



**ENCLOSE THE FOLLOWING DOCUMENTS FOR REVIEW:**

- Proposed Menu** (including seasonal, off-site and banquet menus)
- Manufacturer Specification sheets** for each piece of equipment shown on the plan
- Plan** drawn to scale of food establishment showing location of equipment, plumbing, electrical services and mechanical ventilation
- Site plan** showing location of business in building; location of building on site including alleys, streets; and location of any outside equipment (dumpsters, well, septic system - if applicable)
- Payment** (\$300)



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**PROVIDE THE FOLLOWING INFORMATION (required):**

**Number of Seats:** Indoor: \_\_\_\_\_ Outdoor: \_\_\_\_\_

**Type of Service (Check all that apply):**

Sit Down  Take Out  Caterer  Mobile Vendor  Other \_\_\_\_\_

**Building**

**Water Supply:**  Public  Private (Well)

- If Private, Registered with CT DPH Water Supplies  Yes  No \*Attach Copy of Last Water test

**Sewage Supply (5-403.11):**  Public  Private (Septic)

- If Public, contact Municipal WPCA for grease recovery unit sizing (see attached for contact)
- If Private, provide septic as-built and system (tanks and leaching) size

Total Square Feet of Facility: \_\_\_\_\_

Number of Floors on which operations are conducted on: \_\_\_\_\_ (basement, attic etc.)

Designated area for employees' personal belongings? (i.e., purses, coats, phones, etc.)  Yes  No

Garbage cans/dumpsters/compactors/grease storage to be stored on a smooth, easily cleanable surface

Trash/Recycling Hauler: \_\_\_\_\_ Grease Hauler: \_\_\_\_\_

**Plumbing/Cleaning/Sanitizing:**

Is a mop sink present?  Yes  No

Are grease traps provided (see WPCA)?  Yes  No

**Type of ware washing:**

High-temp Booster heater dish machine  Chemical dish machine  3-bay compartment sink



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**Sanitizer and Test Strips to be used in establishment (4-501.114 A,B,C; 4-302.14):**

- Chlorine (food-grade bleach)     Quaternary Ammonia Compounds     Iodine
- Other \_\_\_\_\_(specify)

**Restrooms:**

Are Public Restrooms Available?     Yes     No

If Yes, are they separated by sex?     Yes     No

Type of restroom ventilation:  Functioning ceiling fan     Window with screen     Other\_\_\_\_\_

Facilities to ensure maximum of 115°F in restrooms and public areas:

- Mixing valves     Combination faucets     Other

Other information applicant wishes to provide to assist with plan approval:

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**Once plan is approved, applicant shall comply with 8-304.11 and Ledge Light Health District’s Food Service Regulations.**

### REQUIRED CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

1. Provide the layout of the floor plan accurately drawn to a minimum scale of 1/4 inch = 1 foot.
2. Show the location and when requested, elevated drawings of all food equipment. Each piece of equipment must be clearly labeled on the plan and be commercial grade, ANSI approved.
3. Designate clearly on the plan equipment for adequate rapid cooling, including ice baths and refrigeration, and for hot-holding foods that require time and temperature control for safety (TCS Foods).
4. Label and locate separate food preparation sinks when the menu dictates to preclude contamination and cross-contamination of raw and ready-to-eat foods.
5. Clearly designate adequate handwashing lavatories for each toilet fixture and in the immediate area of food preparation, ware washing, cooking and serving.
6. Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
7. On the plan represent auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation. Show all features of these rooms as required by this guidance manual.
8. Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases.
9. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, and wastewater line connections.
10. Lighting schedule with protectors.
11. Food Equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable).
12. Source of water supply and method of sewage disposal. Provide the location of these facilities and submit evidence that state and local regulations are complied with.

13. Ventilation schedule for each room.
14. A mop sink or curbed cleaning facility with facilities for hanging wet mops.
15. Garbage can washing area/facility.
16. Cabinets or shelving for storing toxic chemicals.
17. Dressing rooms, locker areas, employee rest areas, and/or coat rack as required.

**For non-engineered plans, please use graph paper on page 8.**

Use this key or provide another clear key. If needed, continue on additional sheets of graph paper.

