



pennsylvania
DEPARTMENT OF AGRICULTURE
BUREAU OF FOOD SAFETY & LABORATORY SERVICES

APPLICATION PACKET RETAIL FOOD FACILITIES

REMODEL -- FOOD SERVICE CHANGE / EQUIPMENT ADDITION / FACILITY ALTERATION

Any facility selling or serving food to the end consumer

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RETAIL FOOD FACILITY LICENSE APPLICATION AND PLAN REVIEW
REMODEL -- FOOD SERVICE CHANGE / EQUIPMENT ADDITION / FACILITY ALTERATION ONLY

Enclosed is the plan review application for facilities with an active Retail Food Facility License from the Pennsylvania Department of Agriculture who are remodeling (extensively changing food service operation, adding temperature related equipment, or facility alterations) ONLY. **This application is appropriate for facilities which are NOT currently licensed / operating.** If the facility is not licensed or has not operated in over 3 months, **DO NOT** complete this application; you must file the *RETAIL FOOD FACILITY APPLICATION AND PLAN REVIEW*. If remodeling (food service change / equipment addition / facility alteration) is taking place as part of a change in ownership, you must ALSO submit the *RETAIL FOOD FACILITY APPLICATION FOR CHANGE OF OWNERSHIP*.

Please note according to the Retail Food Facility Safety Act (3 Pa. C.S.A. §§5701 - 5714), "...any person owning or operating or desiring to operate a retail food facility within this Commonwealth shall make application for a license to the licensor on forms furnished by the licensor..." The Department's Food Code regulations at 7 Pa.Code §46.1121(a)(3) require "...a retail food facility operator shall have plans and specification reviewed by the Department...before...the remodeling of a retail food facility..."

All material must be submitted at least **60 days prior** to beginning **construction, remodeling, alteration, change in food service, or addition of equipment**. Failure to provide all required information could delay your plan review.

Please check and sign you have included all required supporting documentation along with submission of the completed application.

Section 3:

- Menu (if changes are being made)

Section 4*:

- Facility floorplan / layout**
- Location of all food service equipment
- List of equipment including manufacture's names and model numbers

*Signature within this section of the application is also required.

Plans may be hand drawn, but must be to approximate scale, neat and legible. Plans will **NOT be returned.

I have attached all required documentation for each section outlined above that are applicable to this plan review application. I have signed all applicable individual sections within the application. **Failure to provide documentation or sign all sections will result in a delay of processing and/or the application may be denied.**

Applicant Signature: _____

The Department of Agriculture will review the plans and notify you of its approval/disapproval. Please allow **4 – 6 weeks** for processing. Inquiries regarding your application status should be directed to 717-787-4315 or RA-AGPlanReview@pa.gov.

All material **must be fully completed** and returned with any necessary accompanying documentation to:

RA-AGPLANREVIEW@pa.gov
or mail / fax to:
Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services
Attn: Plan Review
2301 N. Cameron St, Room 112
Harrisburg, PA 17110
Fax: 717-787-1873

RETAIL FOOD FACILITY LICENSE APPLICATION AND PLAN REVIEW
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*If your county is under a County Health Department Jurisdiction, you should contact them directly for licensing. These counties include Allegheny, Bucks, Chester, Delaware, Erie, Montgomery, and Philadelphia.

INSTRUCTIONS FOR COMPLETING THE RETAIL FOOD FACILITY APPLICATION
REMODEL - FOOD SERVICE CHANGE / EQUIPMENT ADDITION / FACILITY ALTERATION

These instructions are for review and to assist in understanding and completing the application and plan review process. Complete ALL SECTIONS.

SECTION 1:

This plan review application is for currently licensed facilities who are remodeling, making major changes to food type/menu, or adding equipment. Do not begin construction, remodel or conversion of the facility prior to submitting acceptable plans and prior to receiving approval of the submitted plans from the Department. This section captures the type of remodel, construction, equipment changes, and/or menu change that will be occurring in the facility.

SECTION 2:

This section captures information about your facility. Enter the most responsible official at the facility and who the inspector can contact to review plans.

SECTION 3:

This section captures information about your facility including the days and hours of operations, type of food service and menu. Explain the changes that will take place as part of the remodel /food service change / equipment addition. A copy of any proposed new menu must be submitted with this application.

