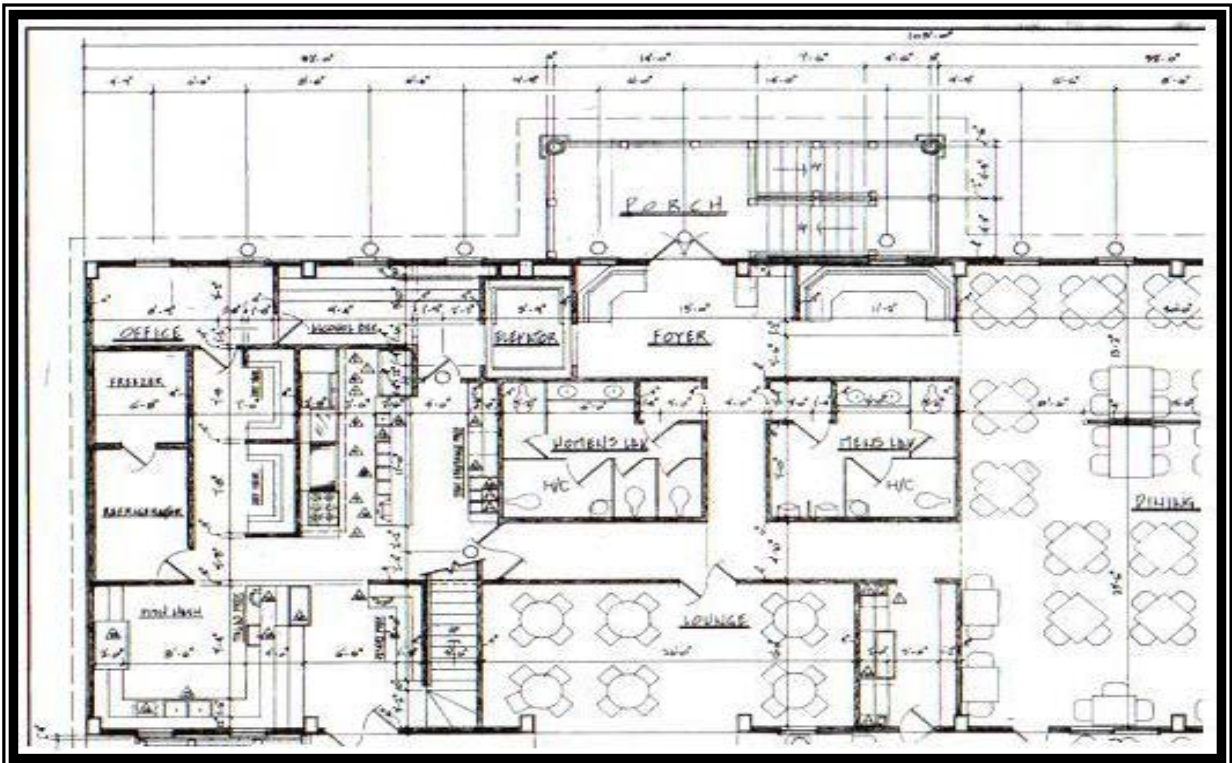




Kern County Environmental Health Division (KCEHD)

Construction Guidelines for Food Facilities



*Assistance for plan review and construction requirements is by
APPOINTMENT ONLY.*

To schedule an appointment, please contact:

Plan Check Specialist, at:

ehplanreview@kerncounty.com or (661) 862-8740

You may also contact Reception at:

EH@KernCounty.com or (661) 862-8740

Revised June 2019

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1. INTRODUCTION

This manual is for architects, building contractors, food service equipment dealers, food facility, operators, consultants and other interested professionals. The purpose of this manual is to aid in the development of construction plans to meet the standards of the Kern County Environmental Health Division. It is intended to serve as a general overview of the requirements and should not be considered as all-inclusive.

This guide is based on requirements in the California Retail Food Code (CRFC) of the California Health and Safety Code, Sections 113700 through 114475. Plans and specifications must show that all applicable requirements will be complied with. Refer to the California Retail Food Code for additional requirements and details.

Process Overview

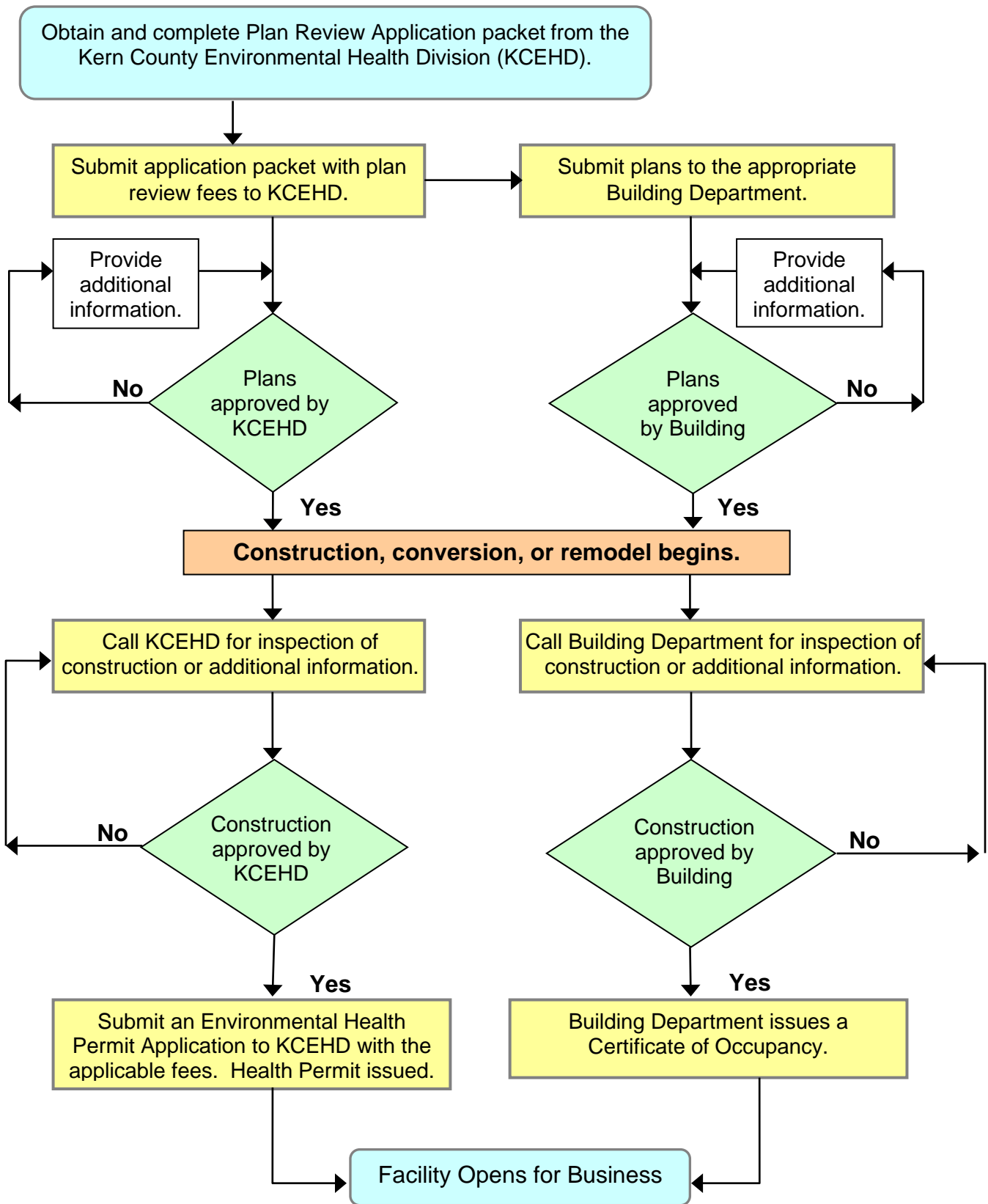
Submit construction plans to both the Kern County Environmental Health Division **and** the local building department at the same time. Plans submitted to both agencies must be identical. Our Division reviews the plans within twenty (20) working days. After the plans are reviewed, a letter is sent to your designated contact. The letter will state if the plans have been approved or not approved. The letter will list any conditions that need to be met before the plans are approved. There are standard conditions included in every letter. Please contact the appropriate building department regarding their procedures.

Construction plans must be approved by our Division before a building permit will be issued by the local building department. Approved Environmental Health plans must be identical to approved Building Plans. A hold is placed on your building permit until your plans are approved by our Division. After the plans are approved by both the building department and our Division, you may begin work on the project. (See *Figure 1* below)

Construction inspections with our Division and the local building department should be arranged throughout the project with one at 80% of completion of work and another at 100% of completion of work. The health permit is approved by the Environmental Health Division after the 100% inspection and when all of the conditions have been met. The local building department issues a certificate of occupancy.

Other local and state agencies may require a permit or approval (i.e., State Board of Equalization, State Department of Alcohol and Beverage Control, Sheriff's Department, etc.). A list of these government agencies is located in *Appendix A on page A7*.

Figure 1. Food Facility Construction Plan Review Process



Definitions

1. California Retail Food Code (CalCode or CFRFC) is the part of California Health and Safety Code that has established uniform health and sanitation standards for retail food facilities to assure that food will be pure, safe and unadulterated.
2. Construction Plans are drawings prepared by an architect, draftsman, designer, contractor or owner. Plans are drawn in a concise and detailed manner. The plans must include specifications for plumbing, electrical, equipment and finishes.
3. Environmental Health Permit is the document that is issued by the Environmental Health Division of a complete application and appropriate fees are submitted. Any person operating a food facility shall at all times possess and Environmental Health Permit. The Environmental Health Permit is not transferrable.
4. California Health and Safety Code is the collection of state laws that govern, among other things, retail food facilities.
5. Kern County Environmental Health Division (KCEHD, EHD, or Division) is part of the Kern County Health Department. The Food Program is part of the KCEHD. The KCEHD is the local enforcement agency of the CRFC.
6. Hold means a condition is put on your building permit or Environmental Health Permit. The condition must be met before the building permit is finalized. Some building permits may have a hold that requires the Environmental Health Division approval before the owner/operator may occupy the building. A hold may be placed on the Environmental Health Permit if a private well is used as a water supply.
7. Local Building Department depending on the scope of remodeling or construction, plans will have to be submitted to the appropriate department of building and safety. Generally any plumbing, electrical or structural changes will require a building permit. Incorporated cities have their own building departments. The Kern County Building Department is responsible for the unincorporated portions of the county. Contact information for building departments in Kern County is provided in Appendix A.
8. Menu Change means a modification of a food facility's menu that would require a change in the food preparation methods, storage equipment or storage capacity previously approved by the Division. These changes may include, but are not limited to, the addition of potentially hazardous foods to a menu, installation of new food preparation or storage equipment, or increasing storage capacity.
9. Remodel of a food facility means construction, building or repair, enlarging, altering, converting or repairing that requires a permit from the local building authority.
10. 80% construction inspection is an inspection conducted when an establishment has completed 80% of the construction and/or is within two weeks of the proposed opening date. The inspector will check the installed floor, wall and ceiling surfaces, and any equipment that may be installed such as a hood exhaust system, cooking equipment, dishwasher, sinks, and anything other equipment specified in the plans.
11. 100% construction inspection is the final inspection that is conducted when all of the construction is completed and the local building department has granted their final approval or an equivalent approval. The final inspection should be scheduled well in advance of the proposed opening date.