Handsink	HS	Bain-Marie	BM	Slicer	SL	Stovetop/grill	ST
Mopsink	MS	Reach-in Refrig	RR	Food Processor	FP	Broiler	BR
Prepsink	PS	Walk-in Refrig	WIC	Floor mixer	FM	Microwave Oven	MW
3-bay Sink	3S	Undercounter Refrig	UF	Stand Mixer	MX	Steamer	SR
2-bay Sink	2S	Ice Machine	ICE	Countertop	Ctr	Fryer	FR
Dishwasher	DW	Reach-in Freezer	RF	Table	Tbl	Hood	HD
Hot water Heater	HW	Walk-in Freezer	WIF	Grease Trap	GT	Grease Removal Unit	GRU
Others:							

Floor Plan for: \_\_\_\_\_

Scale: 1 square =      feet

A large grid for drawing a floor plan, consisting of 30 columns and 25 rows of squares.

**FINISH SCHEDULE**

**Applicant must indicate which materials (quarry tile, stainless steel, 4" plastic covered molding, etc.) will be used in the following areas.**

<b>AREA</b>	<b>FLOOR</b>	<b>COVING (FLOOR/WALL JUNCTURE)</b>	<b>WALLS</b>	<b>CEILING</b>
Kitchen				
Bar				
Food Storage				
Other Storage				
Toilet Rooms				
Dressing Rooms				
Garbage & Refuse Storage				
Mop Service Area				
Ware-washing area				
Walk-In coolers and freezers				

**PLUMBING CONNECTIONS**

**Applicant must place a checkmark indicating which type of connection will be used for the following equipment.**

<b>Plumbing Fixture</b>	<b>Indirect Waste Connection (i.e. Air gap &amp; air break)</b>	<b>Direct Waste Connection (i.e. Integral trap &amp; P-trap)</b>	<b>Vacuum Breaker</b>	<b>Condensate Pump</b>	<b>N/A</b>
Dishwashing Machine					
Ice Machines					
Ice Storage Bins					
Hose Connection					
Mop Sink					
Food Prep Sink					
Toilets					

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Dipper Well					
Urinal					
Beverage Dispenser with Carbonator					
Refrigeration Condensate/ Drain Lines					
Garbage Grinder					
Steam Tables					
Coffee Brewer					
Other:					

**LLHD TOWN OFFICIALS**

<p><b>Groton City:</b> Building Official: 860-446-4134 Zoning: 860-446-4134 Fire Marshal: 860-445-2456 WPCA: 860-446-4085</p>	<p><b>New London:</b> Building Official: 860-447-5240 Zoning: 860-437-6381 Fire Marshal: 860-447-5294 WPCA: 860-447-5222</p>
<p><b>Groton Town:</b> Building Official: 860-446-5982 Zoning: 860-446-5982 Fire Marshal: 860-448-1384 (Poquonnock Bridge) WPCA: 860-448-4083</p>	<p><b>North Stonington:</b> Building Official: 860-535-2877 ext. 18 Zoning: 860-353-2877 ext. 27 Fire Marshal: 860-535-0937 WPCA: 860-535-2877</p>
<p><b>East Lyme:</b> Building Official: 860-691-4114 Zoning: 860-691-4114 Fire Marshal: 860-739-2420 WPCA: 860-739-6931 ext. 1139</p>	<p><b>Old Lyme:</b> Building Official: 860-434-1605 ext. 213 Zoning: 860-434-1605 ext. 225 Fire Marshal: 860-434-1605 ext. 231 WPCA: 860-434-1605 ext. 228</p>
<p><b>Ledyard:</b> Building Official: 860-464-3214 Zoning: 860-464-3216 Fire Marshal: 860-464-6858 WPCA: 860-536-1769</p>	<p><b>Waterford:</b> Building Official: 860-444-5826 Zoning: 860-444-5813 Fire Marshal: 860-440-0544 WPCA: 860-444-5886</p>
<p><b>Stonington:</b> Building Official: 860-535-5075 Zoning: 860-535-5095 Zoning Borough: 860-535-1298 WPCA: 860-535-5065</p>	<p>Fire Marshal: Stonington- 860-599-3829 Borough- 860-535-3315 Pawcatuck- 860-599-4215 Mystic- 860-572-7567 Old Mystic- 860-536-2220</p>
<p><b>Lyme:</b> 860-434-7733 – all Officials by appointment only</p>	