SECTION 4:

This section captures information specifically related to the remodel including floor plans, equipment, materials and construction plans. You do not need to submit plans for the entire facility – only areas of the facility that are affected by the remodel, or added equipment, must have applicable documents submitted for review. Aesthetic changes only that do not affect food storage, production or other food related areas do not need to submit plans (i.e. re-decorating the dining room, painting the walls a new color). Plans do not need to be signed and sealed. Only **one** copy is required for the review. Drawings/floor plans may be ‘hand-drawn,’ but must be clear, concise, legible, to approximate scale, and of such size to enable all information to be clearly shown. Drawings will not be returned to you unless specifically requested. The Department does **not** maintain a copy of your plans. See Pages 4 – 6 for additional information on Preparation of Floor Plans and Equipment Schedule.

SECTION 5:

This section captures information related to compliance with local planning, zoning, building, fire codes, etc. Some of this information may need verified with the property or building owners/operators. It is your responsibility to assure compliance with other applicable laws and regulations related to the facility remodel.

SECTION 6:

Enter the **date** the retail food facility is anticipating the remodel project will be completed. The Program Specialist will contact you with an approval (or disapproval) of your plans once they have been reviewed. Please allow **4 – 6 weeks for processing** of your plan review/application from the date of submission.

This application is **NOT** for NEW Retail Food Facilities, Mobile Food Facilities, or Retail Food Facilities in Local Health Departments.

RETAIL FOOD FACILITY LICENSE APPLICATION AND PLAN REVIEW
REMODEL -- FOOD SERVICE CHANGE / EQUIPMENT ADDITION / FACILITY ALTERATION ONLY
GUIDELINES FOR PREPARATION OF FLOOR PLANS & EQUIPMENT SCHEDULE

ALL plan reviews must **INCLUDE** copies of:

- Facility floor plan/layout of any remodeled / altered areas (excluding aesthetic changes)
- Location of any new food service equipment
- List of added equipment including manufacture's names and model numbers (even if minimal)
- Surface or finish coat material of floors, walls and ceilings, if part of the remodel / facility alteration
- Site plan of exterior building structure/grounds including storage areas, trash receptacles, outside refrigeration units, etc., if part of the remodel / facility alteration

Plans do not need to be signed and sealed. Only **ONE** copy is required for the review. Drawings/floor plans may be 'hand-drawn,' but must be clear, concise, legible, to approximate scale, and of such size to enable all information to be clearly shown. Drawings will not be returned to you unless specifically requested. The Department does not maintain a copy of your plans. Additional information may be requested by the Department of Agriculture (PDA) to approve your remodel.

The outline below provides a generalized list of items that should be addressed on your floor plans and equipment schedules as appropriate for any remodels / facility alterations. The **Room Finish Schedule** and **Equipment Schedule** charts are provided for optional use to help organize your information and ensure all information is submitted as required. Whether you use the enclosed charts provided below or submit in your own format, **ALL** information listed is required for any remodeled areas or facility alterations which are not solely aesthetic, and **MUST** be included with this application. *Please note: Not all areas as listed below may be applicable to your facility, or your particular remodel project.*

FACILITY DETAILS: (See FDA Food Code for detailed requirements)

STRUCTURAL FACILITIES – details must be indicated and included on **Room Finish Schedule ONLY IF** any of these areas are involved in the remodel or facility alterations.

Floors

- Construction and finish materials
- New buildings finish coats (ex: linoleum, concrete sealed with high gloss paint, etc.)
- Location of floor drains (only if altered)
- Materials for the juncture between floors and walls

Walls and Ceilings

- Materials
- Finish

Doors and Windows

- Self-closing devices on doors where required
- Screening or other insect-control devices (include size of screening)

Lighting

- Placement of all fixtures (in relation to equipment)
- Illumination levels (in foot-candles or numbers/wattages of lights)
- Provide protection for light fixtures to ensure shattered glass does not become a food safety hazard

Plumbing

- Water connections to food service equipment
- Drainage or condensate lines from equipment such as ice-makers, walk-in coolers etc. showing clearly the methods of discharge of waste waters

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- Details running water dipper wells, including water inlet, waste connection, etc
- Mixing valves on lavatory fixtures
- Hot water generating system
- Cross connection and backflow control as needed
- Commonwealth regulations prohibit the use of lead pipe, lead-based solder and fitting in potable water drinking systems after January 6, 1991*

