APPLICATION FOR FOOD ESTABLISHMENT FLOOR PLAN REVIEW

RS-405263

Dear Food Service Owner/Operator:

The review of the plans and specifications for a food establishment is designed to help you construct a facility that meets the requirements of He-P 2300, The New Hampshire Rules for the Sanitary Production and Distribution of Food. Each application is reviewed individually as the specific requirements for the amount of refrigeration, storage space and number of sinks is based on the amount of food being prepared and nature of the food operation. The feedback on the plans and specifications is conducted based upon the analysis of the information provided in the application.

A plan review is required for all new food establishments, existing structures that are being converted into food establishments, and remodeled food establishments. The application is to be submitted not less than 45 days before any construction is started. A plan review fee of $75.00 is required; make checks payable to: Treasurer, State of New Hampshire. He-P 2306.02(a)7 provides for an administrative fine of $300.00 for plans not submitted as required by He-P 2304.01(a)5.

Please read the “Required Documents Checklist” and the application form completely before preparing your submittal. Take special note that a menu and two copies of the schematic drawings are required. An application that is incomplete, illegible or does not meet requirements may be returned. Once the application is reviewed, a response letter will be sent to the applicant. Any changes to the plan subsequent to the review shall require written approval before the change can be made.

Contact information for other pertinent state agencies has been included on page 2. Please also contact your local town officials/code enforcement officers prior to constructing or remodeling your establishment.

For additional information on the NH 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
LIST OF PERTINENT STATE AGENCIES

- **SEPTIC SYSTEM APPROVAL**
  (603) 271-3501
  Dept. of Environmental Services (DES)
  Subsurface Septic System Bureau
  www.des.nh.gov

- **WATER TESTING**
  (private system)
  (603) 271-3445 or (603) 271-3446
  (community system)
  271-3139
  NH DES
  29 Hazen Drive
  PO Box 95
  Concord, NH 03301
  www.des.nh.gov

- **ROOM AND MEALS TAX**
  (603) 230-5900
  Department of Revenue Administration
  Collections Division
  PO Box 454
  109 Pleasant Street
  Concord, NH 03301
  www.revenue.nh.gov

- **LIQUOR LICENSE**
  (603) 271-3521
  NH Liquor Commission Enforcement & Licensing
  57 Regional Drive, Suite 8
  PO Box 1795
  Concord, NH 03302-0503
  nh.gov/liquor

- **BUSINESS NAME REGISTRATION**
  Corporate Section
  (603) 271-3244
  Business Information Line
  (603) 271-3246
  Department of State
  107 North Main Street
  Room 204
  Concord, NH 03301
  www.sos.nh.gov

- **LABOR REGULATIONS**
  (603) 271-3176
  Department of Labor
  95 Pleasant Street
  PO Box 2076
  Concord, NH 03302-2076
  www.nh.gov/labor

- **PLUMBING SAFETY & LICENSING**
  (603) 223-4289
  Mailing Address: 33 Hazen Drive
  Office Location: 110 Smokey Bear Blvd.
  Concord, NH 03305
  nh.gov/plumbing

- **BUREAU OF WEIGHTS AND MEASURES**
  (603) 271-3551
  NH Department of Agriculture
  25 Capitol Street
  PO Box 2042
  Concord, NH 03302-2042
  www.agriculture.nh.gov

- **HANDICAPPED ACCESS**
  (603) 271-2773
  Commission on Disability
  57 Regional Drive
  Concord, NH 03301
  www.nh.gov/disability

- **SMOKING REGULATIONS**
  (603) 271-6891
  Tobacco Prevention & Control Program
  29 Hazen Drive
  Concord, NH 03301
  www.nh.gov/dhhs

- **LOBSTER LICENSE**
  (603) 271-3422
  NH Fish and Game Department
  Licensing Division
  11 Hazen Drive
  Concord, NH 03301
  www.wildlife.state.nh.us

- **STATE-ISSUED ADVERTISING SIGNS**
  (603) 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**
  (603) 271-3391
  NH Sweepstakes Commission
  14 Integra Drive
  PO Box 1208
  Concord, NH 03302-1208
  nhlottery.com