### PRE-OPERATIONAL INSPECTION CHECKLIST

**Note: Inspection to take place after floor plan is approved by all necessary departments and construction is completed.**

**Training (All documents shall be kept on site at establishment and accessible for all inspections) (Class II-IV)**

- Certified Food Protection Manager (2-103.12A)

**Form-The following Forms can be found on LLHD.org under the Forms Tab**

- Employee training records
- Signed designated alternate form
- Cleaning Schedule for FSE
- Guide 1-B Reporting of Ill Food Workers (2-201.11C)
- Procedures for Cleanup of Vomiting and Diarrhea (2-501.11)
- Consumer Advisory Memo (3-603.11)

#### Hand Washing

- Hot (85°F) and cold running water, under pressure in all food preparation, dispensing and ware washing (5-202.12A)
- Waste receptacles available at all hand sinks (6-301.20)
- Shall have hand cleaning materials (6-301.13)
- Hand drying provision - Type: Paper towels, Air Blower, Air Blade (6-301.12)
- Handwashing Signage (6-301.14)

#### Food Protection

- Conveniently located refrigeration facilities equipped with air thermometers reading 37°-39°F, located in the front of the unit (4-204-112A,B,D)
- Sneeze guards and/or splash guards where appropriate (salad bars, on hand sinks next to food prep areas or on food prep sinks (3-306.11)
- Shielded, or shatterproof light bulbs in all food storage, preparation, display, and service areas (4-202.12A)
- Adequate racks provided to store food at least 6" off the floor, made of appropriate materials (3-305.11)

#### Dishwashing Facilities

- Manual warewashing solution temperature minimum 110°F (4-501.19)
- Ware washing sinks shall have adequate drain boards or dish tables for proper handling of soiled utensils prior to washing and for air drying cleaned utensils following rinsing or sanitizing (4-501.13) (4-501.14)
- Appropriate dishwashing facilities, detergent, sanitizers and test strips to verify said sanitizers (4-501.114 A,B,C)
- Test strips can be purchased from baileystst.com, webstaurantstore.com or restaurant depot (4-302.14)

#### Toxic Materials

- Cleaning materials and toxic items shall be stored away from food prep and storage areas (7-201.11)

### Equipment and Utensils

- All food-contact surfaces shall be corrosive resistant, non-absorbent, and nontoxic (4-202.12A)
- All non-food contact surfaces of equipment shall be smooth, and easily cleanable (4-202.12A)
- Digital food thermometer available (4-204-11)
- Devices to sanitize said thermometer (alcohol wipes recommended)

### Toilet Facilities

- Hot water in public restrooms maximum of 115°F (5-202.12A)
- Toilet Room Doors Closed (6-501.19)
- Unisex/or women's restrooms shall have a covered receptacle (5-501.17)

### Vermin Control

- All openings to the outside shall be protected against rodents/insects- tight fitting screens, controlled air currents, etc. (6-501.11)
- All exterior trash containers shall be covered, leak resistant, stored on a cleanable surface with an enclosure and disposed of in a manner to prevent a public nuisance (5-501.115)

### Floors, Walls, and Ceilings

- Adequate floor drains (6-201.13)
- Closed junctures between the floor and wall – coving (6-201.13)
- Racks provided to hang mops/brooms (6-501.16)
- Service sink provided (5-203.13)
- Adequate ventilation provided (6-202.12)
- Lockers / storage area provided for storage of employees' personal items (6-501.110)

### Light Intensity

- At least 10 foot candles at a distance of 30 inches above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning (6-303.11)
- At least 20 foot candles at a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption; inside equipment such as reach-in and under-counter refrigerators; at a distance of 30 inches above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms (6-303.11)
- At least 50 foot candles at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor (6-303.11)

### Other

- Fee paid for plan review (\$300)
- Menu submitted and consumer advisory for raw or ready to eat food (said items cannot be served to facilities serving high-risk populations)
- License fee paid prior to opening inspection
- Food Service License application submitted



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