



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES
FOOD PROTECTION

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4583 FAX: 603-271-4859 TDD Access: 1-800-735-2964
E-MAIL: Foodinfo@dhhs.state.nh.us

FOOD SERVICE ESTABLISHMENT FLOOR PLAN REVIEW

Dear Food Service Owner/Operator:

The plan review process is designed to help you construct a facility that meets He-P 2300, the NH Rules for the Sanitary Production and Distribution of Food (The Food Rules). However, it is not intended to be a complete explanation of these regulations. The specific requirements as to the amount of food preparation and storage space, the size of refrigerators and sinks, and the arrangement of equipment are based on the size and nature of your food service operation. Since no two operations are exactly alike each establishment will be reviewed individually.

A plan review is required for all new food service establishments, existing structures that are converted into food service establishments, and remodeled food service establishments. *The plans and specifications, as outlined on the following pages, are to be submitted not less than 45 days before any construction is started.* A plan review fee of \$25.00 is required; make checks payable to: *Treasurer, State of New Hampshire.*

Please read this document completely before preparing your submittal, and take special note that *two copies of the drawings are required.* Documents and drawings that are incomplete, illegible, or do not meet requirements could delay the review process. If a plan review is required, Food Service Licenses will not be issued until a plan review is completed. He-P 2302.29(g) provides for an administrative fine of \$200.00 for plans not submitted as required by He-P 2302.17.

Information on the regulations of other state agencies or local authorities has not been included. Please contact your local town officials prior to constructing or remodeling your establishment.

For additional information on The Food Rules or for further assistance, contact the Food Protection Section at (603) 271-4589 or E-mail: foodprotection@dhhs.state.nh.us.

Sincerely,

Rhonda Thomas
NH Food Protection Section
rethomas@dhhs.state.nh.us

FLOOR PLAN DRAWING REQUIREMENTS CHECKLIST

- SEND TWO COMPLETE COPIES OF THE DRAWINGS.
- DRAW THE PLAN TO SCALE where $\frac{1}{4}$ " or less equals one foot.
(i.e. $\frac{1}{8}$ " = 1' will be accepted, $\frac{1}{2}$ " = 1' will not be accepted).
- SHOW ALL AREAS OF THE ESTABLISHMENT ON ONE PAGE; use of small-scale insets for large establishments, is encouraged.
- DETAIL THE FOOD PREPARATION AREAS AND RESTROOMS showing the location of all fixed and non-fixed equipment; use of separate pages for each area is acceptable.
- NUMBER EACH ITEM ON THE DRAWING AND USE A LEGEND. The legend is a list that explains each piece of equipment as numbered on the floor plan drawing.
- ~~INDICATE THE "NO SMOKING" AREA if your indoor seating capacity is greater than 50 seats.~~
- WRITE THE FOLLOWING INFORMATION ON BOTH COPIES OF THE DRAWING:
 - Establishment name
 - Physical address (and mailing address if different)
 - Name of primary contact person
 - Contact phone number

SUBMIT ONE COPY THE FOLLOWING WITH THE PLANS.

- The menu.
 - Descriptions of all hot holding equipment (e.g. steam tables) and cold holding equipment (e.g. refrigerators, walk-in units, salad bars).
 - A construction material and room finish schedule.
 - The detailed explanation of the methods by which potentially hazardous foods will be cooled to **41°F or lower**.
 - An explanation of all special operations (e.g. vacuum packaging, salad bar, catering).
 - The list of the names, mailing addresses, and phone numbers of all persons accountable for the design and construction of the establishment.
- ENCLOSE A \$25.00 CHECK OR MONEY ORDER PAYABLE TO:
"TREASURER, STATE OF NEW HAMPSHIRE."

NOTE: If additional rooms of your establishment are to be converted into food preparation areas in the future, a separate floor plan is required for each area.

