



# Municipality of Anchorage

## Retail Food Facility

### Plan Review Guide



1<sup>st</sup> Edition

October 2018



Municipality of Anchorage ♦ Anchorage Health Department ♦ Environmental Health Services Program ♦ Food Safety and Sanitation Section ♦ 825 L Street ♦ Anchorage ♦ AK ♦ 99511 ♦ (907) 343-4200 ♦ [www.muni.org](http://www.muni.org)

# Table of Contents

Section	Page #
Introduction	
Plan Submittal and Review Process	
General Guidance	
Summary	
Plan Review Application Requirements Checklist	

# Introduction

This guide is to provide you with a list of instructions and requirements that must be met before submitting an application for plan review and health permit, and provide assistance in the opening of a new food facility or remodeling an existing food facility. This is intended to assist you in a step-by-step manner and to provide a checklist of items necessary for a successful plan review process from initial plan submittal to the facility opening inspection. Construction, equipment, and operational standards outlined in this guide are minimum requirements per the Anchorage food code, AMC 16.60.

A Plan Review Application Requirements checklist is provided in this guide to ensure you have a complete application. Please sign and return the checklist and other required materials /plans to our office. Plan review success depends on the quality of your application.

## **Who needs to submit plans?**

Food facilities that are being constructed, converted, remodeled, or have major equipment or menu changes within the Municipality of Anchorage are required to submit plans to the MOA Health Department. Plans may also be required to be submitted to MOA Development Services. Development Services is located at 4700 Elmore Rd, Anchorage, AK 99507, and may be contacted at (907) 343-8301. The AHD Food Safety and Sanitation Program will perform the review of the plans, conduct any construction inspections necessary while the facility is being built or remodeled, and conduct the opening inspection after the work is complete and before food is brought into the facility. If the facility passes inspection, the permit will be issued at that time, giving approval for the facility to open for operation. If you are not sure if you have to submit plans, please contact the Food Safety Program at (907) 343-4200 to speak to a customer service representative.

## **What should be included with your application packet?**

1. A completed application for plan review form.
2. A proposed menu or list of catered foods.
3. Facilities that cater must submit a detailed description of hot and cold holding equipment, and how food will be transported.
4. One set of scale drawings (floor plan(s) with equipment layout and identification).
5. An equipment list to correspond with those identified on the floor plan.
6. Manufacturer's specification (cut) sheets to correspond with those identified on the equipment list. Include sinks, water heater(s), ice maker, blender, mixer, microwave, soda dispenser, exhaust hood, slicer, dipper well, shelving, etc.
7. Finish schedule for floor, cove base, walls, and ceiling materials in each area.
8. Plumbing plans, to include floor drains, backflow prevention devices, etc.
9. Lighting specifications to correspond with those identified on the floor plan. Ensure lights are shielded or shatterproof in all food or food contact surface areas, including food storage and dishwashing.
10. A completed Plan Review Application Requirements checklist, with signature.
11. A payment at the time of plan submittal.

## **When should you submit plans?**

Plans must be submitted at least 30 days prior to the start of construction. You will also have to obtain approvals from Development Services. AHD approval may be required prior to being issued permits such as electrical, plumbing, or structural permits. Use of approved materials and superior workmanship are important. A properly constructed facility aids in the proper cleaning and operation of a food business. Equipment certified for food safety is designed to hold up to the daily demands of use. Quality products are an investment, and reduce the necessity for early repairs or replacement of equipment or construction materials.

**Important to note:**

Menu analysis is critical in the plan review process. Your menu and food flow will determine several things, such as equipment required and storage space. Safely preparing, storing, and transporting large volumes of food for catering are also processes to consider. Special processes may require HACCP plans or variances. Be sure to include in your submittal a proposed menu, and descriptions of any special food processes you intend to use in your facility.