Toilet and Handwashing Facilities

- Construction detail of the floors, walls and ceilings in restrooms
- Method of ventilation to outside air
- Number of restrooms in the facility (there must be one for employees to use)
- Location of all handwash sinks *Minimum of one handwash sink for food employees must be accessible and conveniently located in the food preparation areas **AND** in or immediately adjacent to restrooms

Food Storage Areas

- Construction of floors, walls, and ceilings in these areas
- Height and depth of storage shelves (distance from the lowest shelf to floor must be no less than 6")
- Finish of storage shelves and their location (not under overhead water or sewer pipes)

EQUIPMENT – full details must be indicated and included on **Equipment Schedule**

Design and Construction

- A list of all equipment must be prepared as an addendum to the plans showing the manufacturer and the model for all equipment. Equipment must meet a minimum requirement as stated in Food Code. A set of detailed shop drawings may be evaluated to determine compliance with these standards. Food equipment that had been unaltered and has been certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program shall be deemed to comply with Chapter 46 as listed above. All other equipment must be evaluated for compliance with the Code.

Ventilation

- A detail of the final exhaust outlet must be provided if part of the remodel or facility alteration. If necessary to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes in a food facility, mechanical ventilation of sufficient capacity and made of approved materials shall be provided. Ventilation hood systems and devices shall be sufficient in number and capacity to prevent grease or condensation from collecting on walls, ceilings and fixtures. Exhaust ventilation hood systems in food preparation and warewashing areas (including components such as hoods, fans, guards and ducting) shall be designed to prevent grease or condensation from draining or dripping onto food, equipment, utensils, linens and single-service and single-use articles.
- On new installations or hood remodels, galvanized metal hoods are not acceptable in situations where grease-laden vapors are being produced.
- If vented to the outside, ventilation systems may not create a public health hazard, nuisance or unlawful discharge. It is the food facility operator or owner's responsibility to assure compliance with all state and local building and fire codes.

The following chart/schedules are for your optional use. Complete and submit with your plans ALL facility details and equipment schedules

**RETAIL FOOD FACILITY LICENSE APPLICATION AND PLAN REVIEW
 REMODEL -- FOOD SERVICE CHANGE / EQUIPMENT ADDITION / FACILITY ALTERATION ONLY**

FLOORS, WALLS, CEILINGS SCHEDULE

	Wall Finishes	Floor Finishes	Ceiling Finishes
Example	Drop down screening	Linoleum	Overhead tarp
Kitchen/Cooking Food Prep			
Dry Storage			
Warewashing			

LIGHTING SCHEDULE

If lighting is not provided due to outside/natural lighting, please indicate such

	Foot Candles (fc)	Arrangement	Cleaning and Service	Shielding and Protection
Example	35 fluorescent overhead lights)	35 fluorescent lights spaced 4' apart	Routine monthly cleaning	Protected by plastic sheaths and end caps
Kitchen/Food Prep				
Dry Storage				

EQUIPMENT SCHEDULE

Provide a scaled layout drawing of all equipment, even if minimal, in the retail food facility. Complete the following list of equipment and submit with your plans.

Item No.	Type of Equipment	Manufacturer's Name	Model No.	Quantity
Example	Freezer	Hobart	ABC124	1
1				
2				
3				
4				
5				
6				
7				

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7 Pa. Code, Chapter 46, Food Code, the Rules and Regulations of the PA Department of Agriculture, are issued under the Retail Food Facility Safety Act (3 Pa. C.S.A. §§5701 - 5714) and require that properly prepared plans and specifications for construction, remodeling or alteration of a retail food facility must be submitted to and approved by the Department before food can be prepared, served and sold. PDA follows the most current version of the FDA Model Food Code as its regulations.

