



Plan Review Food Establishment Review Packet (Part 1)

Required Documentation

Only typed or legible printed forms will be accepted
(fillable PDF form available online at www.loudoun.gov/food)

Plan Review Application with all fields filled out

Business Name on the application is the **Trade name** or DBA. This is the name advertised to the public doing business with your Food Establishment and will match the name on the on the Business License.

Business Owner on the application must match the name on the Business License and on the ABC application if applying to serve alcohol. *Examples: LLC, Inc., association, corporation, individual, partnership, or other legal entity*

\$40.00 Review Fee – cash or check payable to “County of Loudoun”

Proposed Menu (include seasonal items, off-site and sample catering menus)

Site plan. Show location of business in building; location of building on site including alleys, streets; and location of any outside equipment (dumpsters, compactors, well, septic system – if applicable)

Food Establishment Plan **drawn to scale**. All equipment listed; interior showing location of equipment and plumbing in the food preparation and storage areas

Manufacturer Specification sheets (cut sheets). Include each piece of equipment shown on the plan, including hot water heater and mechanical dishwashers

Plan Review Questionnaire (Part 1)

Plan Review Food Establishment Review Packet (Part 1)

Instructions

New Construction & Remodeled Food Establishments

Before construction, **Food Establishment Plan Review Packet Part 1 (PDF)** must be completed which addresses the physical facility and equipment layout. The following packet contains a list of documentation and information needed for submittal of an application for a Food Establishment Plan Review. Food service establishments, which are being remodeled or have a new owner, must meet current rules and regulations. [Food Regulations](#) are available on the [Loudoun County Health Department of Health](#) website.

Mobile Food Units, Temporary Food Vendors and Youth Athletic Concessions, see additional information on our website www.loudoun.gov/food

Make a copy of all information submitted to the Health Department. Submitted information will not be returned and becomes part of the Health Department records. Applicant is responsible for keeping track of any changes to plans.

Process

1. Submit all REQUIRED DOCUMENTATION. Plan Review Application, Review Fee, Menu, Site plans, Establishment plans with Equipment listed, Manufacturer's equipment specifications, and Plan Review Questionnaire (Part 1).
2. Obtain Site approval by Loudoun County Zoning Department 703-777-0246
3. Submit plans to Loudoun County Building & Development 703-777-0220
4. Contact Commissioner of Revenue for business licensing 703-777-0260
5. Obtain well & septic approval by Health Department if not on public water & sewer. 703-777-0234
6. If smoking is allowed in designated indoor area, please apply to local building official for approval of separate ventilation system for this area. See [Virginia Clean Air Act](#) for additional information on Restaurant Smoking.
7. **Upon receipt of all required documentation, an environmental health inspector (EHS) will be assigned your plan review and will contact you within 15 working days. PLAN REVIEW SUCCESS AND COMPLETION TIME DEPENDS UPON THE QUALITY OF THE INFORMATION SUBMITTED.**
8. **Health Clearance** for the building permit will be provided upon completion of the plan review. When construction is complete and building inspections have been completed, schedule pre-open inspections with the assigned EHS.
9. **Food Establishment Plan Review Packet Part 2 (PDF)** will need to be completed prior to pre-open inspection and issuing Food Permit.
10. **Health Clearance** for the occupancy permit will be provided upon passing the pre-open inspection.



Loudoun County Health Department

1 Harrison Street, S.E., Leesburg VA 20175, 2nd floor Mailing address:
P.O. Box 7000, MSC #68, Leesburg VA 20177-7000

Application for a Food Establishment PLAN REVIEW

Restaurant _____ Hotel/B&B _____ School/Day Care _____ Short/Long Term Care Facility _____ Other _____
New Remodel Change of Owner Change of Name (previous name of facility) _____

FOOD ESTABLISHMENT INFORMATION

Business or Trade Name _____ Phone _____

Business Address _____ City _____ Zip _____

Number of seats _____ Smoking Status: Smoke free Smoking in restricted area Outside only

OWNER INFORMATION FOR FOOD ESTABLISHMENT

Business Owner _____ (i.e. LLC, Inc.) Phone _____

Owner Address _____ City _____ State _____ Zip _____

Contact Name _____ Phone _____ Email _____

Billing Address _____ City _____ State _____ Zip _____

Water: Public (Municipal) or Private (Well). Source _____

Sewage: Public (Municipal) or Private (Septic). Source _____

Authorized Contact Responsible for Plan Review Submittal

Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Work Phone _____ Cell _____ Email _____