**Where are we and how can you reach us?**

The Anchorage Health Department Food Safety and Sanitation Program is located at:

Office: 825 L Street Suite 300, Anchorage, AK 99501

Counter hours: 8:30 AM - 4:30 PM Monday-Friday (closed 12:00 - 1:00 PM for lunch) (907) 343-4200

Websites:

[www.muni.org](http://www.muni.org)

<http://www.muni.org/food>

Mailing Address: P.O. Box 196650, Anchorage, AK 99519-6650

Thank you for carefully reading this plan review guide. Ensure that your plan application is complete when you submit it to our office to avoid rejection or additional plan review fees. Please contact our office if you have any question.

## Plan Submittal and Review Process

1. Plan Submittal: Submit your plan review application, all required information, and the appropriate fee. Plans may be prepared by an architect, draftsman, contractor, or owner, and must be clear and legible. Please refer to AMC 16.60.050, 16.60.200, and 16.60.230 for specific requirements for kiosks, mobile food units, and pushcarts. You can access the AMC 16.60 online at: <http://www.muni.org/foodcode>  
Please refer to the Plan Review Application Requirements checklist to ensure your application is complete. The Application for Plan Review for is available at our office or online at: <http://www.muni.org/food>
2. Plan Review: FS&S plan review staff reviews plans in the order they are received. A complete plan review application packet ensures a timelier review (see checklist).
3. Plan Approval: The applicant will be notified, typically by email, after the plans are approved or if additional information is needed to complete the approval process. Once plans are approved, the applicant has 18 months to submit modifications for review and approval without having to pay for a new plan review. Please note that a partial review fee may be charged when plans must be

resubmitted due to revisions or if the original plan set is found incomplete, depending on the extent of the review. No changes may be made without Health Department approval.

4. Health Permit: Once plans are approved by AHD, the applicant may submit an application for health permit. Fees are based on the level of risk and type of operation. Permit fees can be found at: <http://www.muni.org/food>
5. Along with payment, copies of the following must be included with the application: an updated menu, the designated Person in Charge's food protection manager certification or food worker card if applicable, business license, and current passing water test if applicable.  
Note: It is the owner's responsibility to annually renew the permit prior to December 31st, or incur additional fees. If the facility is on a well system, current passing water test results are also required.
5. Other Permits: Before construction, permits may be required from the building department. Permits may not be released until the health department has approved the plans. Please contact the building department to discuss their requirements and timelines.
6. Construction Completion: Once construction is complete and equipment has been installed, the facility will receive the opening inspection. This must be scheduled at least 7 days prior to the beginning of operation, and prior to food or supplies being brought into the facility.

## General Guidance

### Finishes:

1. Floors – Floor surfaces must be smooth, durable, and easily cleanable. Examples include ceramic tile, porcelain tile, quarry tile, commercial sheet vinyl, sealed concrete.
2. Cove base – All floor to wall junctures must be coved. Examples are “slimfoot tile”, vinyl rubber or rubber, and metal (typically in walk-in coolers or the cook line). Cove that is sloped at the base is recommended, as it is easier to clean and will help prevent debris build up.
3. Walls and ceilings – Wall and ceiling surfaces must be smooth and easily cleanable. They must also be non-absorbent in areas exposed to splash (e.g. restrooms, warewash area).
4. Conduit – Conduit must be installed so it does not cause or contribute to cleanability problems. Where conduit or plumbing lines enter a floor, ceiling, or wall, the opening around the conduit or plumbing must be tightly sealed to prevent the entry of pests. Ensure the sealant material is rodent proof.

### Equipment:

1. All equipment must be durable, smooth, easily cleanable, non-absorbent, and will not allow for contamination of food under normal use. All raw wood must be sealed.