2. PLAN AND CONSTRUCTION APPROVAL PROCESS

The California Retail Food Code (CRFC), Section 11480, states that any construction, alteration, remodeling or operation of food facility shall be approved by the Kern County Environmental Health Division and any other appropriate agency such as: Building Department, Fire Department or Planning Department. Approval from our Division is necessary before any construction, alteration, remodeling or operation of a food facility. A change in the menu that will result in remodeling requires approval also. Answers to frequently asked questions about the plan review process are provided below:

Who should submit plans?

The following situations require that plans and specifications be submitted to KCEHD:

- a. Constructing or remodeling any building for use as a food facility.
- b. Reopening a food facility which has been **closed for ANY length of time.**
- c. Opening an existing food facility where any or all equipment has been removed.
- d. Leasing out an area of a food facility which would require the new area be issued an Environmental Health Permit.
- e. Plans to change equipment (or the addition of), finishes, menu, or type of food facility (i.e. limited menu to full service).

What should I submit for plan review?

- a. A minimum of two (2) sets of detailed plans and specifications. The plans must include sufficient information to demonstrate compliance with the "*Minimum Requirements for Food Facility Plans.*" [See page 11]. Plans may be prepared by an architect, draftsman, designer, contractor or owner. All plans must be drawn in a concise, detailed and professional manner. Incomplete plans will be rejected. An example is provided in Appendix A.
- b. A completed application including a sample menu with the plans. An "*Application for Food Establishment Plan Review*" is located in Appendix B of this document.
- c. The applicable fee. The fee for plan review is based on the square footage of the food establishment. This fee includes the plan review and the necessary inspections during construction and may be found on the website at: <https://kernpublichealth.com/environmental-health-permit-applications-fees/>.

How do I submit plans?

The application, sample menu, plan review fees, hard copies of plans, and specifications may be submitted as follows:

1. Mail to the division at:

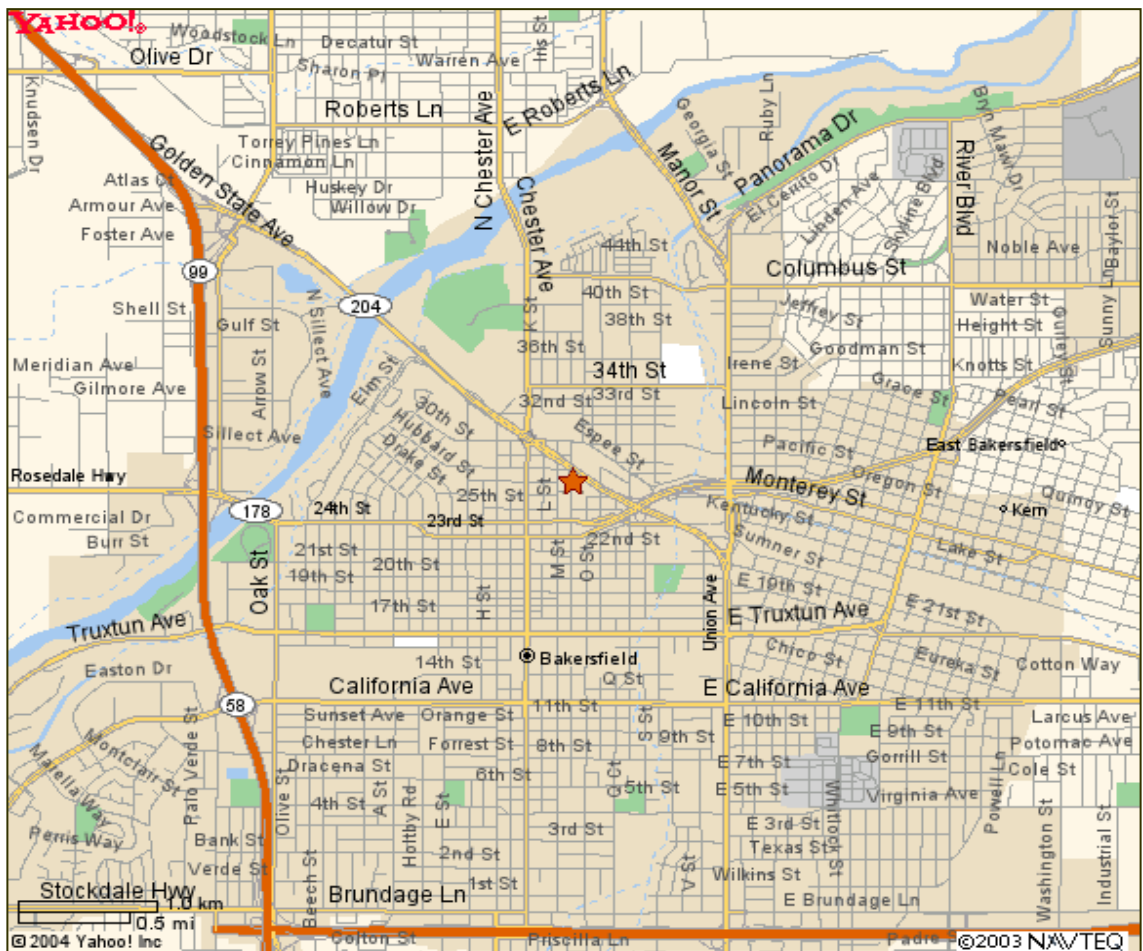
**Kern County Environmental Health Division
2700 M Street, Suite 300
Bakersfield, California 93301
Attention: Plan Review**

2. Walk-In:

**Public Services Building
2700 M Street, Suite 300
Bakersfield, CA 93301**

You will be required to check in and obtain a visitor's pass at the security kiosk. Inform the receptionist that you are submitting plans for a food facility to Kern County Environmental Health Division and would like to schedule an appointment.

Figure 2. Public Services Building, 2700 M St., Bakersfield location



How long does the plan review process take?

The plans shall be approved or rejected within twenty (20) working days of receipt by our Division (CFRC, Section 114380). Plans and specifications are reviewed on a first come, first served basis, no exceptions. It is important that you allow time for the plan review process when scheduling your project. It is necessary to provide complete and accurate plans that conform to applicable laws and installation requirements.

How will I know that my plans are approved?

Plans Approved

Upon approval, the owner, or authorized representative, will be notified by mail, e-mail, fax, or telephone that the plans have been approved. A letter of approval of facility design will be attached to the plans. The owner or representative of the owner should pick up the approved plans and keep the approved set of plans at the construction site until the final inspection has been made. The second set will be kept on file by this Division until construction has been completed. **If any changes on the approved plans are desired, revised plans shall be submitted for review and approval prior to construction.**

Plans Not Approved

If the plans are not approved, the owner, or authorized representative, will be notified by mail, e-mail, fax, or telephone that the plans have been rejected. A letter stating that the plans are not approved will be attached to the plans. The letter also explains what corrections are needed to have the plans approved. The owner or representative of the owner should pick up the plans and resubmit them the required corrections as soon as possible. The second set will be kept on file by this Division until construction has been completed. Resubmitted plans are considered as a new submittal and are reviewed with the new submittals on a first come first served basis; however, the application fee is not required.

Please note KCEHD will:

- 1. Dispose of operators/owners copy of reviewed construction plans (approved, or not approved) that are not picked up within 60 days.***
- 2. Dispose of construction plans that have not begun construction within 1 year.***

When can I begin construction or work on a remodel or conversion?

The Building Department will not issue a permit until it has received plan approval from our Division. You may begin work after you receive the letter of approval from our Division and if necessary a building permit. Before starting construction, you may require approval from other agencies.

Construction inspections are conducted by the Division Plan Check Specialist after plans have been approved. If there are any questions during the construction phase and prior to facility opening (one to two weeks), the applicant should call the Plan Check Specialist to avoid possible delays of the desired opening date. Appointments may be made by contacting the Plan Check Specialist at (661) 862-8740.

When do I need to schedule an inspection during construction?

Construction inspections must be scheduled at least three to five days in advance of the desired day of inspection. Inspections are scheduled by the specialist that reviewed your plans. Appointments may be made by contacting the Plan Check Specialist at (661) 862-8740, calling their direct phone number, or by e-mail. Plan Check Specialists are in the field most of the day, please leave only one message on their voice mail and it will be returned promptly.

Mid-construction Inspection

Schedule an inspection when your establishment is approximately 80% complete and/or within two weeks of your proposed opening date. Generally we will be checking your installed floor, wall and ceiling surfaces, and any equipment that may be installed such as a hood exhaust system, cooking equipment, dishwasher, sinks, and everything specified on your plans. This is a very important inspection because you will be very close to your opening date. Any corrections can be accomplished without delaying your proposed opening date. When the Specialist has conducted this inspection, you will need to apply for your Environmental Health Permit if you are a new owner. During this inspection, the Specialist will determine if you may begin to receive and/or store prepackaged food in your facility.

Final Inspection

The final inspection is conducted when you have finished all of your construction and the local building department has granted their final approval or an equivalent approval.

The following items should be available:

1. All refrigeration equipment should be operating at 41°F or below and be equipped with refrigerator thermometers.
2. A metal stem probe thermometer should be on-site and accessible for the monitoring of food temperatures, if applicable.
3. All equipment should be cleaned and sanitized. All food contact surfaces and floors should be cleaned and sanitized.
4. An approved sanitizer should be on-site for the washing and sanitizing of utensils, if applicable. A sanitizer test kit is required for testing the sanitizer residual.
5. Hot (120°F or above) and cold water must be available and all plumbing operational.
6. All of your equipment such as the hood-exhaust system, refrigerators, and dishwashing machines must be functioning.
7. Restrooms shall be equipped with facilities, hot and cold running water, soap, and paper towels.
8. All hand wash sinks shall be equipped with hot (minimum of 100°F) and cold running water, soap and paper towels.
9. The owner or employee is required to have an approved "*Food Safety Certification*".

When your facility receives final approval, you may open to the public. It is very important that everything in your establishment is functioning properly. You should schedule your final inspection well in advance of your proposed opening date.

When can I start to have food delivered and train the staff?

You may have food delivered and train the staff after the final inspection.

When is the Environmental Health Permit Issued?

An Environmental Health Permit is required to operate a food facility. If your facility is new or if you took over ownership from the previous owner, then a new Environmental Health Permit will be issued. This permit is approved at the final inspection and will be mailed. Please indicate to the inspector where you want the permit and annual invoices to be mailed. (See Section 7 for more information.)

