

**CENTER FOR ENVIRONMENTAL HEALTH**

Dr. Robert L. Yeager Health Center  
50 Sanatorium Road, Building D  
Pomona, New York 10970  
Phone: 845-364-2608 Fax: 845-364-2567



**Public Health**  
Prevent. Promote. Protect.

**EDWIN J. DAY**  
*County Executive*

**SAMUEL RULLI, PE**  
*Director, Environmental Health*

## **FOOD SERVICE ESTABLISHMENT PLAN REVIEW**

All operators of food service establishments within the Rockland County Health District must submit plans and specifications to the Department of Health for review and approval prior to construction or renovation. Blueprints or computer drawn prints are recommended, but hand-drawn plans will be acceptable provided they are neat and drawn to scale. Refer to New York State Sanitary Code Subpart 14-1 and Rockland County Sanitary Code Article VI for specific requirements.

A non-refundable fee for review must accompany the submitted plans - \$160.00 for a new operation, \$100.00 for an operator renovating his/her establishment. Checks should be made payable to the "Commissioner of Finance".

Plans may be submitted via regular mail to the Rockland County Department of Health, Food & Recreation Program, 50 Sanatorium Road, Building D, Pomona New York, 10970; or may be dropped off in the white delivery box located by the security desk at the main entrance to Building A at the Robert L. Yeager Health Center. You may call 845-364-2603 for additional information or with questions about your submittal.

The Department of Health will retain one set of plans for filing. The plans should include a copy of the proposed menu (if available) and the following information:

1. The name, address, telephone number and email address of the owner of the establishment or contact person.
2. Construction: Floors, walls, and ceilings in all food preparation, service, and storage areas, as well as utensil washing areas, toilet rooms, and bar areas must be smooth and non-porous. Walls and ceilings must be light-colored. Wall and floor junctures shall be coved in these areas.
3. Plan Detail Requirements: Show all equipment such as stoves, worktables, refrigeration, and sinks throughout the premises, including the bar, if present. Show fixtures in restrooms for employees and for patrons (see item 6.). Show the location of all storage areas for food and food service items.
4. Equipment Installation - Unless easily movable, equipment is to be:
  - a. Sealed to the floor; or
  - b. Installed on a raised platform of concrete or other smooth masonry; or
  - c. Elevated on legs to provide at least a six-inch clearance between the floor and the equipment.

5. Required Equipment:

- a. Three compartment sink for manual utensil washing. Two drain boards are required. A mechanical dishwasher is recommended but is not required.
- b. Food preparation sink for washing of fruit and vegetables, defrosting, and rapid cooling of foods. An air gap of at least one-inch is required directly below the basin or at the floor drain (for a dedicated waste line). A drain board or an overhead rack is recommended to aid in preparation.
- c. Utility sink or curbed cleaning facility (mop sink) is to be installed in a convenient location and used for cleaning mops and disposal of mop water and similar liquid waste. Provide for the storage of mops, brooms and supplies.
- d. Water Heater- Indicate the size and the location.
- e. Hood construction- Hoods shall have a six-inch overlap on exposed sides of the cooking equipment, and shall be fitted with removable grease filters.

6. Toilet and Hand Washing Facilities:

- a. Adequate and conveniently located toilet facilities must be provided for employees. If the establishment allows on-site food consumption and seats and tables are present, the toilet facilities must be accessible to the public without passing through food preparation or service areas. A minimum of two restrooms (one for each sex) must be provided if there are to be more than 15 occupants. References- Subpart 14-1 sections .142 & .180, and NYS Plumbing Code Chapter 4.
- b. The Rockland County Sanitary Code Article VI, Section 6.8 requires additional toilets if there are more than 50 seats in the establishment. A minimum of one male plumbing fixture and two female fixtures or dedicated employee facilities are required. Refer to Section 6.8 for details. Establishments with 50 seats or less are not affected by this Code section and must comply with item 6a. above.
- c. Hand wash sinks are required adjacent to all food preparation areas and in toilet rooms. At least one sink (lavatory) is required per two fixtures (toilets or urinals).
- d. Hot and cold water tempered by means of a mixing valve or a combination faucet must be installed at all hand wash sinks. The water temperature must be a minimum of 85° F. at hand wash sinks.

7. Plumbing:

- a. Indicate the source of the water supply as public or well water. The Department of Health must approve well systems.
- b. Indicate sewage disposal as public or septic. The Department of Health must approve septic systems.
- c. Fixtures requiring an indirect waste line (a one-inch air gap) include food preparation sinks, ice machines, ice basins, and steam tables with a drain line.
- d. Grease traps are required and regulated by either this office, the Rockland County Sewer District, or the local Building Department as specified in General Note 9b. below. Grease trap sizes range from 50 pounds to over 100 pounds.
- e. Hot water (at least 110° F) and cold water must be supplied to all utensil sinks and mop sinks.

8. Employee Dressing Rooms and Lockers:

At a minimum, coat hooks are to be provided for employee clothing. In establishments where employees routinely change clothes, rooms or areas are to be provided for this purpose. Lockers or other suitable facilities are to be provided for the orderly storage of clothing and other belongings.

9. General Notes:

- a. Construction should not commence until this office approves the plans. A representative of the establishment should contact the Department of Health a week after the plans are submitted to discuss the status of the plan review if the operator has not yet been contacted by this Department. Call 845-364-2603 for information.
- b. Grease Traps- Establishments located within the Towns of Clarkstown or Ramapo (except within the Village of Suffern), the operator must contact the Rockland County Sewer District #1 at 845-365-6111 regarding grease trap requirements. Establishments located within the towns of Orangetown and Haverstraw must contact the local Building Department of that town or village. The Department of Health regulates grease trap sizes for establishments located within the Village of Suffern and the Town of Stony Point.
- c. These guidelines apply to establishments regulated by Subpart 14-1 of the New York State Sanitary Code and Article VI of Rockland County Sanitary Code. Exceptions for required equipment can be made if food preparation and/or service are of a limited nature. A copy of the menu should be submitted with the plans to assist in equipment requirements.
- d. An application and the fee for the food service establishment permit must be submitted at least 21 days prior to opening. In addition, the operator must request an inspection from this office at least three days prior to commencing food preparation. An application packet will be provided at the time of the plan review.
- e. Submission, review and approval of the plans does not relieve the operator of a food service establishment or his/her successor from meeting all requirements of the New York State Sanitary Code (Section 14-1.191) and the Rockland County Sanitary Code.
- f. Food service establishments must comply with all applicable laws, rules and regulations. This office may request a letter of approval from the Building Department or a Certificate of Occupancy prior to plan approval or prior to the issuance of a permit to operate a food service establishment.
- g. County Planning Information Certification- This form must be completed and submitted with each food service establishment plan review. The form is available online at [www.rocklandgov.com/departments/health/environmental-health/food-and-recreation](http://www.rocklandgov.com/departments/health/environmental-health/food-and-recreation) .