Signature _____

Date _____

Print Name _____

Fee \$40 - Cash or Check Payable to County of Loudoun

Title _____



Plan Review
Food Establishment Review Packet (Part 1)

Health Notes

1. Utility service lines and pipes shall not be unnecessarily exposed. All electrical conduits, pipes, soda lines, drain lines, and electrical cords shall be 6" off the floor and behind and/or below equipment whenever possible. *12VAC5-421-1550 & 2820*
2. Minimum lighting shall be as follows: (a) 50 foot-candles in food preparation areas. (b) 20 foot-candles at a surface where food is provided for consumer, self-service such as buffets and salad bars or where produce or packaged foods are sold, inside equipment such as reach in and under counter refrigerators, in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms. (c) 10 foot-candles above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during cleaning. *12VAC5-421-3080*
3. Light bulbs shall be shielded, coated, or otherwise shatter-resistant. *12VAC5-421-2890*
4. All shelving and platforms shall be at least 6" off the floor or on castors. *-1560*
5. Portable equipment (on tables and counters) shall be easily moveable, on 4" legs, or installed/sealed to facilitate cleaning of the equipment and adjacent areas. *-1560*
6. All cabinets, counters, bars, and restroom vanities shall be smooth, durable, and easily cleanable. All cracks will be caulked; bare wood sealed and/or painted. *-1100 & -1150*
7. Walls around 3-vat sinks, mop sinks, dishwashers, and exhaust hoods shall be smooth, durable, easily cleanable and nonabsorbent. Wall covering/splash guards shall be (ceramic tile, FRP, stainless steel, etc.) where water, grease, steam, heat or splash/food splatter are present, *12VAC5-421-2810*. Surfaces of concrete masonry walls shall be smooth (joints flush). *12VAC5-421-2870*
8. Each piece of foodservice equipment with a water or steam line, including but not limited to water filters, beverage equipment water lines, ice makers, steamers, shall have individual back-flow prevention devices, where an air gap is not provided. Mop sink faucets, hose bibs and other water fixtures with threads for a hose shall have a back-flow prevention device. *12VAC5-421-2260 & -2270*
9. Ice chests/bins, vegetable prep sinks, and dipper wells shall have air-gapped drain lines. *12VAC5-421-2210*
10. The basins of the 3-compartment sink shall be large enough to accommodate the largest piece of equipment or utensils. *12VAC5-421-1460*
11. Ceilings in food preparation, dishwashing, food items storage areas, rest rooms, bars, and customer service/beverage islands, and walk-in refrigeration units shall be smooth, durable, easily cleanable, and nonabsorbent, such as vinyl coated ceiling tile and stainless steel, (No fissured acoustical ceiling tile.) Gaps between exhaust hoods and ceiling shall be sealed. *12VAC5-421-2810 & -2860*
12. Gaps between above grade grease traps, mop sinks, 3-basin sinks, hand sinks, exhaust hoods, urinals and other stationary equipment and walls that do not have sufficient space for easy cleaning shall be sealed with smooth, durable, non-absorbent, easily cleanable materials. *12VAC5-421-1550*

13. In counter hand sinks shall have smooth, durable, easily cleanable splashguards on the side(s) and back as needed to protect food/food items adjacent to the area. (Recommend minimum 6 inches high from front to back of counter.) *12VAC5-421-2010*
14. A sealed floor cove base shall be provided around wet areas, such as 3-basin sinks, mop sinks, and dishwashers, and around exhaust hoods. *12VAC5-421-2830*
15. Self-closing devices shall be provided on all restroom and exterior exit doors. *12VAC5-421-2920 & -2930*
16. Spray-type dishwashers shall have a pressure gauge to permit checking the flow pressure of the final rinse water, a thermometer accurate within 3° F, and a plate/placard of chemical agent, timing and temperature requirements, and minimum and maximum requirements for satisfactory operation. *12VAC5-421-1330, -1350 & -1380*
17. A dishwasher that automatically dispenses detergents and chemical sanitizer shall be equipped with a device that indicates audibly or visually when more detergent or chemical sanitizer needs to be added. *12VAC5-421-1370*
18. Refrigeration units shall be set to maintain food at 41° F or less in coolers. All refrigeration shall be operational for the final inspection. All refrigeration units shall have a thermometer accurate within 3° F in an easily readable location. *12VAC5-421-1320 & -1450*
19. Trash containers shall be conveniently located near handsinks. A covered trash container shall be provided in the women's restroom. *12VAC5-421-2650 & -2660*
20. Wall mounted equipment such as shelves, sinks, counters, vanities, urinals, coat racks, mop racks, wall fan mounts, and hose reels shall be sealed in place (unless the space is not more than 1/32 inch). Gaps between door/window frames/molding and walls/floors shall be sealed. *12VAC5-421-1550*
21. Windows and exterior doorways, which will be propped open, will be provided with an air curtain or screening material 16 inch mesh or less. Screen doors will have self-closure devices. *12VAC5-421-2930*
22. The hot water heater(s) shall be capable of providing adequate hot water to meet the minimum manufacturer's temperature and quantity requirements for dishwashers, booster heaters, steamers and other foodservice equipment requiring hot water. The minimum hot water temperature at the 3 basin sink shall be 110° F. *12VAC5-421-2120 & -1650*
23. Mops and maintenance tools shall be stored in an orderly manner so they do not contaminate food, equipment of single-service items. Gravity type mop holders are recommended. *12VAC5-421-3220 & -3290*

