



Prince George's County
Department of Permitting, Inspections
and Enforcement
Building Plan Review Division
Health Review Section
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FOOD SERVICE FACILITY ONLINE PLAN REVIEW REQUIREMENTS

A complete set of scaled plans must be submitted, reviewed, and approved by this office prior to commencing site work. The plans must detail the specifications for the construction, remodel/alteration including the layout/arrangement, construction materials, equipment specifications, scope of operation and, in some instances, specific details of proposed methods of food processing.

Please Note: Get your electronic review (ePlans) started at the [Momentum online portal](#). You will see the Plan Review Application used for submitting drawings for Food Facilities, Remodels and Equipment Evaluations.

1. [Click this link if you **ARE NOT** located in the City of Laurel, University of MD, or Bowie State University.](#)
2. [Click this link if you **ARE** located in the City of Laurel, University of MD, Bowie State University or if you are submitting an equipment evaluation.](#)

Layout of Facility

1. Submit a floor plan showing the placement of all cooking/cooling equipment, sinks, prep tables, shelving, restrooms, and seating areas. The plan should also show that the flow of food through the facility allows for temperature control, product integrity, and minimal potential for cross contamination.
2. Indicate that adequate preparation and storage space is provided.
3. Position equipment to allow for easy cleaning and maintenance.
4. All new or remodeled facility aisle spaces must meet the following minimums: 3' where food preparation occurs on only one side of the aisle, 4' where food preparation occurs on both sides of the aisle and employees work back to back, and 5' where food preparation occurs on both sides of the aisle, employees work back to back, and other employees must pass through the area.

Hazard Analysis

For each type of food service system proposed, (cook-cool serve, cook-hot hold-serve, etc.) submit a flow process diagram which includes the following:

1. Identify the critical control points for each flow process. A critical control point is the step(s) involved in the preparation of food where the potential for the introduction or the growth of pathogenic microorganisms exists.
2. Indicate how each critical control point will be controlled and monitored.
3. Submit written procedures as to how the food will be handled if the critical control point is not under control due to employee error, equipment malfunction, power failure, etc.

Be advised that a facility, which is classified as moderate or high priority, will not be approved to operate unless it is under the immediate supervision of a certified food service manager during all hours of operation.

Finish Schedule

Specify by areas. Finishes must, in general, be smooth, easily cleanable, durable and grease resistant (Refer to COMAR 10.15.03 for specific requirements.)

1. Floors: Specify material. Sample may be required.
2. Base: Specify coving for concrete, quarry tile or ceramic tile floors. Specify all other floor/wall junctures to be closed.
3. Walls: Specify materials and finish. Samples of vinyl or wood wall coverings may be required.
4. Specify that all piping, conduit, bx cable and similar construction will be located inside a wall, sealed to the wall, or installed with a minimum ¾-inch space from the wall.

Doors

Specify that all doors to the outside are self-closing and rodent-proof. Include a statement that there will be no opening of ¼-inch, or greater, in or around the doors. During hours of non-operation, all access to facilities located in shopping malls must be rodent proof.

Lighting

Specify that a minimum of 50 foot-candles of shielded light will be provided at all work surfaces in food preparation areas and a minimum of 20 foot-candles of shielded light will be provided in utensil washing areas, storage areas, toilet rooms, locker rooms, garbage storage areas and dining area during cleaning.

Cooking Exhaust Ventilation

Submit documentation that the proposed exhaust system is NSF International (NSF) and Underwriters Laboratory (UL) 710 approved. In addition, cooking exhaust ventilation systems must conform to the requirements of the Fire–Life Safety Section of the Prince George’s County Department of Permitting, Inspections & Enforcement, Building Plan Review Division (contact the Section at 301/636-2070). If you are planning to install a broiler with more than 5 square feet of cooking area, contact the Maryland Department of the Environment (MDE) at 410-537-3000 for additional information.

Toilet Facilities

1. Restrooms for employees must be within the tenant space and must be accessible without going outside.
2. Separate restrooms for male and female employees are required when the total number of employees on duty at any one time exceeds five.
3. Off-site restrooms within 300 feet of the food service facility, which are accessible without going outside, are acceptable for food service facilities with a gross floor area of 500 square feet or less.
4. Public restrooms are required when customer seating is provided.
5. Restroom doors must be self-closing.
6. Provide mechanical exhaust ventilation sized at a minimum of 2 cubic feet per minute per square foot of floor area. Fan must exhaust directly to the outside of the building.
7. Provide waste receptacles in each toilet room. Receptacle(s) in the women’s toilet room must be covered.