3. MINIMUM REQUIREMENTS FOR PLANS

Plans shall be drawn to scale. The recommended scale is one quarter of an inch equals one foot ($\frac{1}{4}$ inch = 1 foot) and shall include the following:

- a. Name and address of the food facility; the name, mailing address, telephone & fax number, and e-mail address of owner, contractor and/or contact person.
- b. Vicinity map.
- c. Floor plan of entire facility.
- d. Floor plan showing equipment layout including: [See Appendix A]
 - i. Complete equipment checklist, including the methods of installation. [See Appendix A]
 - ii. Equipment manufacturer specification sheets and/or elevations.
- e. Plumbing layout.
- f. Electrical layout.
- g. Exhaust hood ventilation and make-up air systems.
- h. A site plan including proposed waste storage receptacle location.
- i. Room finish schedule for floors, base, walls and ceiling that indicates the type of material, the color and the surface finish for each room or area. Give specific brand names. Samples or specifications of proposed finish materials may be required. [See Appendix A]
- j. Menu & Food Facility Operations. Complete the form contained in the application packet - *Menu and Food Facility Operations*. In addition, submit a proposed menu (including any seasonal, off-site, banquet menus).
- k. Provide a scope of work detailing all work to take place in the facility.
- l. Submit a completed and signed copy of the Building Department and Construction Affidavits contained in the plan check packet.
- m. A construction plan is required if the facility is existing and is currently in operation. Describe the measures that will be taken to isolate construction activities so food, food contact surfaces and utensils will not be contaminated. Permanent restrooms and required equipment will be accessible to employees at all times during construction.

4. EQUIPMENT REQUIREMENTS BY FACILITY TYPE

Construction and equipment requirements vary depending on the type of food facility involved. To assist you in determining requirements for your facility, food facilities have been grouped into four categories, based upon their food service operation. These categories include the following types:

Commercially, Prepackaged Food Markets

All food (100% of the food) onsite is commercially prepackaged. There is no food or drink preparation or serving; no coffee service; no ice packaging; no unpackaged snacks, candy, beef jerky; no beer taps; no beverage dispensing, etc.

Non-Prepackaged Food Markets/Bakeries/Ice Cream Shops/Yogurt Shops

Food is stored/displayed/sold in an unpackaged state.

Bars/Taverns

Unpackaged beverages and commercially prepackaged foods are sold. There is no food preparation or sale of unpackaged foods.

Restaurants

Complete food preparation occurs, including the handling, cooking, and serving of unpackaged foods (includes sandwich shops, deli, cafeteria, fast food, etc.)

Type	Minimum Sink Requirements	Approved Floor Material	Approved Wall & Ceiling Material Required Areas
Commercially, prepackaged food markets	Janitorial sink Hand washing sink for restroom	Janitorial Sink Room Restrooms Food Storage Rooms Walk-in Coolers/Freezers	Janitorial Sink Room Restrooms
Non-Prepackaged Food Markets, Bakeries, Ice Cream/Yogurt Facilities	Janitorial sink Hand washing sink for restroom Hand washing sink for kitchen Three compartment sink* Food preparation sink*	Janitorial Sink Room Restrooms Food Storage Rooms Walk-in Coolers/Freezers Food Preparation Areas Below Equipment Service Counter Area	Janitorial Sink Room Restrooms Food Preparation Areas Service Counter Area Food Storage Rooms
Bars/Taverns	Janitorial sink Hand washing sink Three compartment sink*	Janitorial Sink Room Restrooms Food Storage Rooms Walk-in Coolers/Freezers Bar Counter Area	Janitorial Sink room Restrooms Bar Counter Area
Restaurants	Janitorial sink Hand washing sink for restroom Hand washing sink in kitchen Three compartment sink* Food preparation sink*	All Areas Except Dining Room and Offices	All Areas Except Dining Room and Offices

* Equipment requires indirect connection to the sewer.

5. STRUCTURAL REQUIREMENTS

Doors and Windows

Exterior Doors and Windows

All exterior doors shall be well-fitted and self-closing to effectively prevent the entrance of flies, rodents and vermin. [CRFC 114259]

All exterior windows which open to food preparation areas, food storage areas and utensil washing areas shall be screened with no less than sixteen (16) mesh per square inch. [CRFC 114259.2]

Delivery and Cargo Doors

All delivery doors leading to the outside shall open outward and be self-closing. Overhead air curtains must be provided where service/delivery doors remain open for an extended period of time and when necessary to exclude insects, dust, dirt and fumes. [CRFC 114259]

The air curtain when installed shall produce a downward and outward air flow not less than three (3) inches thick at the nozzle with an air velocity of not less than 1600 FPM (feet per minute) across the entire opening at a point three (3) feet above the floor. [State of California, Food and Drug Circular 80-7]

When the air curtain is installed outside the building, the same velocity of air needs to be directed straight down over the entire door opening. The air curtain shall turn on automatically when the door is opened. [State of California, Food and Drug Circular 80-7]

Figure 3. Air Curtain



Large cargo type doors shall not open directly into a food preparation area. Cargo type doors that open into any food warehouse may only be open during deliveries. An overhead air curtain is not a substitute device to permit a door to remain open.

Pass-through Windows

When food is passed through a window to a customer on the outside of the building, the size of the window opening should not exceed four hundred thirty-two (432) square inches. [CRFC 114259.2]

Food service pass-through window openings should be equipped with a self-closing screen or window, or an automatic switch-activated air curtain which will produce an air flow eight (8) inches thick at the discharge opening and with an air velocity of not less than 600 FPM (feet per minute) across the entire opening measured at a point three (3) feet below the air curtain. (Window openings must be closed when not in use.) [State of California, Food and Drug Circular 80-7]

The minimum distance between the pass-through window openings may not be less than eighteen (18) inches. [CRFC 114259.2]

The counter surface of the pass-through window must be smooth, easily cleanable and free of channels and crevices. [CRFC 114259.2]

Floors

Floor Finishes

Floors in food establishments (except in sales and dining areas) shall be durable, smooth and impervious to water, grease and acid, and of easily cleanable construction (e.g., quarry tile or seamless epoxy pour, approved commercial grade sheet vinyl or other approved materials). Floor surfaces in all areas where food is prepared, packaged, dispensed, or stored in open containers, where any utensil is washed, where refuse or garbage is stored, where janitorial facilities are located, in all toilet and hand washing areas and in employee change and clothing storage areas, shall be an approved type that continues up the walls or toe-kicks at least four (4) inches, forming a three-eighth (3/8) inch minimum radius cove as an integral unit. (Vinyl rubber top set base is not acceptable.) [CRFC 114268] A list of approved flooring materials may be found in Appendix A.

Figure 4. Commercial Quarry Tile



Figure 5. Ceramic Tiles with three eighths inch (3/8") Radius Cove



Floor surfaces shall be of an approved type in the following areas:

- areas where food is prepared, packaged, dispensed or stored
 - areas where utensils are washed
 - areas where janitorial facilities are located
 - toilet and hand washing areas
 - areas where refuse or garbage is stored
 - employee change areas
 - storage areas
-

Nonskid floor surfaces

Approved anti-slip floor finishes or materials are acceptable in areas where necessary for safety reasons, such as traffic areas. [CRFC 114268]

Floor drains

Floor drains are required in floors that are water-flushed for cleaning and/or where pressure spray methods for cleaning equipment are used. Where floor drains are utilized, the floor surfaces shall be sloped 1:50 (1/4 inch per foot) to the floor drains. When floor drains are added to an existing establishment where the floor surface is not sloped, a two (2) foot surrounding depression/slope to the floor drain may be required. [CRFC 114269]

Walls and Ceilings

Materials and finishes

Walls and ceilings of all rooms (except bar areas, rooms where food is stored in unopened containers and dining areas) shall be durable, smooth, nonabsorbent and washable (e.g., gloss or semi-gloss enamel paint, epoxy paint, FRP (Fiberglass Reinforced Panel), stainless steel, ceramic tile or other approved materials and finishes).



Figure 6. Smooth, Washable

Surface

Exposed brick, concrete block, rough concrete, rough plaster or textured gypsum board is not acceptable. Acoustical ceiling tile may be used if it meets the requirements of Section 114271. **A sample may be required for review.** [CRFC 114271]

The wall behind sinks and dish tables should be covered with a durable waterproof material (e.g., FRP, ceramic tile, stainless steel, etc.) extending from the top of the coved base to at least twelve (12) inches above the backsplash. Walls adjacent to floor mounted mop sinks should be covered with a durable waterproof material (e.g., FRP, ceramic tile, stainless steel, etc.) extending from the top of the sink to at least forty-eight (48) inches above the floor.



Figure 7. Waterproof Materials

Provide a durable, cleanable, smooth, non-corrodible and nonflammable material (e.g. stainless steel, ceramic tile, etc.) behind the cook line and to any side walls that are adjacent or in close proximity.

Important Note

Waitress stations, salad bars, food serving or self-service open food counters, or other similar stations located immediately adjacent to or in dining areas, must comply with floor, wall and ceiling requirements.

Conduit

All plumbing, electrical and gas lines shall be concealed within the building structure to as great an extent as possible. When otherwise installed, they shall be mounted or enclosed so as to facilitate cleaning (e.g., at least ½ inch from the wall and six (6) inches above the floor). [CRFC 114271]

Where conduits or pipelines enter a wall, ceiling or floor, the opening around the line shall be tightly sealed and made smooth.

Conduits or pipelines shall not be installed across any aisle, traffic area or door opening.

Multiple runs or clusters of conduits or pipelines shall be installed within the walls or encased in an approved sealed enclosure.

Indirect Waste Receptors

Condensate and liquid waste from food preparation equipment and sinks, utensil sinks, dishwashers, dipper wells, steam tables, ice machines, beverage dispensers, refrigeration condensers and similar equipment must be drained by indirect drainage into an open floor sink or other approved waste receptor. Utensil washing sinks may be directly plumbed to the sewer line if required by local building officials. [CRFC 114193] [UPC 601(b)]

Criteria	Description
Location	The floor sink or other approved waste receptors should be located to provide adequate drainage of the equipment being served. Equipment should be located within fifteen (15) feet. [UPC 803] Floor sinks or other approved waste receptors shall be located so that they are readily accessible for inspection, cleaning and repair. Overflow from floor sinks shall be prevented from flowing into inaccessible areas (e.g., storage cabinet, display refrigerators, etc.) [CRFC 114193]
Installation	In general floor sinks should be installed flush with the floor to prevent tripping hazards and to prevent harborage of dirt and debris. Check with local Building and Safety officials.
Waste lines	Horizontal runs of drain lines should be at least $\frac{3}{4}$ inch from the wall and six (6) inches off the floor and should terminate at least one (1) inch above the overflow rim of the floor sink. Waste lines may not cross any aisle, traffic area or door opening.

