

**ELMORE COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL DIVISION**

6501 US Highway 231
Wetumpka, AL 36092
Phone: (334) 567-1171

**Documents Required for
Commissary and Mobile Food Unit**

420-3-22, Appendix A, Section 8-201.11 When Plans Are Required – A permit applicant or holder must submit properly prepared plans and specifications for review and approval **before** the construction, remodeling, or conversion of new or existing structure to use as a food establishment or for a change of type of food establishment or operation.

If any of the above applies, you must submit a set of plans drawn to a measurable scale (i.e. $\frac{1}{4}$ inch=1 foot, $\frac{3}{8}$ inch=1 foot, etc.) depicting accurate representations of the sizes and locations of all equipment for the commissary and the mobile food unit.* When you submit these plans include the following: the drawings, specifications, and any related documents with the understanding that the omission of any of this information may delay the review process:

_____ **Application for Food Establishment Plan Review** (may be completed when plans are submitted)

_____ **Fee for commissary plan review** (Make checks payable to: Elmore County Health Department)

- \$50 for small commercial establishments that include child daycare with <40 clients; food service establishment with <25 seats; retail food store with area < 2,500 sq. ft. motels/hotels < 51 rooms; mobile units; and camps.
- \$100 Large commercial establishments that include child daycare \geq 40 clients; food food service establishment with \geq 25 seats; retail food store with area \geq 2,500 sq. ft.; motels/hotels \geq 51 rooms.

_____ **Fee for mobile unit plan review** (Make checks payable to: Elmore County Health Department)

- \$50 for small commercial establishments that include child daycare with <40 clients; food service establishment with <25 seats; retail food store with area < 2,500 sq. ft. motels/hotels < 51 rooms; mobile units; and camps.

_____ **Proposed Menu**

*Alabama law 34-2-32 requires the services of an architect registered in Alabama– that is, plans and specifications shall be prepared by a registered architect – for all proposed hotels; food establishments in buildings that have a total area \geq 2,500 square feet; food establishments with assembly occupancy(usually that will have \geq 50 seats or contain a room that will otherwise accommodate the assembly of \geq 50 persons); buildings that are intended for educational occupancy (e.g., schools, child day care centers); institutions such as prisons, jails, and health or custodial care facilities; and any building being converted to one of these occupancy types

_____ **Septic System (onsite sewage disposal system)** if the commissary is going to be on a septic system the system must be designed by an **engineer**. If this is an existing building with a septic system an **engineer** must still determine if the system is adequate for the establishment you are planning and you must submit a recertification of this system done by an **engineer**.

_____ **Plan of operation** stating the methods of complying with the requirements of the food establishment sanitation rules for temperature control, hand washing, and servicing at the commissary. The plan of operation must specify if the mobile food unit is to:

_____ Operate at any sales location for more than two hours

_____ Operate at any sales location that is more than two hours travel time from the commissary

_____ Operate in a county other than where the commissary is located

If the mobile food unit will be at a location for two hours or more, the plan of operation of operations must provide for toilet facilities for operator. These toilet facilities must:

_____ Be in a permanent building that is not a private residence

_____ Be readily available for use by the mobile food unit operator

_____ Be within approximately 200 feet of the mobile food unit's location

_____ Meet the requirement of the rules for food establishment toilet rooms except for ventilation and ceiling construction.

_____ **Sewage disposal plan** stating the sizes of the potable water tank and waster holding tank. The waste water holding tank must be 15% larger than the potable water tank. Also state where the waste water will be disposed of.

The following information is needed for the **Commissary and Mobile Food Unit**.

_____ **Manufacturer's specification sheets** (i.e. "cut sheets" or "spec sheets") for each piece of equipment with size and/or model and selected options indicated (Note: Internal measurements of the compartments of an existing or used 3-compartment sink in inches (width x length x depth), along with photographs, is acceptable if no specification sheet is available. For other used equipment, include the manufacturer, model, mounting (e.g., legs, casters, etc.) and/or photographs.)

_____ **Site plan** showing location of business in building; location of building on site, including alleys and streets; outside storage buildings and other structures; walking and driving surfacing materials and the following information:

_____ Water source and sewage disposal facilities

_____ Details of garbage and refuse container storage area showing location of dumpster, waste grease container, and other garbage/refuse containers on storage pad; location and type of facilities for washing waste containers and storage area

- _____ **Floor plans** showing location of equipment in food storage, preparation, display, and service areas, including server stations; equipment and utensil washing areas; and other areas such as satellite service or staging areas; storage rooms, toilet rooms, and employee locker and break rooms along with the following information:
 - _____ Equipment schedule identifying each piece of equipment
 - _____ Finish schedule with finishes and/or materials for floors, cove base, walls and ceilings
 - _____ Door schedule with hardware such as door closures and fly fans indicated
 - _____ Construction details, including elevated and section drawings, of site-built equipment such as built-in shelf units, service counters, bar die and counter units, other millwork, etc.

- _____ **Plumbing plans** showing location of floor drains, floor sinks, hub drains, and grease interceptors and the following information:
 - _____ Plumbing fixture and equipment connection schedule indicating type of water service (i.e. hot and/or cold) and type of drain (i.e. direct or indirect) for each plumbing fixture and each piece of equipment with plumbing connections
 - _____ Water heater specifications including storage tank capacity in gallons.

- _____ **Mechanical plans** showing heating, ventilation, and air conditioning (HVAC) information including locations.

- _____ **Lighting plans** showing location of light fixtures and statement regarding 50 foot-candles of light in all food preparation areas and at least 20 foot-candles of light in all other areas. Lights in the food handling, food storage and equipment cleaning/storage areas are to be shielded.