SECTION 1

PURPOSE OF THE PLAN REVIEW

This Plan Review application applies ONLY to a currently licensed food facility that is remodeling (a non-aesthetic part*) or all of the facility, OR is changing food service style or processing methods, OR is adding processing/cooking, or temperature control equipment. Check all that apply:

- Major remodel of an existing food facility
- Equipment change or addition to a food facility
- Extensive Menu or food service change to a food facility
- Minor construction to the food facility

*If remodeling/food service changes are in conjunction with an ownership change, a **Retail Food Facility Application for Change of Ownership** must also be submitted.*

If aesthetic changes only, such as paint, carpet, and decoration changes in non-food preparation or storage areas, **STOP. Do **not** submit a plan review. Contact the Department at 717-787-4315 or RA-AGPlanReview@pa.gov.*

SECTION 2

FACILITY INFORMATION

NAME OF FACILITY: (Common Name familiar to the Consumer)

ADDRESS OF FACILITY:

<hr/>	<hr/>	<hr/>	<hr/>
Facility street number and name	City	State	Zip code
<hr/>	<hr/>	<hr/>	<hr/>
County	Township/Borough		
<hr/>	<hr/>		
()	()		
Facility phone number	Facility fax number		
<hr/>	<hr/>		
Facility email address	Facility cell number or alternate phone number		
<hr/>	<hr/>		

RESPONSIBLE OFFICIAL AT FOOD FACILITY: (REQUIRED if owner is not a 'person,' e.g. a sole proprietor or partner)

<hr/>	<hr/>
Name	Title

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SECTION 3

FACILITY SERVICE INFORMATION

NO YES* Is the facility days and times of operation changing?

NO YES* Is the type of food service changing? (E.g. adding catering, dine-in, a café to a food store)

*If YES: **PROJECTED CAPACITY:**

Number of inside seats _____ (Mark '0' if no seating provided)

Number of outside seats _____

Patron served daily (projected) _____

NO YES* Is the menu / retail food sales changing? (E.g. adding ROP or other specialized process (must submit a HACCP plan), adding a food store department (deli, bakery), adding RTE raw or undercooked foods such as eggs or steak to a menu.) If YES a new menu must be submitted with the application.

NO YES* Is equipment related to food processing/cooking/temperature control holding being added? (Eg. Walk-in, Refrigerators, Stoves, Hot Hold or Salad Bars)

*Explain any YES answers: _____

SECTION 4

FACILITY FLOOR PLAN, EQUIPMENT, MATERIALS & CONSTRUCTION

All Remodels must **submit** floors plans, list of equipment, materials, and all construction changes for the non-esthetic area(s)* specifically affected by the remodel. Menus should also be submitted for food service changes. If equipment is being added without other 'construction,' the equipment list along with a floor plan indicated placement is sufficient.

Aesthetic changes such as paint, carpet, and decoration changes do **not need to be addressed if they are not in food preparation or storage areas.*

I have attached the appropriate documents related to the remodel with this application.

Applicant Signature: _____

SECTION 5

ZONING AND OTHER CODES

BUILDING CODES AND ZONING: (FOR REMODEL)

Facility/Unit/Business Remodel Plans are compliant with local zoning requirements (e.g. if a food service change, such as 'take-out only' to dine in).

Facility/Structure Remodel Plans are compliant with **all** building code requirements (electrical, plumbing, ventilation, structural, etc.) and permits have been obtained, where applicable.

I certify the facility is compliant with the above requirements and all applicable supporting documentation is attached.

Applicant Signature: _____

**RETAIL FOOD FACILITY LICENSE APPLICATION AND PLAN REVIEW
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SECTION 6

Anticipated date of remodel completion (food service change / equipment addition / facility alteration) for the facility:

[REDACTED] (date)

There are NO fees associated with a Remodel Plan Review Application. DO NOT SEND MONEY WITH THIS APPLICATION.

Retail Food License

- Remodel - Food Service Change/Equipment Addition/Facility Alteration Plan Review – **no charge**

Other fees

- Annual Renewals – \$82
- Change of Ownership – \$82
- 2nd Follow-up Inspection – \$150
- 3rd or Subsequent Follow-up Inspection – \$300
- Duplicate License – \$14
- Courtesy Inspection – \$150

This application, floor plan and all other requested materials, as listed above, should be **submitted to RA-AGPlanReview@pa.gov or the Harrisburg Office via mail/fax**, as listed on the cover letter. Please allow 4-6 weeks for processing of your application from the date of submission. You may be contacted by the Plan Review Specialist requesting further clarification or information and will provide you with final approval/disapproval (including the reasons) via email or mail of this application. Next, on-site inspection may or may not occur depending upon the extent of the remodel.