Examples of equipment which must drain to a floor sink via a legal air gap:

- Sinks - food preparation sink; three compartment sink; bar sink
- Ice machine
- Condensate waste from a walk-in or other refrigeration unit
- Waste line from soda dispenser
- Steam tables with a direct connection to a water supply
- Automatic dishwashers
- Ice cream dipper well
- Food grinders

Figure 8. Floor Sink with minimum one inch (1”) air gap

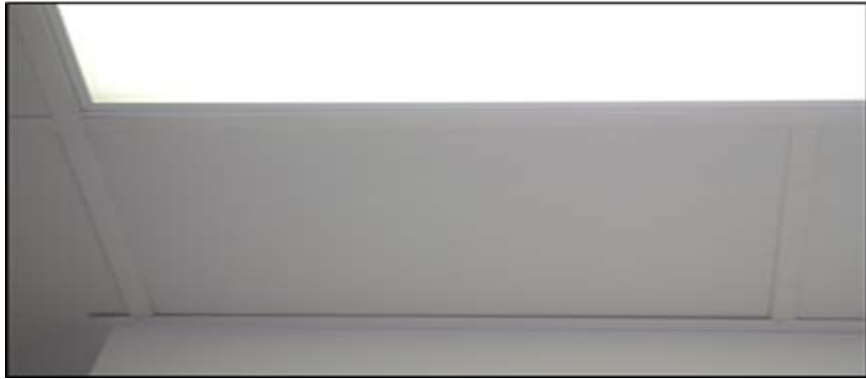


Lighting

Light fixtures in areas where food is prepared, open food is stored or utensils are cleaned shall be of shatterproof construction or protected with shatterproof shields and be readily cleanable. [CRFC 114252.1]

Required Lighting	Area Required
<p>Twenty (20) foot-candles of light, thirty (30) inches above the floor</p>	<p>In every room and area in which any food is prepared, manufactured, processed or packaged, or in which utensils are cleaned, sufficient natural or artificial lighting shall be provided to produce an intensity of not less than twenty (20) foot-candles as measured thirty (30) inches above the floor. [CRFC 114252]</p> <p>During general cleanup activities, at least 20 foot-candles of light measured thirty (30) inches above the floor shall be provided in the area being cleaned, including, but not limited to, areas where alcoholic beverages are prepared or served. [CRFC 114252]</p>
<p>Ten (10) foot-candles of light</p>	<p>The working surfaces on which alcoholic beverages are prepared or where utensils used in the preparation or service of alcoholic beverages are cleaned shall be provided with at least ten (10) foot-candles of light. [CRFC 114252]</p> <p>Food and utensil storage rooms, refrigeration storage, toilet rooms and dressing rooms shall be provided with at least ten (10) foot-candles of light. [CRFC 114252]</p>

Figure 9. Shatterproof cover



Refuse Disposal Facilities

Garbage and waste grease shall be disposed into adequate, watertight, nonabsorbent, rodent proof containers with close-fitting lids. There shall be an area provided for the storage of these containers and facilities for their washing. [CRFC 114244, 114245, & 114245.1-114245.7]

Figure 10. Refuse Disposal Areas



Structural requirements for interior refuse disposal rooms and areas:

Floors shall be smooth, durable, grease resistant, nonabsorbent, coved, easily cleanable and sloped to a floor drain discharging to the sanitary sewer. [UPC 302]

Walls and ceilings shall be durable, easily cleanable, impervious to grease and moisture, and capable of withstanding the expected impacts.

The room or enclosure shall be well ventilated.

Hot and cold running water through a mixing valve protected with a backflow protection device shall be provided and located so that the room or enclosure can be cleaned.

Structural requirements for exterior refuse disposal facilities:

A securable enclosure is recommended.

Ground surfaces and enclosure surfaces should be constructed so as to be durable and cleanable.

Where wash down facilities are provided, liquid waste shall be disposed of in an approved manner.

Sewage Disposal, Grease Traps and Interceptors

All liquid waste, including sewage generated by a food establishment, shall be disposed of in an approved manner into either a public sewer system or to an approved on-site sewage disposal system. [CRFC 114197] Grease traps and interceptors are required when waste greased is produced and when preparing certain foods or through the use of various pieces of equipment (i.e. fryers, griddles, etc.).

If required, a grease trap or Hydro-mechanical Grease Interceptor shall not be located in food or utensil handling area unless specifically approved by the enforcement agency. In addition, grease traps and grease interceptors shall be easily accessible for servicing. [CRFC 114201]. In general, grease traps should be installed outside the food facility to prevent sanitation problems.

NOTE: Check with local health, building, sanitary or public works agencies for information or regulations regarding special sewerage, grease trap and grease interceptor requirements. Kern County Environmental Health Division may allow a Hydro-mechanical Grease Interceptor with automatic draw inside the facility under certain conditions.

If facility will be permitted as a Commissary to support a mobile food vehicle/cart, an approved waste water receptacle must be installed outside the facility. This receptacle must drain directly to a grease interceptor.

Storage**Dry Food and Beverage Storage**

Adequate and suitable space shall be provided and designated on plans for dry storage purposes. This area shall be equipped with sufficient and approved shelving to accommodate anticipated needs. It shall include only aisle space and floor area where shelving, cabinets or other storage facilities are located. It shall not include floor area where desks, equipment, ladders or other items may be placed. The following recommended methods of determining adequate storage space may be used [CRFC 114047]:

- a. A floor area equivalent to twenty-five percent (25%) of all kitchen space or, one square foot of floor space per customer seat, whichever is greater.
- b. Sufficient approved shelving dispersed throughout kitchen areas may be substituted for section a. above. Sufficient approved shelving for a small food service establishment means ninety-six (96) linear feet of eighteen (18) inch deep shelving. More shelving may be required for larger establishments.

Shelving shall meet or be equivalent to approved applicable sanitation standards which is smooth, durable, easily cleanable, and non-absorbent and vermin tight. The lowest shelf shall be at least six (6) inches above the floor with clear unobstructed area below. Unfinished wood is not acceptable. [CRFC 114047]

Storage for employees belongings

A room, enclosure (e.g., locker, cabinet, etc.) or designated area shall be provided where employees may change and store clothing and personal effects. Lockers for the storage of employee's personal belongings or chemical storage shall possess a sloped top to facilitate cleaning. [CRFC 114256 & 114256.1]

The room, enclosure or designated area should be sized to accommodate the number of employees. The room, enclosure or area shall be separated from toilets, food storage, food preparation, and utensil washing areas.

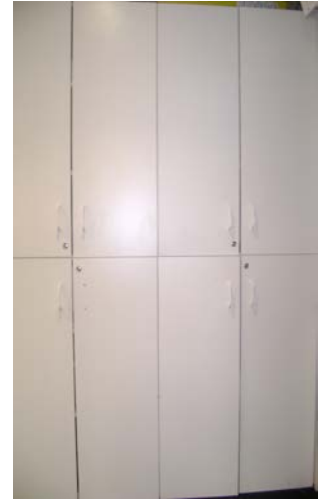


Figure 11. Employee Lockers

Storage of cleaning equipment, supplies, and poisonous substances

A room, area or cabinet separated from any food preparation or storage area, or utensil washing or storage area, shall be provided for the storage of all cleaning equipment, supplies and poisonous substances (e.g., mops, buckets, brooms, cleaning compounds, waxes, insecticides, rodenticides and other pesticides, detergents, bleaches, cleaning compounds or any other injurious or poisonous materials). [CRFC 114254 & 114254.2]

Linen Storage

Adequate and suitable space shall be provided for the separate storage of clean and soiled linens. [CRFC 114185.4]

Toilet Facilities

In each food establishment, there shall be employee toilet facilities. The requirements on the number of toilets and handicapped facilities shall be in accordance with local building and plumbing ordinances. [CRFC 114276]

Public toilet facilities shall be provided in each food establishment with more than 20,000 square feet of floor space. Separate men's and women's toilet facilities are required. [CRFC 114276]

*Check with your local building inspection department for special requirements.

Criteria	Description of Requirement
Location	Toilet facilities which are provided for use by patrons shall be so situated that patrons do not pass through food preparation, food storage or utensil washing areas. [CRFC 114276]
Ceilings, floors, and walls	The floors, walls and ceilings shall have surfaces that are smooth, nonabsorbent and easily cleanable. [CRFC 114268 & 114271]
Hand Washing Facilities	Hand washing facilities shall be provided within or adjacent to toilet rooms and shall be equipped with an adequate supply of warm (minimum 100°F) running water under pressure from a premixing faucet. Hand washing cleanser and single use sanitary towels in permanently installed dispensers or hot air blowers shall be provided at hand washing facilities. [CRFC 113953 & 113953.2]
Toilet tissue	Toilet tissue shall be provided in a permanently installed dispenser at each toilet.
Doors	Toilet rooms shall be separated from other portions of the food establishment by well-fitted, self-closing doors that prevent passage of flies, dust or odors. [CRFC 114276]
Ventilation	Toilet rooms shall be vented to the outside air by means of an operable screened window, an air shaft or a light switch-activated exhaust fan, consistent with the requirements of local building codes. [CRFC 114149]

Ventilation

Provide adequate ventilation to remove gases, odors, steam, heat, grease, vapors and smoke from all rooms in the facility including: food preparation, scullery, toilet, janitorial, garbage and change rooms, consistent with the requirements of local building codes. [CRFC 114149, 114149.1, 114149.2, & 114149.3]

Equipment requiring exhaust hoods and ducts

Mechanical exhaust ventilation shall be required at or above all commercial type deep fat fryers, broilers, fry grills, steam jacketed kettles, ranges, ovens, barbecues, rotisseries, dishwashing machines and similar equipment to effectively remove gases, odors, steam, heat, grease vapors and smoke from the food establishment. Usually chemical sanitizing or under counter dishwashing machines do not require exhaust hoods. [CRFC 114149.1]

Refer to Uniform Mechanical Code Chapter on Commercial Kitchen Ventilation Systems. 2. Refer to CCDEH Recommendations for Mechanical Exhaust Ventilation

Hood Types

For specific information on hood requirements and installation, contact the appropriate building inspection department.

Hood Type	Description of Hood
Type 1 Hood	A Type 1 Hood is a kitchen hood for collecting and removing grease and smoke. They should be equipped with approved grease filters or grease extractors designed for that specific purpose. (Note: Mesh filters are no longer approved.)
Type II Hood	A Type II Hood is a general kitchen hood for collecting and removing steam, vapors, heat or odors.
Construction Types	Description of Construction
Canopy-Type Hoods	Canopy-type hoods should not be more than seven (7) feet above the floor and should not be more than 4 feet above the cooking surface. The hood should overhang or extend a horizontal distance not less than six (6) inches beyond the outer lip of the hood on all open sides. It should have grease troughs or drip pans that are easily cleanable.
Non-Canopy-Type (High Velocity) Hoods	Non-canopy-type hoods will be approved providing they are constructed to be easily cleanable and they comply with the minimum exhaust air velocity requirements. Shielding at the ends of the hood may be necessary to prevent interference from cross drafts.

Hood Installation

All hoods, ducts, and exhaust outlets should be installed in accordance with CHAPTER 20 of the current edition of the Uniform Mechanical Code. All joints and seams should be sealed, welded or soldered for ease of cleaning.

Make-Up Air

Make-up air supply should be provided at least equal to that amount which is mechanically exhausted and inter-connected by a single control switch. Windows and doors should not be used for the purpose of providing make-up air.

Installation of heating or warming devices under hoods

Food heating or warming devices, cheese melters, etc., that are installed above other equipment beneath an exhaust hood may create an air flow obstruction to proper ventilation of the basic equipment for which the hood ventilation system is designed. The design, construction and installation of such warming devices

under a hood are subject to evaluation and approval by this Division prior to installation.