Disclaimer- Title 35, Code of Virginia and Virginia Department of Health Rules and Regulations Governing Restaurants are the primary regulatory statutes which address the operation of food service establishments. These guidelines and other information represent an interpretation of those regulations and are intended to help facilitate proper foodservice facility design.

(Signature)

Health Notes can be added to your plans or signed to indicate compliance and responsibility for implementation.

Plan Review Questionnaire
Food Establishment Review Packet (Part 1)

1. What is the facility's proposed smoking status: (check one)?
Smoke free Smoking designated indoor area Smoking outside only

2. What is the facility's proposed type of service (check all that apply)?
Restaurant, including Restaurant with Catering
School Child Care
Hospital Adult Care, Short/Long Term Care
Take Out & Delivery only Catering Only
Hotel Continental / B&B Other: _____

3. Does this facility mostly serve a highly susceptible population? *Immunocompromised, preschool age children, or older adults; a facility that provides services such as custodial care, health care, or assisted living, such as a child or adult day care center, kidney dialysis center, hospital or nursing home, or nutritional or socialization services such as a senior center.*
Yes No

4. What is the projected maximum number of meals to be served each day?
Breakfast _____ Lunch _____ Dinner _____

5. Proposed number of total seats in dining room _____, bar _____.

6. Provide building permit # when assigned. _____ . (i.e. B --- --- -- 100).

7. Provide a copy of menu. Attached.

8. Provide a list of the source of food on your menu (include all vendors, caterers, bakery etc.).
12VAC5-421-270. food obtained that comply with law; no private home.
Attached as listed _____

9. Will this facility be using TIME control instead of temperature control (such as buffets, service lines, pizza by the slice)? *TIME control may be used for time/temperature control for safety food (TSC) that is displayed or held for service without temperature control IF written procedures are prepared and approved in advance. 12VAC5-421- 850.*
Yes; written plan is attached
No

10. Will this facility be cooking and cooling food to use at another time? This includes using leftovers for another day and non-continuous cooking processes. (i.e. soup, chili, pasta salad, roast meats etc.)
12VAC5-421-700 cooking, -800 cooling, -760 reheating, -725 non-continuous cooking.
Yes No

11. Is there a bulk ice machine separate from soda dispenser?

12VAC5-421-390 Ice for cooling; -800 cooling methods

Yes No. page #_____.

12. Will this facility be serving Raw or not fully cooked items such as burgers, eggs, fish?

Yes * Consumer advisory is required. Review menu with EHS before printing the final copy.

No

13. Does this facility propose to do a special process **on-site**? (check all that apply)

*this does not include a method of flavor enhancement. Check with EHS before implementing.

All variance applications must be approved before the procedure is put into practice.

Sprouting seeds or beans	Vacuum packaging food or canning	Raw fish or Undercooked fish - i.e. sushi or ceviche	Molluscan Shellfish or using Support Tank. - i.e. oysters, clams or mussels
Fermentation of Sausages or Custom Processing of Meat	Smoking or Curing of meat, poultry or fish. - i.e. jerky	Packaging juices	Adding Components to extend Shelf life or render food non-TCS - i.e. such as adding vinegar, preserving, pickling or acidifying. - i.e. making kimchi or kombucha, - i.e. making yogurt

None of the above special processes or other:_____

In order to expedite the plan review, we require in this section that you go through the questionnaire and highlight one set of plans/specification sheets/etc. exactly where the item number can be found. The easier it is for us to find the information, the faster the plan review process can proceed. Simply highlight an area/information/health note that corresponds to a particular item on the questionnaire. The highlight area, and item number, need to be as visible as possible.

