



# PLAN SUBMITTAL REQUIREMENTS FOR ALL FOOD ESTABLISHMENTS

**Please note a Master Plumber is required to pull permits on all commercial businesses.**

You may view the new Food Code, download a Plan Application or see the requirements for a **Food Service Managers Certification** at: <http://www.louisvilleky.gov/Health/Environmental/FoodHygiene.htm>

**A: All Food Service Facilities Must Include these standard items NO EXCEPTIONS:**

1. A 3-Compartment sink with drain boards.
  2. Hand Sink in each service area.
  3. A mop sink on each floor.
  4. A Grease Trap (per MSD)
- (Mechanical Dishwasher is optional)

**B: Louisville Metro Plan Submittal Must Also Include:**

1. Plan Application form -- All sections must be completed.
2. Supplemental Health Department information sheet.
3. One (1) copy of the current intended full menu.
4. One (1) site utility plan showing location of building and site utilities, including sanitary sewer connection with the diameter of the connection, is required for all new buildings and attached to each set of plans
5. Floor plan layout, mechanical schematics, construction materials and finish schedules.
6. Equipment list, which includes the types, manufacturers, model numbers, locations, dimensions, performance capacities and installation specifications
7. Site plan that includes the property lines, adjacent streets, location of structure(s), outdoor seating areas, parking areas, dumpster area and loading area (you may print a base map from [www.lojic.org](http://www.lojic.org) & add the required features)
8. All new submittals must include 1 (one) full facility set of construction plans with specs & six (6) plumbing plans with isometrics. The plans must be legible or new plans will be required before the plan review process begins.

**C: Floor Plan**, floor plans must include all listed applicable items below.

<u>Items Required for all Food Service Facilities</u>		<u>For Restaurants &amp; Food Service Facilities</u>	
<input type="checkbox"/>	3 compartment sink with drain boards must have an indirect connect ( <b>Note:</b> <i>the 3 compartment sink may be used as a food prep sink it must be labeled as such</i> )	<input type="checkbox"/>	Bar area with equipment, seating & 3 compartment sink with an indirect connect
<input type="checkbox"/>	Minimum one (1) hand sink per work area	<input type="checkbox"/>	Servers stations
<input type="checkbox"/>	Prep sink(s), labeled as food prep sinks must have an indirect connect	<input type="checkbox"/>	Fry station with hood
<input type="checkbox"/>	Mop sink (Check w/MSD for Grease Trap connection)	<input type="checkbox"/>	Office
<input type="checkbox"/>	Grease Trap including capacity & specs (call Peggy @540-6974 for verification of requirements)	<input type="checkbox"/>	<i>Optional equipment</i> -Washer with vent hood, booster or separate water heater, visual or audible alarm, flow regulator & open receptacle
<input type="checkbox"/>	All equipment must be shown & must be labeled as either existing or new	<b><u>For Daycares &amp; Churches</u></b>	
<input type="checkbox"/>	Kitchen cook & prep areas	<input type="checkbox"/>	Classroom(s) and/or office(s)
<input type="checkbox"/>	Storage area(s), refrigerator & freezer(s)	<input type="checkbox"/>	Child capacity of the facility
<input type="checkbox"/>	Employee restrooms and/or Public restrooms	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Dining area with seating	<input type="checkbox"/>	Other: _____

\*Plans submitted that are not legible (floor plan and equipment key list) will not be reviewed, they will remain on HOLD.

**C: Plumbing & Isometric**

1. Plumbing plan shall include an isometric riser diagram showing the soil, waste and venting system. The riser must match the floor plan and comply with the Kentucky State Plumbing Law, Regulations & Code and a riser diagram must be attached to each set of plans.
2. Grease Trap/Interceptor location and capacity
3. Back-flow preventer indicated on grease traps, mop sinks, 3 comp sink & warewashers and if there is an automatic soap dispenser.
4. The indirect connect must be indicated on all required sinks.

**D: Warewashing Machine**

1. If using a commercial warewashing machine there must also be a three (3) compartment sink & a hand sink. If it is hot water Sanitization, either a separate water heater or a booster is required, it must have a visual or audible alarm and a ventilation hood.

**E: Sanitary Sewers and Holding Tank/Septic Systems**

1. Sanitary sewers:
  - Must be separated from kitchen waste sewers
  - Kitchen waste must incorporate a grease trap as mandated and sized by MSD. All Grease Traps/Grease Interceptors specs must be on plans.
  - Kitchen waste discharging into a sewage treatment plant must have the grease trap sized by the proper agency.
2. Holding Tank/Septic Systems require a site plan indicating the:
  - Location of system including lateral fields
  - Location of all current structures, proposed structures dumpster pad (paved sloped to drain), dumpster enclosure if installed, storage sheds (for equipment & supplies) driveway(s)/parking areas and the distance they are from the holding/septic system
  - The size and capacity of the system
  - All kitchen waste must discharge into a holding tank
  - If the property has been vacant for any length of time, please indicate this on the plans
  - There are special requirements for pits and sand filters.

**F: Laundry Facilities** for new establishments shall be physically separated from food prep and/or storage areas and shown on the floor plan.

**G: Reminders for Construction:**

For any hand sink they must be readily accessible—no obstacles & no doors to go through after washing. Must be located in wash, food prep, server station, etc	Floor-mounted equipment that is not easily movable must be sealed to the floor or elevated on legs that provide at least a 6” clearance between the floor & the equipment.
Hot and cold running water at all receptacles Self-closing doors required for restrooms.	Food & food contact items may not be stored below any waste water lines (sewage, rainwater)
Ceilings must be smooth & cleanable, drywall or vinyl coated ceiling tiles for a drop ceiling	Lighting: <ul style="list-style-type: none"><li>· 50’ candles in preparation areas</li><li>· 20’ candles in service &amp; food display areas</li><li>· 10’ candles in storage areas</li></ul>
Walls, floors, ceilings, and storage shelves in food prep and food storage areas must be hard, smooth, non-absorbent, and easily cleanable	Covered waste receptacle required for women’s restroom
Counter-mounted equipment that is not easily movable must be elevated on legs that provide at least a 4” clearance between the table & the equipment.	The Plumbing located within the building, sewer and all grease traps are required to be inspected by the State Division of Plumbing to the property service connection or the private system septic tank.
Floors, walls and ceilings are to be light colored, smooth & cleanable	Follow manufacturer instructions for vents on warewash machines.