Fire Extinguishing Systems

Fire extinguishing systems may be required by local fire department codes. They should be installed so as to allow ease of cleaning of the hood and duct systems.

Water Heater

Hot Water vs. Warm Water

An adequate, protected, pressurized, potable supply of hot and cold water shall be provided. Hot water shall be provided at a minimum temperature of at least 120°F. [CRFC 114192] Hand washing facilities shall be equipped with warm water under pressure for a minimum of fifteen (15) seconds through a mixing valve or combination faucet. [CRFC 113941 & 113953] Installed unit must be designed for use in a commercial facility.

Sizing the water heater

In sizing the water heater, the peak hourly demands for all sinks, dishwashing machines, etc., are added together to determine the minimum required recovery rate. The water heater should not be purchased until this Division has determined the minimum required size for the particular food establishment. A Microsoft Excel spreadsheet is available on our Kern Public Health website under the Restaurants, Markets and Kitchens section titled Construction and Plan Check Information under Water Heaters, calculation forms: <https://kernpublichealth.com/restaurants-markets-and-kitchens/>.

Water Supply

The water supply shall be from a water system approved by the health officer or the State Health Department. [CRFC 114192]

To assure safe potable water, it is required that facilities not served by a public water system meet the monitoring and quality standards established under law for a transient non-community water system. Compliance includes:

- Chemical Analysis on file in this office; and
- Quarterly bacteriological sampling and reporting; and
- Corrective action in the event of bacteriological failure.

Any water supplied at a facility must be potable and not jeopardize the health of any users.

A separate Environmental Health Permit is required when the facility is using a private well as a water supply. The permit fee off-sets the costs for an annual inspection.

A bacteriological sample which demonstrates the water is free from harmful bacteria is required immediately prior to opening and every three months afterward as long as the facility operates.

Backflow Protection

An approved backflow prevention device shall be properly installed upstream of any potential hazard between the potable water system and a source of contamination (e.g., all threaded water outlets, mop sinks, sprayers, soda machines, dishwashers, etc.). [CRFC 114192] [*Refer to latest UPC edition.*]

Note: Any backflow prevention device installed on a soda machine must be testable and listed for use on a carbonator.

Figure 12. Backflow Prevention Device



6. EQUIPMENT REQUIREMENTS

Materials and Design

All new and replacement equipment shall meet or be equivalent to applicable sanitation standards. Equipment design, construction and installation are subject to approval by the enforcement officer. The NSF seal is generally a good indicator the equipment is approved. [CRFC 114130]

All utensils, display cases, windows, counters, shelves, tables, refrigeration units, sinks, dishwashing machines and other equipment or utensils used in the preparation, sale, service and display of food shall not allow the migration of deleterious substances or impart colors, odors, or tastes to food and under normal use conditions shall be safe, durable, corrosion-resistant, and non-absorbent, sufficient in weight and thickness to withstand repeated ware-washing, finished to have a smooth, easily cleanable surface, and resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition. [CRFC 114130.1]

Equipment Installation

Equipment shall be installed to facilitate cleaning under and around the equipment, and of all the adjacent surfaces. Equipment should be sealed to adjacent walls and equipment, or should be spaced away from the adjacent walls and equipment at least six (6) inches for every four (4) linear feet of equipment. (See Figure 6 on Page 28)

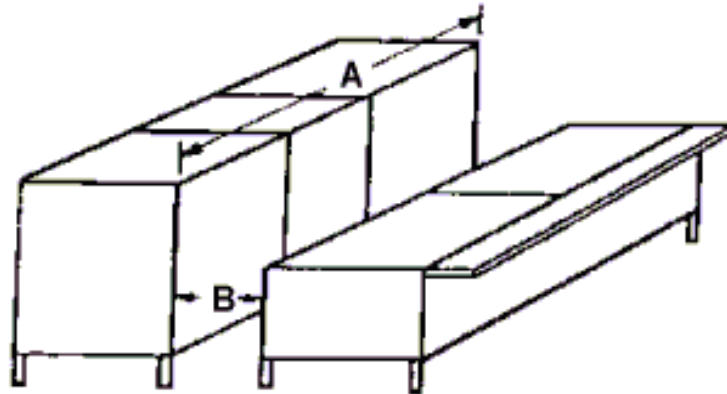
All floor mounted equipment shall be placed on castors which meet or are equivalent to applicable sanitation standards, minimum six (6) inch high easily cleanable legs or be completely sealed in position on at least a four (4) inch high continuously covered base or concrete curb. [NSF Standard 2] (See Figure 7 on Page 29)

Cooking Equipment

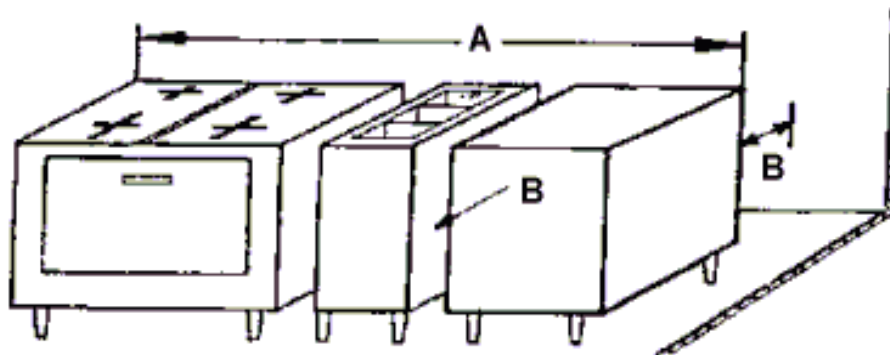
All cooking equipment should be installed in a manner to facilitate cleaning underneath and behind each appliance. This may be accomplished by one of the following methods:

- a. Place the cooking equipment on castors and install a quick disconnect type gas fitting so that the equipment may be moved for cleaning underneath and behind the equipment.
- b. Allow enough space along the perimeter of the equipment to allow employee access between and behind equipment for cleaning. Equipment should be on 6 inch round, metal legs to allow for cleaning underneath the equipment.

Figure 13. Equipment Installation



Equipment sealed together

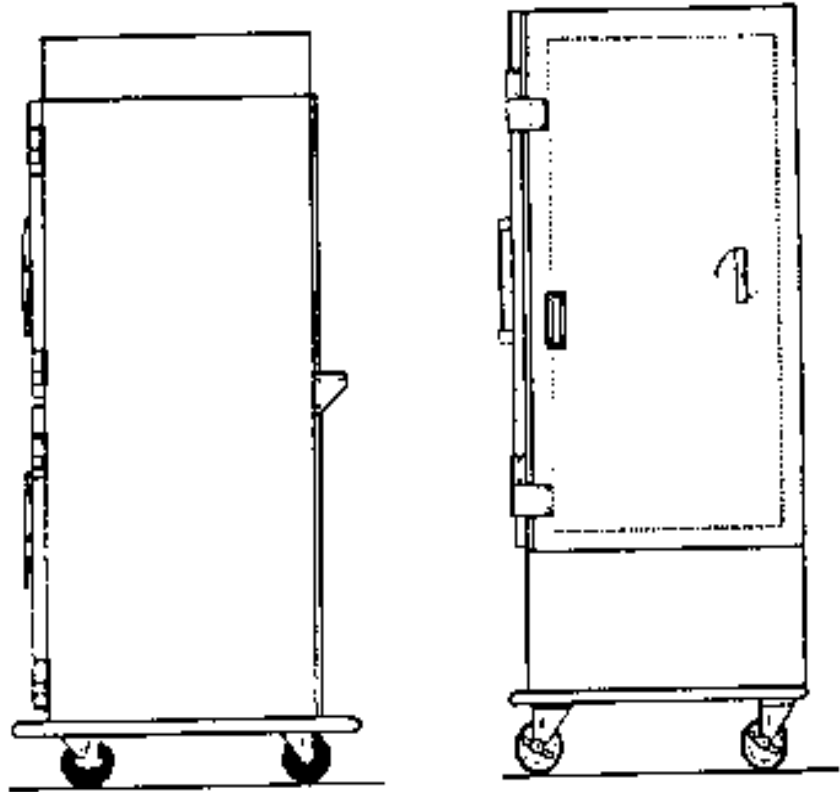


Equipment spaced apart

Recommended Equipment Spacing From Walls, Provided Access is Available From Both Ends:

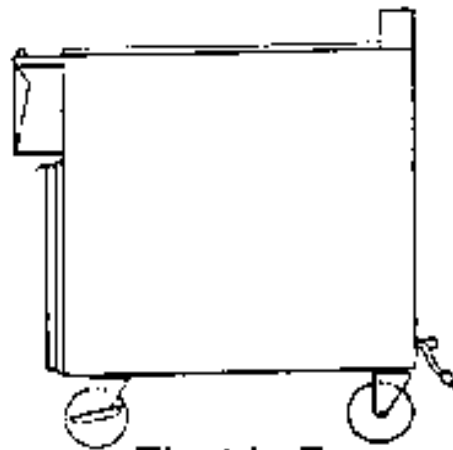
<u>Equipment Length (A)</u>	<u>Space From Walls and Equipment (B)</u>
4' or less	6"
4' - 8'	12"
8' or more	18"

Figure 14. Floor Equipment mounted on Castors



Holding Cabinet

Reach-in Refrigerator



Electric Fryer

Kitchen Equipment Mounted On Castors

Dishwashing and Glass Washing Machines

1. An area should be provided for scraping utensils and equipment as circumstances require. An overhead pre-rinse sprayer with scupper tray, sink or garbage disposal will satisfy this requirement.
2. Dishwashing machines may be connected directly to the sewer immediately downstream from a floor drain or they may be drained through an approved indirect connection. [CRFC 114193]
3. Spray type dishwashing and glass washing machines which are designed for a hot water bactericidal rinse shall be provided with an approved booster heater or be connected to an approved recirculation water system which is capable of maintaining the rinse water at not less than 171 degrees Fahrenheit. These machines normally require an approved Type II exhaust hood. [CRFC 114099.6] [UMC] [NSF Standards 3]
4. Spray type dishwashing and glass washing machines which are designed for a chemical bactericidal rinse shall be capable of maintaining the rinse water at a temperature in accordance with its approved applicable sanitation listing. [NSF Standard 3]
5. Dishwashing machines must have two (2) integral stainless steel drain boards or dish tables*, one for soiled utensils and one for clean utensils. The drain boards shall be sloped and drained to an approved waste receptor. [CRFC 114103]
6. For glass washing machines and under counter dishwashing machines, there shall be two (2) metal drain boards, one for soiled utensils and one for clean utensils, located adjacent to the machine. The drain boards shall be sloped and drained to an approved waste receptor. [CRFC 114103]
7. Drain boards or dish tables shall be large enough to adequately store all utensils above the floor at all times or additional approved shelving, racks or dish tables shall be provided in the dishwashing area for this purpose. [CRFC 114103]
8. A minimum of a three (3) compartment stainless steel sink with dual integral metal drain boards is required in addition to any dishwashing machine. [CRFC 114099]
9. When a dish table is installed next to a wall, the integral metal backsplash shall be sealed to the wall. [*Refer to section regarding "Walls" - Page 17*] *Dish tables are extended drain boards used for the purpose of sorting soiled or clean dishes.
10. Provide sanitizing testing equipment and materials to adequately measure the applicable chemical sanitizer residual at the dishwasher/glass washer.