☐ Handwashing Facilities

1. Indicate location(s) on plans. Handwashing facilities are required in the following locations:
 - a. In, or adjacent to, toilet facilities.
 - b. In each food preparation, utensil washing and food handling area.
2. Provide a mixing valve for hot and cold water or combination faucet.
3. Provide splash guards, as necessary, when handsink is installed adjacent to any food preparation, utensil washing or food storage area.

☐ Equipment

1. Complete list including manufacturer and model number. Must be NSF approved, or the equivalent.
2. For custom built equipment by NSF listed manufacturer, specify "Custom, to be built to all applicable NSF standards", and specify the manufacturer's name. Shop drawings may be required.
3. For custom built equipment by a non-NSF listed manufacturer, submit complete shop drawings showing intended compliance with the applicable NSF standards.
4. Floor plan - Show equipment either sealed to adjacent surfaces, placed on NSF approved casters, or spaced for easy cleaning.
5. Specify that all floor-mounted equipment will be either placed on NSF approved 6-inch legs and properly spaced from adjacent equipment or walls; or placed on NSF approved casters; or properly sealed to all adjacent surfaces.
6. Indicate that all counter-mounted equipment weighing in excess of 80 pounds will be placed on NSF approved 4-inch legs, or properly sealed to the counter and all adjacent surfaces.
7. Shelving intended for storage or holding of open foods or utensils must be a minimum of 18 inches from the floor.
8. The floors of walk-in boxes are to be graded to drain to the outside through a waste pipe, doorway, or other opening when flushing with water is the method of cleaning.
9. No overselves or salamanders are allowed above cooking surfaces.
10. Submit shop drawings for all food shields. Refer to Exhibit I.
11. All equipment must be adequate for operational needs and sized accordingly.

☐ Utensil Washing

1. Three-compartment sink:
 - a. Must be equipped with integral left and right drainboards or on approved dish cart.
 - b. Indicate that sink will be sufficient in size to accommodate the largest pot, pan, or utensil.
2. Dishwashers:
 - a. A pressure gauge is required immediately upstream from the final rinse control valve and downstream from a line strainer. The pressure gauge must read between 15 and 25 psi. The gauge must be installed on a ¼-inch IPS petcock.
 - b. If a hose spray is used for the scraping operation, indicate that it will be equipped with an approved atmospheric backflow preventer.
 - c. Undercounter dishwashers must be installed on NSF approved 6-inch legs or NSF approved casters.
 - d. A heat sanitizing dishwasher may need mechanical ventilation. Plans for the mechanical ventilation must be submitted to this office for review.

Plumbing

Must conform to regulations of the Washington Suburban Sanitary Commission (WSSC).

1. Indirect connections are required for the following, except when precluded by WSSC regulations:
Dishwashing machines, multi-compartment and food preparation sinks, refrigerators, steam kettles, potato peelers, ice machines, walk-in refrigerators/freezers, hand sinks located within food preparation tables and counters, and all food service equipment which generate waste.
2. Indicate that the items listed in item above will drain to an open-site drain with a minimum 1-inch air gap.
3. Indicate separate drains from each compartment of multi-compartment sink to an open-site drain.
4. Shut-off valves are not allowed on salad bar drain lines.
5. All submerged water inlets and hose bibb connections must be protected by a properly installed vacuum breaker or other backflow prevention device as approved by WSSC.

Storage

Specify shelving, dunnage racks, etc. by manufacturer and model number. Must be NSF approved, or the equivalent.

Utilities

Specify:

1. Water — Public or private supply.
2. Sewage — Public sewer or on-site sewage disposal system.
3. For all private water and/or on-site sewage disposal systems, contact the Environmental Protection/Policy Program, Environmental Health/Disease Control Division, Prince George's County Health Department at 301/883-7681 for additional information.

Lockers

Specify location and type. Employees' belongings are not permitted to be stored in any food preparation area.

Garbage Storage

Note type of facilities on plans. Specify that the outside storage of garbage will be in rodent-proof containers located on a paved surface.

Mop Sink

Specify location. Indicate location for the hanging storage of mops and brooms.

Toxic Chemicals Storage

Specify type of facility and location.