14. List of equipment numbered and coordinated to show location on floor plans. page #_____.

15. Plumbing schematics. page # _____.

16. Public water (municipal) or Well water. Indicate source: _____.

12VAC5-421-2050 approved system

17. Public sewer or Private septic. Indicate source: _____.

12VAC5-421-2540 conveying sewage; 12VAC5-421-2570 approved sewage disposal system

18. Describe ceiling finish. Provide specifications if not painted dry wall or plaster.
12VAC5-421--2790 indoor areas: smooth, durable, easily cleanable, nonabsorbent
12VAC5-421-2860, -2880 wall and ceilings, 12VAC5-421-2820 utility service lines
Kitchen _____ page # _____.
Bar area _____ page # _____.
Toilet rooms _____ page # _____.

19. Describe wall finishes. Provide specifications if not painted dry wall or plaster.
12VAC5-421-2790 indoor areas: smooth, durable, easily cleanable, nonabsorbent
12VAC5-421-2860 wall and ceiling, 12VAC5-421-2820 utility service lines
Kitchen _____ page # _____.
Bar area _____ page # _____.
Toilet rooms _____ page # _____.

20. Describe floor finishes:
12VAC5-421-2790 indoor areas: smooth, durable, easily cleanable, nonabsorbent
12VAC5-421-2810 clean ability; 12VAC5-421-2820 utility service lines
Kitchen _____ page # _____.
Bar area _____ page # _____.
Toilet rooms _____ page # _____.

21. Are wall/floor junctures in kitchen, bar and toilet rooms COVE base (concave, arched molding)?
12VAC5-421-2830 floor and wall junctures, coved, sealed.
Kitchen: Yes page # _____.
Bar area: Yes page # _____.
Toilet rooms: Yes page # _____.

22. Are there floor drains or floor sink in kitchen and/or bar?
12VAC5-421-2830 floor and wall junctures, floor drains for water flush cleaning
Yes No
Describe _____ page # _____.

23. Hot water heater. *12VAC5-421-2120 capacity sufficient to meet peak demand*
Specification cut sheets provided? Yes No page # _____.
Make and Model number _____.
Capacity- how many gallons _____.
Recovery rate – how many gallons recovery per hour @ 100°F _____.
If existing Hot Water Heater, attach picture of data plate with above information.

24. Is a grease trap installed? *12VAC5-421-2530 grease trap accessible for cleaning*
Yes No
Describe (*inside, outside, gallons*) _____ page # _____.

25. Is a water filter installed?

12VAC5-421-2220 conditioning device, design

12VAC5-421-2300 conditioning device located for service and cleaning

Yes page # _____.

No

26. Mop sink with hose bibb and mop rack are required. Gravity type mop rack recommended.

12VAC5-421-2250 service sink; -2260 backflow prevention device; -3220 drying mops

Yes page # _____.

27. Backflow prevention devices installed before equipment.

12VAC5-421-2260 Backflow prevention device; -2210 BFPD design standard; -2270 carbonator.

Yes. Indicate locations on plans. _____ page # _____.

28. Air gaps where required.

12VAC5-421-2200 Backflow prevention, Air gap between inlet and flood rim;

Yes. Indicate locations on plans. _____ page # _____.

29. Number of handsinks with 100°F minimum hot & cold running water.

12VAC5-421-2280 handwashing sinks location; -2190 water temperature and flow.

Number provided in:

_____ Kitchen prep area; _____ Service/dispensing areas; _____ Bar
_____ Toilet Rooms; _____ Dishwash area; _____ **TOTAL**

30. Dimensions of 3 basin sink; *12VAC5-421-1460 manual warewash, sink requirements.*

L _____ W _____ D _____. Page # _____.

Is this large enough to accommodate your largest piece of equipment?

Yes.

No. If no, explain how equipment will be wash/rinsed/sanitized _____

31. Are there BOTH self-draining CLEAN and DIRTY drainboards?

12VAC5-421 -1470 drainboards large enough to accommodate ALL soiled and cleaned items.