Garbage Disposal

Garbage disposals, if proposed, should be installed in a sink designated for garbage disposal only or in drain boards and the drain board should be lengthened to accommodate the disposal unit in addition to the minimum eighteen inches (18") required drain board size. **Garbage disposals should not be placed in or under any required sink compartment.**

Food Protection Equipment

Service of unpackaged food/utensils directly to or by the customer:

Displays of unpackaged foods or utensils shall be shielded so as to intercept a direct line between the customer's mouth and the food or utensils being displayed shall be dispensed from approved self-service containers. [CRFC 114060]

Cafeteria, buffet and salad bar self-service, food preparation equipment and food preparation areas etc., shall be protected by approved sneeze guards. [CRFC 114060]

Figure 15. Sneeze Guards – Enclosed On End



Approved self-service containers shall have tight fitting, individual covers. [CRFC 114060]

Dipper Well

A cold running water dipper well shall be provided, if scoops or other reusable serving utensils are stored in water. The dipper well shall be drained by means of an indirect connection. [CRFC 114193]

Ice Machines

All ice machines should be located inside the food establishment in an easily cleanable, well ventilated area, and should be drained to a floor sink via legal air gap.

Refrigeration Equipment

1. All reach-in and walk-in refrigeration and freezer units shall be adequate in capacity and usage to meet the needs of the proposed operation and shall: [CRFC 113996, 144130 & 114130.1] [NSF Standard 7]
 - a. Be specifically constructed for commercial use and shall meet or be equivalent to applicable sanitation standards. Domestic (household) model refrigerators and freezers are not approved.
 - b. Have shelving that is nonabsorbent, non-corrodible, and easily cleanable and shall meet or be equivalent to applicable NSF standards. Wood is not acceptable.
 - c. Be provided with an accurate, readily visible thermometer.

- d. Drain condensate and other liquid waste in a sanitary manner to a floor sink or other approved receptor that is properly connected to the drainage system. Condensate from reach-in refrigerators and freezers may be drained to a properly installed and functioning evaporator. [CRFC 114193] [UPC 601(b)]
 - e. Open into an approved area of the food facility.
2. Walk-in refrigeration and storage freezer units shall also:
- a. Be designed to be closed and sealed to the floor or be constructed integral with the floor. Coved bases shall be provided at the intersection of interior floors and walls. [CRFC 114268]
 - b. Are flashed or sealed to walls and/or ceiling as needed to prevent rodent and vermin harborage or inaccessible areas. [CRFC 114259]
 - c. Have non-corrodible shelving that is at least six (6) inches above the floor and shall meet or be equivalent to applicable sanitation standards. Wood is not acceptable. [CRFC 114130]
 - d. Have floor drains and floor sinks located outside units, when they are required. [CRFC114193] [UPC 601(b)]

Sinks

General Requirements for All Sinks

The wall behind sinks and dish tables should be covered with a durable waterproof material (e.g., FRP, ceramic tile, stainless steel, etc.) extending from the top of the coved base to at least twelve inches (12") above the backsplash. When a sink is installed next to a wall, the integral metal backsplash shall be sealed to the wall.

Hot and cold water under pressure shall be provided through a mixing valve to each sink compartment in all food facilities. [CRFC 114192]

Food Preparation Sink

Food facilities needing a separate sink for food preparation such as, but not limited to, thawing, washing, or soaking shall have a food preparation sink that drains by means of an indirect connection. [CRFC 114163] [*Refer to latest UPC edition.*]



Figure 16. Food Preparation Sink

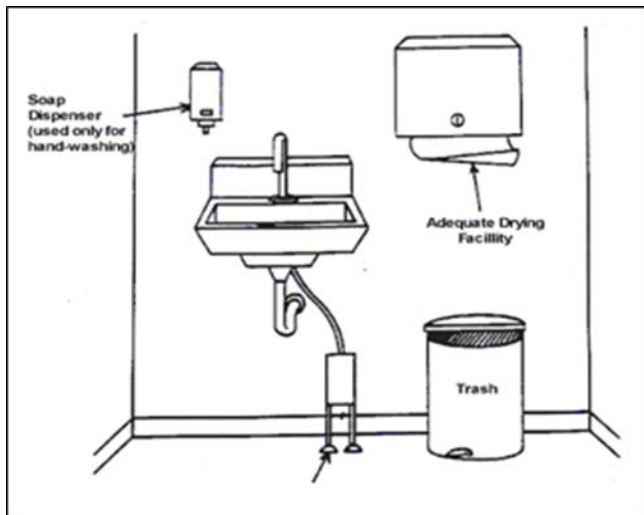
Hand washing Sink

Hand washing sinks shall be provided in each food preparation area (i.e., deli, meat, bakery, sushi bar, oyster bar, etc.). [CRFC 113953]

Soap and single-use sanitary towels shall be provided in permanently installed dispensers at the hand washing sinks. [CRFC 113953.2] (See Figure 8).

Hand washing sinks shall have such water provided from a combination faucet, or water from a premixing faucet which supplies warm water for a minimum of fifteen (15) seconds while both hands are free for washing. [CRFC 113953]

Figure 17. Hand Washing Station without and with Splash Guards



Splash Protection

Splash guards are needed when a hand wash sink is within twenty-four inches (24") of a food contact surface, food/ utensil storage shelves, food service areas, vegetable preparation sink or dish washing sink. Install a waterproof splashguard at least as high as the faucet and as wide as the hand sink, between the sink and food/dish related areas. We recommend the use of stainless steel. Securely fasten splashguards to the wall, counter top, or sink. Seal the seam created by the splashguard with silicone.

Janitorial Sink

Food establishments shall be equipped with at least one of the following to be used exclusively for general cleaning purposes and for the disposal of mop bucket waste and other liquid waste: [CRFC 114279]

1. A one (1) compartment, non-porous janitorial sink.
2. A slab, basin or floor constructed of concrete or equivalent material, curbed and sloped to a drain. (See Figure 10.)
3. The sink shall be located so as not to contaminate any food preparation areas, food storage areas, utensils or equipment.
4. The mixing valve faucet shall be equipped with an integrally installed backflow prevention device.

The janitorial sink is required to be used exclusively for general cleaning purposes and for the disposal of mop bucket waste and other liquid waste. This sink shall be located in a separate janitorial room or separated from the rest of the food establishment by a solid partition. (The partition should be of a durable, smooth, water resistant, easily cleanable material.)

Figure 18. Janitorial Station with Slab Basin

Figure 19. Mop sink faucet with integrally installed atmospheric vacuum breaker



Three Compartment Sink

Where multi-service kitchen utensils (i.e., pots, pans, etc.) and eating and drinking utensils are used, a minimum three (3) compartment stainless steel sink with dual integral stainless steel drain boards shall be provided. [CRFC 114099]

A three (3) compartment sink may be required within each separate section of a large food establishment which handles unpackaged foods (i.e., deli, meat, bakery, sushi bars, oyster bars, etc.). [CRFC 114095]

Compartment Size

The sink must be capable of accommodating the largest utensil to be washed and the drain boards shall be as large as the largest sink compartment. A compartment size of approximately eighteen inches by eighteen inches by twelve inches (18" x 18" x 12") deep will generally be adequate for most utensils. [CRFC 114099]

Dishwashing machines are recommended where a large volume of eating and drinking utensils are washed.

Back splash

When a sink is installed next to a wall, the integral metal backsplash shall be sealed to the wall.



Figure 21. Three (3) Compartment Sink with Backsplash

Bar sinks

A three (3) compartment bar sink ten inches by fourteen inches by twelve inches (10" X 14" X 12") with drainboard ten inches by eighteen inches (10" X 18") may require a quick funnel drain or a fourth (4th) sink compartment for disposal of drink and ice waste.

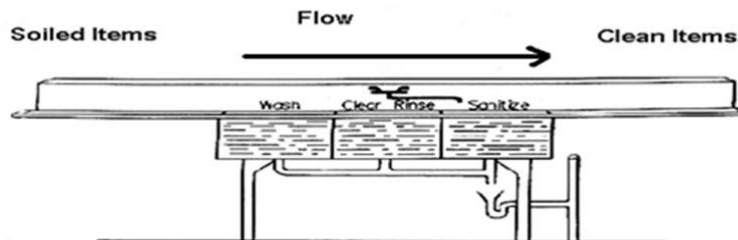


Figure 21. Three (3) Compartment Sink

Sanitizing testing equipment

Provide sanitizing testing equipment and materials to adequately measure the applicable chemical sanitizer residual at the sinks for multi-use utensils.



Figure 22 Examples of Sanitizer Test Strips

Window Screens

Pass-thru window openings shall be limited to two hundred and sixteen (216) square inches each and shall not be closer together than 18 inches. In addition, each opening shall be provided with a solid or screened window, equipped with a self-closing device, and screened with not less than sixteen (16) mesh per square inch screening. Pass-thru windows up to 432 square inches are approved if equipped with an air curtain device. The counter surface of the service openings shall be smooth and easily cleanable. [CRFC 114259.2]

7. ENVIRONMENTAL HEALTH PERMIT

An Environmental Health Permit shall be issued by this Division when the construction, remodel, addition of new equipment and operation complies with the requirements contained in CRFC. A permit, once issued, is non-transferable and the fees are non-refundable. The permit is valid only for the person, location, type of food sales indicated on the permit.

Important

A food facility shall not be open for business without a valid permit. [CRFC 113715] Any person operating a food facility shall obtain all necessary permits to conduct business, including, but not limited to, an Environmental Health Permit. Violators shall be subject to closure of the facility and a penalty not to exceed three times the cost of the public health permit.

Permit Fees

Permit fees are established by the Board of Supervisors and are set to cover the cost of administering and enforcing the requirements contained in CRFC, including the expenses of inspecting all food facilities. Current permit fees may be found in Appendix A.

Posting of Permit

The health permit shall be posted in a conspicuous place in the food facility.

Routine Inspections

After the Environmental Health Permit has been issued, your facility will receive routine inspections to ensure that your facility and its operation continue to be in compliance with CRFC. These inspections are unannounced unless previous arrangements have been made for an appointment. The number of inspections you will receive is dependent on the type of food operation conducted at your facility. Those facilities which serve potentially hazardous foods and which cook, cool, and reheat may receive three or more inspections per year. Others will receive less.

Re-inspections

Re-inspections will be billed at the current hourly rate effective at the time of service.

8. FOOD SAFETY CERTIFICATION

Why is a food safety certification required?

California Retail Food Code (CRFC) Section 113947.1 requires each facility that handles unpackaged potentially hazardous foods of any kind must have at least one certified food handler on staff. The certified food handler is required to have the basic knowledge relative to causes of food borne illness, and its prevention.