2. All equipment must be certified for safety by an ANSI accredited certification program such as NSF, ETL, UL, etc. or approved by AHD.
3. All non-fixed equipment should be installed on 6" sanitary legs, commercial casters, cantilevered from the wall, or placed on a minimum 4-inch coved curb to prevent contamination from splash and promote ease of cleaning.
4. All fixed equipment should be sealed to the floor to prevent debris accumulation and pest harborage.
5. Refrigerators and freezers should be in good repair and maintain food at the required temperatures (41 F or below for refrigeration, and hard frozen for freezers). They should be provided with accurate, readily visible, working thermometers. Consider food flow when determining placement of this equipment (e.g. placing the walk-in cooler near the delivery door to allow rapid storage when receiving).
6. Cooking equipment must have adequate ventilation and fire suppression. Ensure the hood is sufficient for the proposed equipment.
7. Several sinks are required. Hand sinks must be located in each area of activity (e.g. food prep, warewashing, restrooms, wait stations, bar service, cook line, remote ice machines, etc.) and conveniently placed for use. They must be provided with a minimum of 100 F water. The 3-compartment sink must be large enough to accommodate the largest piece of equipment that will be washed, must be directly plumbed per the 2009 IPC, and may need a grease interceptor. It must be provided with a minimum of 110 F water. *Please note that a warewash machine may need ventilation, and does not take the place of a 3-compartment sink.* Food prep sinks must be provided with an air gap. Dump sinks may not be used as hand wash sinks. The service (e.g. mop or utility) sink should be easy to access, without having to leave the building or use stairs.
8. Counters and cabinets must be made of corrosion-resistant, non-absorbent, and smooth materials to allow easy cleaning. Any penetrations must be sealed to prevent debris build-up and pest harborage.
9. The water heater should be sized to provide sufficient hot water to meet the maximum potential demand of the facility. 80% of the total hot water demand is required for facilities that use single service eating or drinking utensils, or are take-out only (e.g. pushcarts, mobile food units, retail marijuana facilities). Note: Pay close attention to total connected wattage. An electric water heater with an upper element of 4500 watts and a bottom element of 4500 watts may only have a total connected

wattage of 4500 watts instead of 9000 watts, as only one element is operating at any one time.

10. Ensure the correct backflow prevention is installed. For example; carbonated beverage systems typically require a Reduced Pressure Backflow Preventer, espresso machines typically require Vented Dual Check Valves, warewashing machines typically require Atmospheric Vacuum Breakers, etc. Please confirm with Development Services at 343-8301 if you have questions about plumbing requirements.
11. Type I hoods with fire suppression are required in areas where equipment produces high temperatures, grease and/or smoke. Type II hoods are used in areas producing steam, vapors, heat or odors without grease.
12. Shelving must be designed and constructed to it is easy to clean. Shelving located in wet areas (e.g. warewashing) must be constructed of a non-absorbent material such as metal. There should be enough space to clean behind shelves, or they should be sealed to the wall. Ensure shelving is mounted on legs is at least 6" above the floor for ease of cleaning, and to prevent contamination of stored items from splash when cleaning.
13. Ensure that there are sufficient work surfaces and space for the projected food flow.

## Summary

Electronic copies of plans are welcomed in PDF formats. Please contact us prior to submitting other file formats. We recommend that plans be submitted to AHD early in the planning process to avoid delays in obtaining building permits. Plans are required to be submitted at least 30 days prior to beginning construction or remodeling. Once plans are approved you may submit your Application for Health Permit. The opening inspection may be scheduled to take place after construction/remodeling is complete and prior to food and supplies being brought into the facility. Please contact our office at 343-4200 to schedule the opening inspection.

Please contact the following agencies to discuss their requirements:

Development Services 4700 Elmore Rd, Anchorage, AK 99507 (907)343-8301

Municipal Clerk 632 W 6<sup>th</sup> Ave, Suite 250, Anchorage, AK 99501 (907) 343-4311 (*NOTE: this is only required for mobile food units that are required to have a roving vender license.*)

A copy of the Anchorage Food Code (AMC 16.60) is available at our office at 825 L St, Suite 300, and also available online at <http://www.muni.org/foodcode>. For further information, please call Environmental Health Services, Food Safety and Sanitation Program at 343-4200.