Location of lighting & electrical	outlets			
Location of hoods				
Location of sinks (hand, food pr mop/service, dump)	ep, warewashing,			
Location of bathroom(s)				
Location of dry storage for food	& paper products			
Location of chemical storage				
Location of employee storage/I	ocker/change room			
Location of employee break roo	om			
Location of dirty linen				
COLD STORAGE Frequency of	of frozen food delivery:		Frequency of refrigerated f	ood delivery:
DRY STORAGE Frequency of	of food delivery:		Frequency of dry goods del	ivery:

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## **FOOD HANDLING PROCEDURES**

		<b>procedures</b> for the following categories of food. Describe the processes from reate SOP document covering these items were submitted):	ceiving to
•Wh	ere the food will be sto ere (prep table, sink, co	rozen, fresh, packaged, etc.) ored ounter, etc.) the food will be washed, cut, marinated, breaded, cooked, etc. equency/day) food will be handled/prepared	
READY-TO-I	EAT FOODS (e.g., salads	s, cold sandwiches, raw molluscan shellfish) see attached N/A	
PRODUCE	see attached	N/A	
POULTRY	see attached	N/A	
MEAT	see attached	N/A	
SEAFOOD	see attached	N/A	
SPECIALIZE	O PROCESSES		
Indicate any	specialized process the	at will take place:	
☐ Acidificat	tion (e.g., sushi rice) $\Box$	Curing $\square$ Smoking for preservation $\square$ Sprouting $\square$ Live Molluscan Shellfish	
$\square$ Reduced	Oxygen Packaging (e.g.	., cook/chill), sous vide, vacuum packaging) N/A	
Other:			

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THAWING FROZEN TIME/TEMPERATURE CONTROL FOR SAFETY FOOD (TCS)
☐ Under refrigeration ☐ Running water less than 70°F ☐ Cooked from frozen state N/A
☐ Microwave (as part of cooking process) ☐ Other:
HOT HOLDING List all foods that will be hot held prior to service (attach separate document if needed):
coours.
COOLING  List all foods that will be cooled after cooking or hot holding (attach separate document if needed):
Indicate by checking the appropriate boxes how TCS foods will be cooled to 41°F within 6 hours (135°F to 70°F in 2 hours) and describe what foods will be cooled and the location (attach separate document if needed).
☐ Shallow containers -
□ Bath -
□ Ice wand -
☐ Other method (provide description) —
N/A
REHEATING
How and where will TCS foods that are cooked, cooled, and reheated for hot holding be reheated (indicate final temperature and if prepared on-site or commercially):  N/A see attached
FOOD OPERATIONS & POLICIES
Does the establishment have a policy and procedure for excluding and limiting sick employees?
□ Yes □ No
Describe such policy (if no, describe when such a policy will be developed and implemented):
☐ Separate document provided
Is there a procedure for employees to follow when responding to a vomiting or diarrheal event?
□ Yes □ No
Describe the procedure:   Separate document provided