How do I get certified?

You must pass an approved examination from an accredited food protection manager certification organization. The certification organization must be accredited by the American National Standards Institute as meeting the requirements of the Conference for Food Protection's "Standards for Accreditation of Food Protection Manager Certification Programs." A certificate will be issued upon the successful completion of the exam.

Does the law require me or to enroll in a safe food handling course?

No. The law requires passing an approved and accredited food safety certification examination. Specific training hours or courses are not required. Many will want training in order to prepare for the test.

How long is certification valid?

Certification is valid for five years after the issue date.

What type of facility must have a certified food safety person?

Any food facility that prepares, handles or serves unpackaged food, must have a certified food safety person. This includes all restaurants, grocery stores, convenience markets, delis, hot food trucks, refreshment stands, and commissaries.

What food facilities do not need a certified food safety person?

Mobile food facilities (hot dog cart, prepackaged catering truck, popcorn cart, shaved ice vehicle, prepackaged ice cream cart, espresso cart, mobile facilities which handle only pre-packaged foods), temporary food facilities, farmers markets, and any facility that handles only non-potentially hazardous foods. If you are not sure which category your facility falls under, please contact this office at (661) 862-8700.

How many certified persons must work at a facility?

One certified person per facility is required. *If there are multiple facilities at the same location and under the same ownership only one certified person is needed.*

Does a certified person need to be present at the facility at all times?

The certified person must be employed at the business but need not be present at all times.

Must the certificate be displayed?

No. The law requires that the food safety certificate be retained on file at the facility or vehicle at all times and must be made available for inspection by the Environmental Health Division.

What if a facility loses their certified employee?

They will have sixty (60) days to hire a certified person at the facility.

If an employee is already certified, do they have to take another test?

Any person who is currently certified as a result of having passed an approved and accredited exam as specified above does not need to be re-certified until their current certification expires.

If an employee is certified in another state do they have to be certified in California too?

If a person has passed one of the approved and accredited exams as specified above, that person does not need to be re-certified until their current certification expires.

What is the responsibility of the certified food handler?

The certified food handler must ensure that all employees which handle, prepare or process unpackaged food of any kind, have sufficient knowledge to ensure the safe preparation and service of food.

Where can I take the exam?

A current list of local providers for Food Safety Certification Training and Examinations in Kern County is available upon request or can be found on our website: <https://kernpublichealth.com/wp-content/uploads/C14FoodSafetyCertificationCoursesList2014-1.pdf>.

Appendix A. Sample Floor Plan, Sample Forms, and Other information

A-1. Sample Restaurant Floor Plan

A-2. Sample Equipment List

A-3. Sample Room Finish Schedule

A-4. Approved Floor Coverings

Commercial Grade Sheet Vinyl

Quarry or Ceramic Tile

Troweled Epoxy Type Floor

Sealed Concrete

Accepted Concrete Sealers

A-5. Building and Safety Departments

California City

City of Arvin

City of Bakersfield

City of Delano

City of Maricopa

City of McFarland

City of Ridgecrest

City of Shafter

City of Taft

City of Tehachapi

City of Wasco

Kern County

A-6. Other Government Agencies

City of Bakersfield Treasurer's Office

Internal Revenue Service

Kern County Clerk

Kern County Sheriff's Department

State Board of Equalization

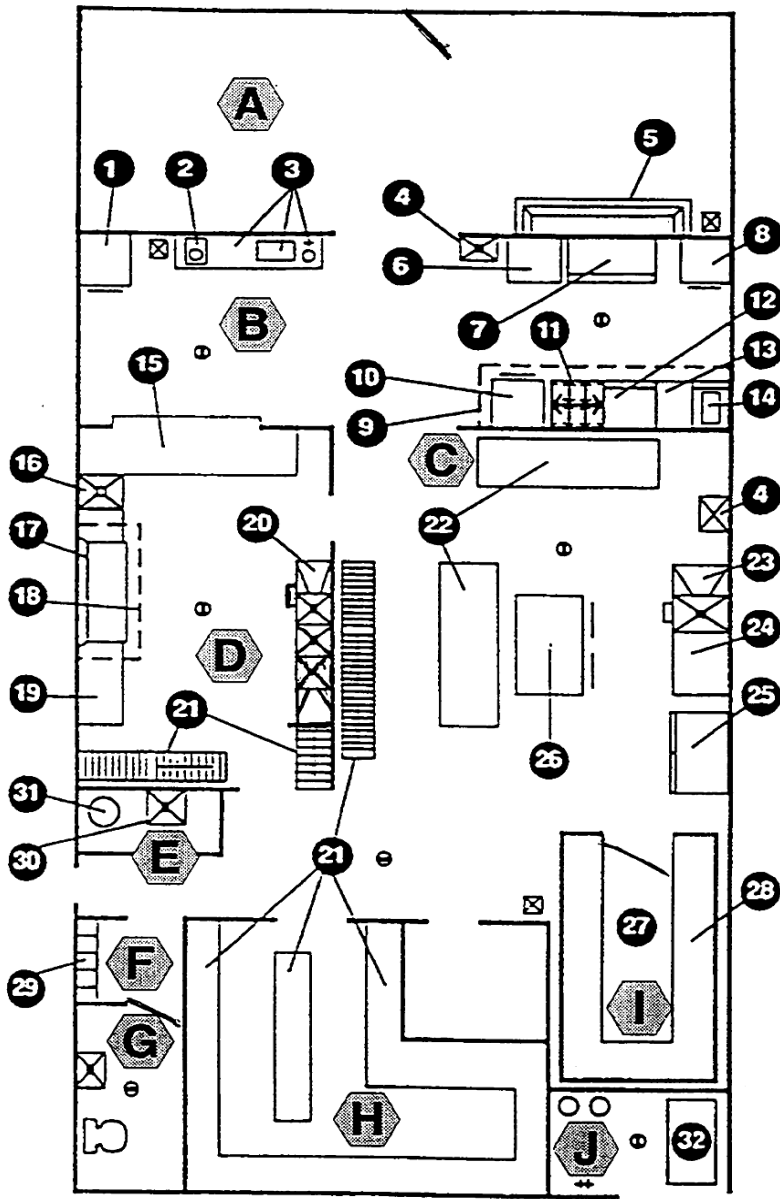
State Department of Alcoholic Beverage Control



State Employment Development Department

A-7. Plan Design Specialists

A-8. Applicant Checklist

A-1. Sample Restaurant Floor Plan



- A** Dining Area
- B** Waitress Station
- C** Kitchen Area
- D** Dishwashing Area
- E** Janitorial Station
- F** Employee Locker Room
- G** Restroom
- H** Store Room
- I** Walk-in
- J** Trash Enclosure
-  Floor Drain
-  Floor Sink

Each piece of equipment is numbered to correspond with the equipment on the Sample Equipment List in Appendix A. The code symbols on the right side correspond to the room or area on the Sample Finish Schedule (See Appendix A-2. Sample Equipment List:

A-2. Sample Equipment List

Item #	Item	Manufacturer	Model Number	NSF	Specialt Fabrication	Gas	Electrical	Hot Water	Cold Water	Direct Waste	Indirect Waste	Comments
1	Ice Maker			X					X		X	Drains to floor sink
2	Coffee Maker			X					X			
3	Counter with Water & Ice Bin				X				X		X	Drains to floor sink
4	Employee Hand Sink			X				X	X	X		
5	Salad Bar				X						X	See detail sheet
6	Work Table S/S			X								
7	Refrigerated Prep Unit			X			X					Self-contained.
8	Reach-in Freezer			X			X					Self-contained.
9	Exhaust Hood (Type 1)			X	X							See mechanical drawings
10	Convection Oven/Stand			X		X						
11	Six (6) Burner Range/Oven			X		X						
12	Grill			X		X						
13	Fryer Dump Station S/S			X	X							
14	Deep Fat Fryer			X			X					
15	Soiled Dish table S/S			X	X							
16	Scrap Sink w/ Pre-rinse & Garbage Disposal			X	X			X	X	X		
17	High Temperature Dishwasher			X			X	X	X		X	See hood details
18	Exhaust Hood (Type II)			X	X							
19	Clean Dish Table S/S			X	X							
20	3-compartment Utensil Sink			X				X	X		X	Drains to floor sink, slash guards
21	Storage Shelving			X								32 Linear Feet
22	Worktables S/S			X	X							
23	Food Preparation Sink			X	X			X	X		X	Drains to floor sink
24	Worktable S/S			X	X							
25	Reach-in Freezer			X			X					
26	Refrigerated Prep Unit			X			X					Self-contained
27	Walk-in Cooler				X		X				X	Drains to floor sink
28	Walk-in Cooler Shelving S/S			X								
29	Employee Lockers											
30	Janitorial Sink								X	X		
31	Water Heater								X			
32	Garbage Disposal											
33	Air Curtain			X			X					

A-3. Sample Room Finish Schedule

CODE	ROOM OR AREA	FLOOR	FLOOR BASE OR COVE	WALLS	CEILING	REMARKS
A	Dining Area	Carpeting	Carpeting	Drywall with wallpaper	Acoustical Ceiling Panels	
B	Waitress Station	Ceramic Tile	Ceramic Tile, up the wall 4" with 3/8" radius cove	Light colored enamel paint.	Washable, non-absorbent, lay-in ceiling panels	
C	Kitchen Area	Quarry Tile	Quarry Tile, up the wall 4" with 3/8" radius cove	Light colored gloss enamel painted drywall	Water-resistant drywall with white enamel paint	Traction flooring is limited to walkways
D	Dishwashing Area	Quarry Tile	Quarry Tile, up the wall 4" with 3/8" radius cove	FRP	Water-resistant drywall with white enamel paint	
E	Janitorial Station	Quarry Tile	Quarry Tile, up the wall 4" with 3/8" radius cove	FRP	Water-resistant drywall with white enamel paint	
F	Employee Locker Room	Quarry Tile	Quarry Tile, up the wall 4" with 3/8" radius cove	Light colored gloss enamel painted drywall	Water-resistant drywall with white enamel paint	
G	Restroom	Ceramic Tile	Ceramic Tile, up the wall 4" with 3/8" radius cove	Water-resistant light colored, drywall, enamel painted	Water-resistant drywall with white enamel paint	
H	Storeroom	Commercial grade sheet vinyl	Continuous with floor up the wall 4" with 3/8" radius	Light colored gloss enamel painted drywall	Water-resistant drywall with white enamel paint	
I	Walk In	Smooth concrete, sealed	Prefabricated stainless steel 3/8" radius cove	Prefabricated stainless steel	Prefabricated stainless steel	NOTE: CEMENT SEALERS FROM COUNTY=S APPROVED LIST
J	Trash Enclosure	Smooth concrete, sealed	Not Applicable	Smooth concrete, sealed	Not Applicable	NOTE: CEMENT SEALERS FROM COUNTY=S APPROVED LIST

A-4. Approved Floor Coverings

Commercial Grade Sheet Vinyl

1. Inlaid commercial grade sheet vinyl with a minimum thickness of 0.085 gauge.
2. Flooring should continue up all walls, partitions, counters or cabinetry at least four inches high forming an integral 3/8 inch radius cove base.
3. All seams should be heat welded or chemically sealed to form a continuous surface.
4. Non-skid or abrasive sheet vinyl should be limited to traffic areas only.