12VAC5-421-1390 warewashing sinks and drainboards, self-draining

Yes. No.

32. Is there a pre-wash sink or pre-wash sprayer at the 3 basin sink or dishwasher?

Yes. No. If yes, how many _____. page # _____.

33. Does the facility have a dishwasher in the kitchen?
 Yes. If yes, List make/model _____ and check one:
 No. LOW temperature (chemical) HIGH temperature (hot water sanitize)
34. Does the facility have a dishwasher and/or bar glasswasher at the bar?
 Yes. If yes, List make/model _____ and check one:
 No. LOW temperature (chemical) HIGH temperature (hot water sanitize)
35. Does the dishwasher / glasswasher have a visual or audible alarm to verify detergent and sanitizer are delivered automatically?
12VAC5-421-1370 warewash machines, sanitizer level indicator automatic dispensing.
 Yes. page # or manufacturer specification _____.
36. Lighting Intensity Required: *12VAC5-421-3080 lighting intensity*
 Lighting at least 10ft candles in walk-in cooler and dry food storage?
 Lighting at least 20ft candles in salad bar, reach-in coolers, dishwash area, bar and toilet rooms?
 Lighting at least 50ft candles where employee safety is a factor? (slicers, knives, grinders)
 Yes. page # or manufacturer specification _____.
37. Are light bulbs shatterproof or shielded? Provide manufacturer specifications.
12VAC5-421-2890 light bulbs, protective shielding.
 Yes. page # or manufacturer specification _____.
38. Ventilation hood provided for grease vapors and condensation required.
 Provide specifications; *12VAC5-421-1480 ventilation hood systems, adequate*
 Manufacturer _____ page # _____.
39. Is equipment adequate for Cold Hold, Hot Hold, Cooking, and Freezing?
12VAC5-421-1450 equipment sufficient in number and capacity; -770 frozen foods
 Equipment shown on plans; manufacturer specifications provided. page # _____.
40. Are food storage areas sufficient and protected from contamination?
12VAC5-421 -610 food storage protected from contamination; -620 prohibited areas
 Storage areas shown on plans. page # _____.
41. Is a dipper well installed for rice scoops or ice cream scoops?
12VAC5-421 -550. In-use utensils, between-use storage.
 Yes. No. page # _____.
42. Is a sneeze guard installed? *12VAC5-421 -650 food on display protected from public contamination.*
 Yes. No. page # _____.

43. Are all custom counters, cabinets and shelves in the kitchen or service areas smooth, nonabsorbent and cleanable? *2VAC5-421-1100 food contact surfaces; cleanability.*
 Yes. No. page # _____.
44. Dumpster pad nonabsorbent and sloped to drain. *12VAC5-421-2600 outdoor storage area surface.*
 Yes. page # _____. location _____.
45. Dumpster area location is NOT a nuisance. Indicate garbage location for inside compactor, and outside storage area for dumpster and waste oil receptor.
12VAC5-421-2680 storage areas does not create health hazard or nuisance.
 Yes. page # _____. location _____.
46. Garbage Receptacles durable, cleanable, rodent resistant.
12VAC5-421-2620 receptacles; 12VAC5-421 -2640 outdoor receptacles tight fitting lids
 Yes. page # _____. location _____.
47. Are outer openings such as doors and windows tight fitting to keep out pests.
12VAC5-421-2930 outer openings protected against entry of insects and rodents
 Yes. page # _____. describe _____.
48. Are Pest control devices such as fly traps, glue boards installed?
12VAC5-421 -2910 insect control devices design and location
 Yes. No. location _____.
49. Location of lockers / dressing area for employee items.
12VAC5-421-3100 dressing area and lockers, designation
 Yes. page # _____. location _____.
50. The toilet room. Available for employees. Located so customers will not travel through food preparation or handling areas. Self-closing door; covered receptacle provided in the women's room. *12VAC5-421-2240 toilet required; -3130; -2920; -2660*
 Yes. page # _____. location _____.
51. Where will employees eat/drink? No eating in the kitchen.
12VAC5-421-3140 employee accommodations, designated areas
 location _____.
52. Location of toxic / chemical storage.
12VAC5-421-3340 storage, separation of sanitizers, detergents from food, equipment
 location _____. page # _____.
53. Location of distressed merchandise storage.
12VAC5-421-3150 distressed merchandise, segregation and location
 location _____. page # _____.