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Establishment has a designated Certified Food Protection Manager and has completed an approved course recognized by Idaho? $\Box$ Yes $\Box$ No $\Box$ Variance will be or has been re	-	xam from an
Name(s) of CFPM:		
Name of issuing entity for CFPM:		
Expiration date of certificate:		
If no CFPM, explain when and who will obtain CFPM: (SCPHD requires CFPM to be obtained	ed prior to the	issuance of a permit)
FOOD PROTECTION		
Convenient and adequate storage, display, and preparation facilities for ice, frozen food (foods (>135°F), other foods and foods on display: $\Box$ Yes $\Box$ No	(0-10°F), cold f	ood (<41°F), hot
Number and type of cold holding units: see attachment		
Number and type of hot holding units: see attachment		
Will attached thermometer for all refrigerators, freezer, and heat units be provided:	□ Yes	□ N/A
Adequate dry food storage provided in a clean location and not located in locker rooms, toilet rooms, dressing rooms, garbage rooms, mechanical room, under sewer lines, under stairwells:	□ Yes	□ N/A
Storage provision to keep all food in non-waterproof containers a minimum of 6 inches above floor. Bare wood allowed only in dry goods storage area, unopened foods:	□ Yes	□ N/A
Sneeze guards properly designed for self-serve hot/cold buffets/bars. Guard must block line between mouth and food on display, including end plates. (Measure 54 inches to 60 inches from floor to represent customer mouth height)	□ Yes	□ N/A
Dipper wells provided for ice cream scoops (frozen desserts).	☐ Yes	□ N/A
FOOD EQUIPMENT AND UTENSILS		
All food contact equipment is safe, durable, corrosion-resistant, and non-absorbent; sufficient in weight and thickness to withstand repeated warewashing; finished to be smooth and easy to clean, resistant to pitting, chipping, or distortion; and not allow the migration of deleterious substances to impart colors, odors, or tastes to food. (Food equipment certified by an ANSI-accredited program meets this standard)	□ Yes	□ N/A
All used or existing equipment is approved prior to installation and be in good repair and capable of being maintained in a sanitary condition.	☐ Yes	□ N/A
Counter-type equipment: is movable, on 4-inch legs, or sealed to counter. Floor-type equipment: is movable, on 6-inch + legs, or sealed to floor/base.	☐ Yes	□ N/A
Space between units or walls are closed or opened with sufficient distance for easy cleaning along sides, behind, or above.	☐ Yes	□ N/A
Aisles have sufficient width: minimum 36 inches; 42 inches for two or more workers; wider for mobile equipment.	☐ Yes	□ N/A
Raw food prep table and food preparation sink provided.	☐ Yes	□ N/A

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WAREWASHING FACILITIES
Select type of warewashing to be used: $\Box$ Manual (3-compartment sink) $\Box$ Mechanical (Dishwasher)
Manual Warewashing
Number of compartments in sink (3-compartment is the minimum):
Identify the length, width, and depth of the compartments of the sink:L xW xD
Sanitizer to be used: ☐ Chlorine (bleach) ☐ Quaternary Ammonium (Quat) ☐ Other:
Will the largest pot and pan, or food contact item/utensil, fit into each compartment of the warewash sink? $\Box$ Yes $\Box$ No
(If no, what will be the procedure for manual cleaning and sanitizing of items that will not fit into the sink compartments?)
Mechanical Warewashing
Sanitizer to be used: $\square$ Chlorine (bleach) $\square$ Quaternary Ammonium (Quat) $\square$ High Temperature
☐ Other:
Accurate temperature measuring device that indicates the temperature of the water in the wash and rinse compartments of the warewashing machine provided: $\Box$ Yes $\Box$ No $\Box$ N/A
180°F water and/or booster heater for high temperature dish machines: $\Box$ Yes $\Box$ N/A
Mechanical warewashing machine provided with proper back-flow device: ☐ Yes ☐ No ☐ N/A
Mechanical warewashing machine(s) provided with a readable data plate indicating the machine operating specifications, including temperature, pressure, and conveyor or cycle speed: $\Box$ Yes $\Box$ N/A
Machine make and model number:
Other Cleaning & Sanitizing
Describe how cooking equipment, cutting boards, deli-slicers, countertops, and other food contact surfaces that cannot be
submerged in sinks or put through a dishwasher will be cleaned and sanitized:
see attached N/A
Drying Space (clearly indicate in plans)
Describe location and type (drainboards, wall-mounted or overhead shelves, stationary or portable rack(s) or air-drying
space:

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WATER SUPPLY			
Water for the establishment will be obtained from: $\Box$ Municipal Water System (PWS) $\Box$	∃ Private	Well	
Name of municipal water supply:			
If private well, plans and specs must be submitted and approved prior to permit issuance drinking water standards. Baseline water quality analysis must be established prior to ope		e water s	supply meets Idaho
Drinking water plans submitted: $\square$ Yes $\square$ No $\square$ N/A			
Hot and cold water provided under pressure to all fixtures and hot water is sufficient to not throughout the establishment: $\Box$ Yes $\Box$ No $\Box$ N/A	neet the	peak ho	ot water demands
Tank Water Heater Specs			
Name of manufacturer and model #:			
Kilowatts or BTUs:			<del></del>
Recovery rate:			
Tankless Water Heater Specs			
Name of manufacturer and model #:			
Kilowatts or BTUs:			
SEWAGE DISPOSAL			
Sewage from establishment will be disposed of:			
☐ Municipal Sewer System - Name of municipal sewer system:			
$\square$ On-site Septic System – (must obtain approval from health district)			
If sewage disposal is to an existing septic system, what is the wastewater flow design (GP	?(D،		
What is the permit # for the septic system?			
Grease interceptor or trap appropriately sized per applicable code and accessible for clea Where will grease trap/interceptor be located?	ining? □	] Yes 🗆	] No □ N/A
PLUMBING			
All plumbing materials are safe, sized, and installed in accordance with local codes and standards.	☐ Yes	□ No	□ N/A
Water flushed; walk-in box floor sloped to proper drain. Drain outside walk-in box. Condensate wastes to floor sink or approved hub drain outside walk-ins.	☐ Yes	□ No	□ N/A
Floor sinks 50% exposed if under equipment for cleaning. Floor sinks or drains not enclosed in cabinets.	☐ Yes	□No	□ N/A
Drain-board(s)/scupper(s) provided with proper backflow device.	☐ Yes	□ No	□ N/A
Janitorial faucets/hose bibs/threaded faucets provided with proper backflow device.	☐ Yes	□ No	□ N/A
Soap dispensers, when located on approved faucets, proved with proper backflow device.	☐ Yes	□No	□ N/A
Dipper wells – appropriate air gap provided between water supply inlet line and flood rim.	☐ Yes	□No	□ N/A

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Soda fountain water line to carbor upstream from carbonating device line.	-	•	•		□ No	□ N/A	
Self-cleaning hoods: proper backf	low protection p	orovided.		☐ Yes	□ No	□ N/A	
Backflow and back siphonage prot installed in accordance with all loc	•		y lines shall be	☐ Yes	□No	□ N/A	
Air gaps between the water supply the diameter of the supply inlet lin	ne and not less tl	han one inch.	ure shall be twice	yes □ Yes	□No	□ N/A	
Check the appropriate box indicating	ig equipment dra	ains:					
Plumbing Fixtures	Floor Sink	Hub Drain	_	Direct Waste	e	N/A	
Manual warewashing sink							
Food Prep Sink(s)							
Handwashing Sink(s) Mechanical warewashing sink							
Ice machine							
Garbage disposal							
Dipper well(s)							
Refrigeration unit(s)							
Steam table							
Proofer							
Other:							
DRESSING ROOMS AND EMPLOYEE  Employees are required to change i  Dressing rooms are provided: ☐ Ye  Describe storage facilities for emplo	into uniforms at es □ No	the establishme			l, etc.):		
TOILET AND HANDWASHING FACIL  Patron toilet rooms are located so preparation, warewashing, or food	that customers	do not pass thro		□ Yes	□ No	□ N/A	
Employee toilet rooms are conven	•		r employee use.			□ N/A	
Fully enclosed toilet rooms with se		•			□No	□ N/A	
Toilet rooms have adequate ventil		tarthrough miv	· faata		□No	□ N/A	
Handwashing sinks provided with		_	_	□ Yes	□No	□ N/A	
Automatic shut-off handwashing s	•		d flow of water.	☐ Yes	□No	□ N/A	
Adequate number of urinals and to	oilets provided.			☐ Yes	□ No	□ N/A	
Waste receptacles provided. Cove sanitary napkins in toilet rooms us	-	tacles required f	for disposal of	☐ Yes	□ No	□ N/A	
Adequate hand-drying equipment	or supplies prov	ided for handw،	ashing sinks.	☐ Yes	$\square$ No	□ N/A	
Adequate number of soap dispens	ers provided for	r each handwash	ing sink.	☐ Yes	□ No	□ N/A	