Important Note

Vinyl composition tile (VCT) and rubber top set are not acceptable in any areas except retail sales and dining areas.

Quarry or Ceramic Tile

1. The grout spacing between tiles should not exceed 1/4 inch and should be sealed.
2. Flooring should continue up all walls, partitions, counters or cabinetry at least four inches high forming an integral 3/8 inch radius cove base.
3. Non-skid or abrasive tiles should be limited to traffic areas only.

Troweled Epoxy Type Floor

1. Minimum finish thickness should be 3/16 inch.
2. The surface should be sealed to be impervious to water, grease and acid.
3. Flooring should continue up all walls, partitions, counters or cabinetry at least four inches high forming an integral 3/8 inch radius cove base.
4. Non-skid flooring with an abrasive texture should be limited to traffic areas only. Sanitary Cove Base and floor surface areas under equipment should be smooth.

Sealed Concrete

1. The floor should be smooth, single pour variety.
2. The floor should be sealed with a USDA approved two part catalyzed water based epoxy concrete floor sealer.
3. Concrete floors with open seams, pitted, chipped, or rough surface areas should be repaired prior to sealing concrete.
4. Flooring should continue up all walls, partitions, counters or cabinetry at least four inches high forming an integral 3/8 inch radius cove base.
5. A coved tile base may be used if keyed into floor surface so that it is flush with the sealed concrete.

Accepted Concrete Sealers

1. Pega-Cote 9200, 9400 Water-Extended Epoxy Coating (909) 982-5556 or (800) 201-0022
Rust-O-leum Corporation 6010 and 6001 (800) 323-3584.
2. Additional information on approved floor sealers and requirements is available on our website.



A-5. Building and Safety Departments

Depending on the scope of remodeling or construction, plans will have to be submitted to the appropriate department of building and safety. Generally any plumbing, electrical or structural changes will require a building permit. Information and permits may be obtained at the following local building departments:

<p>California City Building Department 21000 Hacienda Blvd. California City, CA 93505 (760) 373-8660</p>	<p>City of Arvin Building Inspection Department 200 Campus Drive Arvin, CA 93203 (661) 854-2822</p>	<p>City of McFarland Building Department 401W. Kern Ave. McFarland, CA 93250 (661) 792-3091</p>
<p>City of Bakersfield Building Department 1715 Chester Avenue Bakersfield, CA 93301 (661) 326-3727</p>	<p>City of Delano Building Department 1015 11th Avenue Delano, CA 93215 (661) 721-3360</p>	<p>City of Maricopa Contracted with Kern County Building Department</p>
<p>City of Ridgecrest Building Inspection Department 100 West California Avenue Ridgecrest, CA 93555 (760) 371-3780</p>	<p>City of Shafter Building Department 336 Pacific Avenue Shafter, CA 93263 (661) 746-2065</p>	
<p>City of Taft Building Inspection Department 209 E Kern Street Taft, CA 93268 (661) 763-1222</p>	<p>City of Wasco Building Inspection Department 764 E Street Wasco, CA 93280 (661) 758-7250</p>	
<p>Kern County Building Inspection Division 2700 M Street Bakersfield, CA 93301 (661) 862-8650</p>	<p>City of Tehachapi Community Development Department 115 S Robinson St. Tehachapi, CA 93561 661-822-2200</p>	

A-6. Other Government Agencies

Agency	Address & Phone Number	Function
City of Bakersfield Treasurer's Office	1715 Chester Ave Bakersfield, CA (661)326-3762	Business License to Operate Within the City Limits
Internal Revenue Service	5300 California Ave Bakersfield, CA (800)829-1040	Tax & Employer Identification Number Withholding Schedules
Kern County Clerk	1115 Truxtun Ave Bakersfield, CA (661)868-3599	Fictitious Names
Kern County Sheriff's Department	1350 Norris Road Bakersfield, CA (661)391-7690	Business License to Operate Within the County Limits
State Board of Equalization	1800 30th Street, Ste 150 Bakersfield, CA (661)395-2880	Tax Preparation, Sales Tax
State Department of Alcoholic Beverage Control	4800 Stockdale HWY, Ste 213 Bakersfield, CA (661)395-2731	License to Sell Alcoholic Beverages
State Employment Development Department	1001 Tower Way, Ste 240 Bakersfield, CA (661)395-2896	State Identification Number Withholding Schedules

A-7. Plan Design Specialists

For a complete list of architects in the Kern County area, consult the yellow pages in your phone directory or perform an internet search.

A-8. Applicant Checklist

Applicants Checklist for New, Conversions, Remodeled Food Facilities	
Date Completed	Plan Review and Permitting Process
	Submit plan review application, plans, and plan review fee.
	Wait for plan review approval before beginning construction or work on conversion or remodel.
	Call for construction inspection when work is 80% complete. Phone (661)862-8740 and request to speak with the Plan Check Specialist.
	Call for pre-opening inspection at least five (5) working days prior to opening. (661)862-8740 and request to speak with the Plan Check Specialist.
	After Steps 1-4 have been completed and approved, and health permit acquired, you may open your business.
Notes:	

Appendix B. Application Packet for Food Facility Plan Review

This appendix includes the following forms:

Application For Food Facility Plan Review	B2
Menu Items and Food Operations	B3
Equipment List Form	B4
Finish Schedule Form	B5

Fees for plan review must be submitted with plans and specifications. If equipment specifications and finish schedules are not printed on the plans, the Equipment List Form and the Finish Schedule Form must be completed and submitted. Incomplete plans will not be accepted.

The application, sample menu, plan review fees, hard copies of plans and specifications may be submitted as follows:

Mail to the Division at:

**Kern County Environmental Health Division
Attention: Plan Review
2700 M Street, Suite 300
Bakersfield, California 93301**

Deliver to:

**Kern County Environmental Health Division
Attn: Plan Review
2700 M Street, Suite 300
Bakersfield, CA 93301**

Upon arrival at the Kern County Public Services Building, You will be required to check in and obtain a visitor's pass at the security kiosk. Inform the receptionist that you are submitting plans for a food facility to Environmental Health Division.

Application For Food Facility Plan Review

Facility Site	Name/DBA	Phone		
Information	Address	Fax		
	City, State, Zip	Assessor Parcel Number		
Business Owner	Name	Phone		
Information	Home Address	Fax		
	City, State, Zip	E-Mail Address		
Engineer/Contractor	Name	Phone		
Or Contact Person	Address	Fax		
	City, State	E-Mail Address		
Type Work	<input type="checkbox"/> New <input type="checkbox"/> Conversion Estimated Completion Date _____ <input type="checkbox"/> Remodel of existing food establishment <input type="checkbox"/> Is this business currently operating? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Will this facility be used as a commissary for a mobile food vehicle? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Scope of Work				
Water/Sewage	Water System	Sewage Disposal		
Project Comments				
Jurisdiction	County _____ City of _____	Building Permit #		
A service fee for plan review must accompany this application. Please check the appropriate box and submit the corresponding plan check fee.				
	Square Footage	PE Code	Service Fee	
Plan Check	<input type="checkbox"/> Up to 1000 square feet.....	FP09	\$750.00	
Fee	<input type="checkbox"/> 1,001 to 10,000 square feet.....	FP10	\$1130.00	
	<input type="checkbox"/> Over 10,000 square feet.....	FP11	\$1450.00	
For Official Use Only	Date Received	Amount Paid	Permit	Census Tract

IMPORTANT NOTE: If equipment specifications and finish schedules are not printed on the plans, the Equipment List Form and the Finish Schedule Form completed and submitted. Incomplete plans will not be accepted!

Menu Items and Food Operations

Facility Name

Facility Address

TYPE OF FOOD FACILITY OPERATION. Check the box below which best describes your food facility.

Commercially, Prepackaged Food Markets: All food (100%) onsite is commercially prepackaged. There is no food or drink preparation or serving; no coffee service; no ice packaging; no unpackaged snacks, candy, beef jerky; no beer tappers; no beverage dispensing, etc.

Non-Prepackaged Food Markets/Bakeries/Ice Cream Shops/Yogurt Shop: Food is stored/displayed/sold in an unpackaged state.

Bars/Taverns: Unpackaged beverages and commercially prepackaged foods are sold. There is no food preparation or sale of unpackaged foods.

Restaurant: Complete food preparation occurs, including the handling, cooking, and serving of unpackaged foods (includes sandwich shops, deli, cafeteria, fast food, pizza, etc. Restaurants with cocktail lounges are also included in this category.

Other: Please specify

Check the menu items in the left hand column below which will be prepared and served at your food establishment. Check those food operations in the right hand column below which will occur at your establishment. This information will be used to determine your equipment and refrigeration needs.

<input checked="" type="checkbox"/>	FOOD ITEM	<input checked="" type="checkbox"/>	FOOD OPERATION
	Meat or meat dishes		Refrigeration of foods
	Fish or fish dishes (including sushi)		Cooling foods which have been heated or cooked
	Poultry or poultry dishes		Cooking foods
	Shellfish		Holding foods hot for more than 30 minutes
	Rice or Beans		Reheating foods which have been prepared on site
	Pasta		Preparing foods one day for service the next day
	Gravies, Sauces, or Soups		Washing vegetables such as lettuce, tomatoes, onions, etc.
	Green salads		Washing or thawing fish
	Sandwiches		Washing or thawing poultry

Potentially hazardous foods (such as meats, poultry, fish, shellfish, rice, beans, pasta, gravies, etc.) must be rapidly cooled after they have been cooked or heated if they are not going to be served immediately or held in a hot holding device. Rapid cooling must be completed by one or more of the following methods listed below based on the type of food being cooled. Check the method(s) below which you plan to use to rapidly cool hot food.

<input checked="" type="checkbox"/>	APPROVED COOLING METHODS
	Placing foods in shallow heat-conducting pans such as stainless steel
	Separating the food into smaller or thinner portions
	Using rapid cooling equipment
	Using containers that facilitate heat transfer
	Adding ice as an ingredient
	Inserting appropriately designed containers in an ice bath and stirring
	In accordance with a HACCP plan. (HACCP plan must be submitted for review and approval.)

Equipment List Form

Item Number	Item	Manufacturer	Model Number	NSF	SPECIALTY FABRICATED	GAS	ELECTRICAL	HOT WATER	COLD WATER	DIRECT WASTE	INDIRECT WASTE	UL Sanitation	Comments

Finish Schedule Form

CODE	ROOM OR AREA	FLOOR	FLOOR BASE OR COVE	WALLS	CEILING	REMARKS
	Dining Area					
	Waitress Station					
	Kitchen Area					
	Dishwashing Area					
	Janitorial Station					
	Employee Locker Room					
	Restroom					
	Storeroom					
	Walk In					

CODE	ROOM OR AREA	FLOOR	FLOOR BASE OR COVE	WALLS	CEILING	REMARKS
	Trash Enclosure					