EQUIPMENT AND FACILITIES REQUIREMENTS

(ABRIDGED)

- **PROVIDE ADEQUATE EQUIPMENT AND SPACE TO:**
Maintain food temperatures of 140°F or higher or 41°F or lower,
Cool food from 140°F to 70°F within 2 hrs. and 70°F to 41°F within 4 hrs., and
Reheat food to 165°F within 2 hrs.
- **SINK REQUIREMENTS:**
 1. **3-bay sink** with bays large enough to submerge the largest piece of equipment and a drain board on each side with length and width dimensions equivalent to one bay.
 2. **Dish washing machine (optional equipment)**, commercial model, meeting NSF standards.
 3. **Food preparation sink of seamless design** plumbed with an air gap. Establishments using "paper service" exclusively may not be required to have this sink.
 4. **Hand washing sink(s)** convenient and accessible throughout each food preparation area and in each restroom.
 5. **Utility (mop) sink** located on the same floor as the main kitchen. Plumb a back siphonage device onto the hose bibb if a hose is ever attached.
- **WASTEWATER SYSTEM APPROVAL:** Refer to license application.
WATER SOURCE APPROVAL: Refer to license application.
- **COMMERCIAL REFRIGERATION** only is permitted.
- **WOOD INSIDE WALK-IN REFRIGERATION UNITS IS PROHIBITED** including the floor, walls, ceiling, shelving, door, and door frame.
- **FLOORS, WALLS, CEILINGS, SHELVING, AND CUPBOARDS** in all food preparation areas and restrooms are to have a smooth and sealed exterior and be free of any unnecessary cracks and crevices. Finish the interiors of all shelving and cupboards in these areas, and finish the wall below all counters and lounge bars.
- **RESTROOMS** are to have mechanical ventilation, self-closing doors, and a covered waste receptacle if used by female patrons or employees.

Provide **one restroom** for up to **24 indoor seats**.
Provide **two restrooms** for **25 or more indoor seats**.
- **SHIELD THE LIGHTS** in all areas with open food and equipment washing facilities.
- **INSTALL SCREENING** or air curtains on all service windows and all doors and windows that are to be kept open.
- **PROVIDE A CLEANABLE SURFACE FOR ALL DUMPSTERS** or garbage cans that are stored outside. Reinforced concrete or rolled asphalt is acceptable.

LIST OF PERTINENT NH STATE AGENCIES

- **SEPTIC SYSTEM APPROVAL**
271-3501
 Dept. of Environmental Services (DES)
 Subsurface Septic System Bureau
- **WATER TESTING**
 (private system)
271-3445 or 271-3446
 (community system)
271-3139
 NH DES
 29 Hazen Drive
 PO Box 95
 Concord, NH 03301
www.des.state.nh.us
- **ROOMS AND MEALS TAX**
271-3701
 Department of Revenue Administration
 Collections Division
 45 Chenell Drive
 PO Box 454
 Concord, NH 03302-0454
www.revenue.nh.gov
- **LIQUOR LICENSE**
271-3755
 NH Liquor Commission
 Storrs Street
 PO Box 503
 Concord, NH 03302-0503
www.state.nh.us/liquor
- **BUSINESS NAME REGISTRATION**
Corporate Section
271-3244
Business Information Line
271-3246
 Department of State
 107 North Main Street
 Room 204
 Concord, NH 03301
www.nh.gov/sos
- **LABOR REGULATIONS**
271-3170
 Department of Labor
 95 Pleasant Street
 PO Box 2076
 Concord, NH 03302-2076
www.labor.state.nh.us
- **PLUMBING BOARD**
271-3267
 2 Industrial Park Drive
 PO Box 1386
 Concord, NH 03302-1386
www.state.nh.us/plumbing
- **BUREAU OF WEIGHTS AND MEASURES**
271-3700
 NH Department of Agriculture
 25 Capitol Street
 PO Box 2042
 Concord, NH 03302-2042
www.agriculture.nh.gov
- **HANDICAPPED ACCESS**
271-2773
 Commission on Disability
 57 Regional Drive
 Concord, NH 03301
www.state.nh.us/disability
- **SMOKING REGULATIONS**
271-8949
 Tobacco Prevention & Control Program
 29 Hazen Drive
 Concord, NH 03301
www.dhhs.nh.gov
- **LOBSTER LICENSE**
271-3422
 NH Fish and Game Department
 Licensing Division
 11 Hazen Drive
 Concord, NH 03301
www.wildlife.state.nh.us
- **STATE-ISSUED ADVERTISING SIGNS**
271-2107
 Department of Transportation
 7 Hazen Drive
 Att. Bureau of Traffic
 PO Box 483
 Concord, NH 03302-0483
www.nh.gov/dot
- **NEW HAMPSHIRE LOTTERY**
271-3391
 NH Sweepstakes Commission
 14 Integra Drive
 PO Box 1208
 Concord, NH 03302-1208
www.nhlottery.org
- **GENERAL INFORMATION**
271-2144
 NH State Library Reference Desk
 20 Park Street
 Concord, NH 03301
www.state.nh.us/nhsl