- **GENERAL INFORMATION**
  (603) 271-2144
  NH State Library Reference Desk
  20 Park Street
  Concord, NH 03301
  nh.gov/nhsl
STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

MAIL TO: BUREAU OF FINANCE/RECEIPTS UNIT – FOOD PROTECTION
129 PLEASANT ST, CONCORD, NH 03301
603-271-4589    FAX: 603-271-4859    TDD Access: 1-800-735-2964
Website: www.dhhs.nh.gov     E-mail: foodprotection@dhhs.state.nh.us

FLOOR PLAN REVIEW APPLICATION

RS-405263

NOTE: Payment to be in the form of a check or money order made payable to Treasurer State of NH.

Establishment Name___________________________________________________________________________
Address________________________________________(City/Town/State)_________________(Zip)_________

Applicant Name______________________________________________________________________________
Address________________________________________(City/Town/State)_________________(Zip)_________

Applicant Telephone:_________________Applicant Email Address:____________________________________

Note: All correspondence regarding the plan review will be sent to the applicant.

Owner Name (if different than applicant)__________________________________________________________
Address________________________________________(City/Town/State)_________________(Zip)_________

Owner Telephone:___________________Owner Email Address:_______________________________________

Purpose:    □ New Construction    □ Remodel    □ Relocation    □ Addition    □ Conversion

Projected Start Date:____________________________Projected Completion Date:____________________________

Type of Service:    □ Sit Down Meals
                   □ Take Out
                   □ Single Use Utensils (paper service)
                   □ Caterer
                   □ Multi-Use Utensils (nondisposable dinnerware)
                   □ Other

Establishment Type:    □ Restaurant
                       □ Institution/School
                       □ Retail Food Store
                       □ Mobile Food Unit
                       □ Food Processing Plant
                       □ Other

See page 4 for a list of required documents to be sent with this application and $75 fee, made payable to Treasurer, State of New Hampshire. Application shall be sent to: Bureau of Finance/Receipts Unit-Food Protection, 129 Pleasant St, Concord, NH 03301. I, (print name & title) ____________________________________________, certify that all information provided in or attached to this application is complete, accurate and up-to-date as of the date specified below. I further certify that there are no willful misrepresentations of the answers to questions herein, and that I have made no omissions with respect to any of my answers to the questions presented. I understand that it is my responsibility to immediately notify the Food Protection Section with regard to any changes, corrections or updates to the information provided.

Applicant Signature__________________________________________________________Application Date: ______________

PRAPP 7-01-15
PLAN REVIEW REQUIRED DOCUMENTS CHECKLIST

Please enclose the following with completed application:

☐ Proposed menu or list of food and beverages to be offered.

☐ Plans and Specifications:
  ☐ 2 copies of plans paper drawn to scale. Number each item on the drawing and use a legend. The legend should list each piece of food equipment that is on the drawing.

The plan should include:
- Location of all food equipment. Each piece of equipment must be clearly labeled, marked, or identified.
- Location of specific areas where food is prepared.
- Location of all refrigeration. **COMMERCIAL REFRIGERATION IS REQUIRED.** There must be adequate refrigeration and enough refrigeration space to maintain food temperatures and to properly cool food.
- Location of all sinks.
  - **Required Sinks:**
    - **Handwashing Sink(s).** Sinks must be an adequate number, convenient and accessible to all food preparation areas, warewashing areas and restrooms.
    - **3 Compartment Sink.** Compartments shall be large enough to submerge the largest piece of equipment. Sink shall be of seamless design (rounded corners) and shall conform to NSF/ANSI standards and have drain boards on each side.
    - **Food preparation sink.** The food prep sink shall be of seamless design (rounded corners) and conform to NSF/ANSI standards.
    - **Service sink or curbed cleaning facility.** There shall be a mop sink with facilities for hanging wet mops or similar wet cleaning tools and for the disposal of mop water and similar liquid waste.
- Location of toilet facilities/restrooms. Identify the locations of the restrooms. At least 1 toilet and not fewer than the toilets required by law, RSA155:40, shall be provided.