



PRINCETON HEALTH DEPARTMENT

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PRE-PLANNING FOR NEW, RENOVATED AND ALTERATED RETAIL FOOD ESTABLISHMENTS

- Thoroughly review a copy of Chapter 24, go to the website listed below:
http://www.state.nj.us/health/eoh/documents/chapter24_effective_1207.pdf
Sanitation in Retail Food Establishments. If you do not have a copy of this regulation, please contact this department.
- Discuss any questions regarding licensing and plan review with the health department during a scheduled meeting. This meeting is not mandatory; however, if you would like to discuss matters prior to plan submission, please use this process. Call the health department to schedule this meeting, as early as possible in the planning stages (609) 497-7608.
- Complete an Application for Retail Food Establishment Plan Review, which is to be submitted with the plans and specifications and appropriate fees.
- **Do not begin construction of the facility prior to receiving approval from the Princeton Health Department.**
- A pre-operational inspection is required prior to the planned opening. Schedule this inspection at least 10 days prior to the planned opening.
- A copy of the proposed menu must be submitted with the application.

THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE ARCHITECTURAL PLANS:

(A full set of raised seal architectural plans to scale with an equipment schedule, plumbing and fine finish schedule) see following details:

Floors: All floors must be smooth, easily cleanable and of light color. All construction details must clearly show the following:

- a) Construction Materials
- b) Location of floor drains
- c) Details on juncture between floors and walls

Walls & Ceilings: Kitchen walls must be smooth, easily cleanable and be of light color. Ceilings must be clean and in good repair. Complete details must be provided, including:

- a) Materials
- b) Finish
- c) Color

Doors & Windows:

- a) Indicate self-closing devices on doors where required.
- b) Indicate screening or other insect control devices.

Lighting:

- a) Indicate placement of all fixtures (in relation to equipment)
- b) Indicate illumination level (in foot candles) for all areas; including bathrooms, storage areas, etc... Specific intensities must be shown for food preparation areas and utensil washing areas. Chapter 24 sets the following standards:
 - a. All food preparation areas must have at least 30 foot candles of light.
 - b. All utensil and equipment storage areas and in lavatory and toilet areas, at least 20 foot candles of light.
 - c. In dry food storage areas, in walk-in refrigerators, and in all other areas, at least 10 foot candles of light.
- c) Light shields must be provided in the food prep areas.

Plumbing: Detailed plumbing plans must be submitted to the plumbing inspector for approval. Plumbing must comply with the NJ Uniform Construction Code. In addition, the plans to this department must include:

- a) All hand-wash sinks, provide specifications
- b) Three Compartment Sinks (where applicable), provide specifications
- c) Dishwasher
- d) Prep sink if required
- e) Cross Connection Control
- f) Incoming water lines
- g) Effluent lines and floor drains
- h) Grease trap interceptor
- i) At least one utility sink or curbed cleaning facility with floor drain shall be provided and used for cleaning mops or similar wet floor cleaning tools.

Toilet and Hand-Washing Facilities: Hand-washing sinks must be available in the food prep area and counter area. Detailed plans must be submitted to the plumbing and building inspector for review. In addition, please submit the following on the plans to our department:

- a) Provide rest room locations. Patrons must have access to rest rooms in “eat-in” facilities. Patron access may not be through food area.
- c) Indicate dressing and/or locker rooms for employees (some type of storage facilities for personal items are required).
- d) Restroom doors must be self-closing. If there are no windows, ventilation system must be installed.
- e) Garbage can with lid shall be provided in all rest rooms.
- f) Employee “hand wash” sign must be posted in all rest rooms.

Sanitizing: Methods for sanitizing

- a) 3 compartment sinks and/or dishwashers
- b) Cookware, dishware and utensils
- c) Storage of sanitized cookware etc.
- d) Sanitizing of all prep surfaces to prevent cross-contamination

Food Storage:

- a) Indicate construction of floors, walls and ceilings
- b) Indicate ventilation of storage rooms
- c) Indicate location and construction of storage shelves
- d) Containers of food shall be stored a minimum of 6” above the floor
- e) Anticipated volume of food to be onsite in storage per day

Food Displays: Indicate counter sneeze guards or other protective devices.

Equipment:

A list of all equipment (known as a plan equipment schedule) must be prepared as an addendum to the plans showing the manufacturer and the model.

- a) Adequate storage facilities for all equipment such as tableware, kitchenware, utensils, etc. must be clearly shown
- b) Equipment must be located either far apart for easy cleaning, or 1/32” space between. If exposed to seepage, equipment is to be sealed to adjoining equipment or to walls.

Ventilation

Stoves, ovens, grills, fryers, etc. must have a ventilation system exhausting to the outside. This system must also meet fire codes. Hoods should have filters. The complete plan for the ventilation system must be provided to the Construction Official. Compliance with the NJ Uniform Construction Code is required.

Refuse

- a) Describe method of refuse storage. List type of container and number of containers.
- b) Describe facilities to be provided for storage of refuse containers, garbage room, storage rack or platform, etc...
- c) Indicate facilities provided for cleaning of refuse containers. Waste generated in the cleaning of refuse containers must be disposed of in an approved manner.
- d) List the name of the refuse collector, frequency of collections, and name and location of disposal site.

Grease Trap

- a) Provide the size and specification of the grease trap.
- b) Provide the name, address and phone number of individual to service the grease trap.
- c) Number of seats and hours of operation must be provided.

Outside Contractors: Provide the names, addresses and phone numbers of the following contractors:

- a) Exterminator
- b) Garbage removal company

Food Safety Manager: All "Risk Type" 3 &4 establishments shall provide the name and valid certificate of the individual(s) certified as the Food Safety Manager or Person in Charge (PIC). The PIC must obtain their certificate through an accredited program recognized by the Conference for Food Protection. At least one PIC must be present at all times during operating hours.

- a) Provide a basic HACCP Plan if required for Risk #4 Retail Food Establishments.
- b) The PIC should be able to display a thorough knowledge of Chapter 24 upon inspection
- c) The PIC will monitor and instruct employees in food safety and protection

***If you have any questions regarding the plan review process, please contact our office PRIOR to submitting plans. Most questions can be answered over the phone, however we can also accommodate an in person meeting if scheduled in advance.