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SOLID WASTE DISPOSAL (GARBAGE AND REFUSE) & CLEANING FACILITIES			
Identify how and where garbage cans and floor mats will be cleaned:			
Refuse will be disposed of into:   Dumpster   Compactor			
Identify location of the dumpster and/or compactor:			
Will grease storage containers be used: ☐ Yes ☐ No			
If yes, identify location(s):			
Identify the area to store returnable damaged good:			
Inside containers – adequate numbers provided in convenient locations. Containers	☐ Yes	□ No	□ N/A
are durable, insect and rodent resistant, leak proof, and non-absorbent.	□Vos		□ N/A
Areas for garbage containers are smooth, durable, and easy to clean.			□ N/A
Outside containers are designed to have tight-fitting lids, doors, or covers. Outside garbage area is concrete or asphalt and is smooth, durable, and sloped to drain.	☐ Yes	□ No	□ N/A
At least one mop sink or service sink or curbed cleaning facility equipped with a floor drain shall be provided and conveniently located for cleaning of mops and for the	☐ Yes	□No	□ N/A
disposal of mop water or similar liquid waste.			
Mop/broom storage provided with rack or hooks for hanging mops to dry.	☐ Yes	$\square$ No	□ N/A
Location of trash can wash area:			
Identify the location for chemical storage (poisonous or toxic materials):			

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PEST CONTROL			
Describe method of pest control for establishment:			
Name of professional pest control company (if applicable):			
How often will the premises be serviced by pest control company?			
Outer openings screened (vents, windows, doors) with 16 mesh or smaller screen.	□ Yes	□No	□ N/A
Outer doors self-closing.	☐ Yes	□ No	□ N/A
Air screens, plastic curtains provided on doors if needed to control flying insects.	☐ Yes	□ No	□ N/A
Building rodent proof. Wall openings closed. Gaps beneath doors are protected.	☐ Yes	□ No	□ N/A
LINENS AND LAUNDRY FACILITIES			
Will linens be laundered on site? ☐ Yes ☐ No			
If yes, what will be laundered and where?			
If no, where will linens be cleaned?			
How often will pick up be?			
Identify location of clean and dirty linen storage:			
STRUCTURAL DESIGN AND MATERIALS			
Describe materials to be used for floors, base, walls, and ceilings in the following areas:			
Dining Area –			
Kitchen/Food Prep Areas –			
Walk-in Refrigerator/Freezer –			
Dishwashing Area –			
Food Storage Area –			
Toilet Rooms –			
Tollet Rooms –			

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Locker/Dressing Rooms –			
Janitorial Room –			
Stairways –			
Outside Areas/Parking Lots (walking and driving areas surfaced to minimize du	ıst and p	ooling of	water) -
Finish schedule attached: ☐ Yes ☐ No ☐ N/A			
*Floors and floor coverings shall be durable sealed concrete, terrazzo, quarry tile, cera plastic tile or tight-fitting wood impregnated with plastic. Floors of non-refrigerated dry Carpet may not be used in food preparation or processing areas, walk-in refrigerators, wand toilet rooms where hand washing lavatories, urinals, and toilets are located. (6-101.	7 food sto arewashir	rage need	l not be sealed.
**Base - junctures between walls and floors shall be coved and constructed so that no s Where water-flush cleaning methods, the floor shall be graded to a drain, coved and sea		-	more than 1/32 inch.
***Walls, wall coverings and ceilings shall be nonabsorbent, finished, and sealed to be food preparation and processing areas, food storage areas, warewashing areas, walk-in reareas, retail sales areas, food service areas, dressing rooms, locker rooms, toilet rooms, so rooms. Walls and ceilings of non-refrigerated dry food storage areas and rooms need no rafters may be exposed and rough-surfaced materials used in dining areas. Acoustical materials used in dining areas. Acoustical materials used in dining areas.	efrigerator ervicing a ot be finis aterials <u>sl</u>	es, dining reas, and hed and s	areas, food display refuse storage sealed; ceiling studs,
*****Floors and walls in restrooms shall be smooth, hard, nonabsorbent surfaces such tile, or other approved material. Floor material must extend upward onto the walls at le not adversely affected by moisture. Bars, paper dispensers, and soap holders that are prinstalled and sealed to protect structural elements from moisture. (Uniform Building Co	ast 5". W ovided or	'alls shall 1 or withi	be of said materials
LIGHTING (Artificial/Natural)			
All surfaces where food employees are working with food or with utensils will have a minimum of 50-foot candles.	□ Yes	□No	□ N/A
At surfaces where food is provided for consumer self-service and at handwashing, warewashing areas, and toilet rooms, a minimum of 20-foot candles.	□ Yes	□No	□ N/A
All other areas – 30 inches from floor, a minimum of 10-foot candles.	☐ Yes	$\square$ No	□ N/A
Light shielding provided in all food prep and handling areas, warewashing areas, open food storage and utensil storage areas, and single service storage areas.	□ Yes	□No	□ N/A
Lights in hoods are shielded and UL approved.	☐ Yes	□ No	□ N/A
VENTILATION			
Describe how establishment will be ventilated to keep all rooms free from excessive hea condensation, obnoxious odors, and fumes which are a result of food preparation:	t, steam,	grease,	vapors,
Commercial kitchen hood is designed constructed, and installed according to all applicab $\square$ Yes $\square$ N/A	le local a	nd state	codes:

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Equipment under hood:				
Hood manufacturer and model #:				
Hood spec sheet and drawing provided: ☐ Yes ☐ No ☐ N/A				
OTHER OPERATIONS				
Cleaning materials/pesticides are not stored near food, food contact equipment, or containers, paper products. Separate storage, closed cabinets for pesticides.	☐ Yes	□No	□ N/A	
Pesticides used in facility are EPA approved for use in food establishment.	☐ Yes	□ No	□ N/A	
A private home, a room used as living or sleeping quarters, or an area directly opening into a room used as living or sleeping quarters may not be used for conducting food establishment operations. Living or sleeping quarters located on the premises of a food establishment shall be separated from rooms and areas used for food establishment operation by complete partitioning and solid self-closing doors.	□ Yes	□No	□ N/A	
Utility service lines and pipes are not installed on the floors, not unnecessarily exposed on walls or ceilings; those that are exposed shall not obstruct nor prevent cleaning of the floor, walls, or ceilings.	□ Yes	□No	□ N/A	
Comments or additional information:				
IF NOT OTHERWISE MENTIONED, <u>THE RULES GOVERNING FOOD SA</u> <u>STANDARDS FOR FOOD ESTABLISHMENTS</u> (IDAHO FOOD COL	DE) SHA	ALL API	PLY.	
	DE) SHA	om the a	PLY.	
STANDARDS FOR FOOD ESTABLISHMENTS (IDAHO FOOD COL	DE) SHA	om the a	PLY.	
STANDARDS FOR FOOD ESTABLISHMENTS (IDAHO FOOD COLD I hereby certify that the above information is correct, and I fully understand that any devenue permission from South Central Public Health District may nullify find	riation fron	om the a	PLY.	nout prior

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OFFICE USE ONLY		All Sections Reviewed:
SCPHD Reviewer:		Date of Review:
Approved by:		Date of Approval:
Time Coding	<u>Hours</u>	Establishment Number:
Initial Review:		Facility Type:
Corrections/Correspondence:		Risk Category: ☐ High ☐ Medium ☐ Low
Revised Plan Review:		County #:
Approval/Correspondence:		Water: Sewer: (1 – Public, 2 – Private)  Status: □ Active □ Inactive
Other:		Assigned EHS:
Total:		Fee paid: Receipt #: Date:
Approval Letter Sent:	□ Yes □ No	Permit Issued: ☐ Yes ☐ No

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