



Food Service Plan Review

November 2017

PLEASE NOTE: Informational Bulletins should not be used as substitutes for actual codes and regulations. Detailed information regarding codes and regulations can be obtained by calling the Code Administration Division at 307-721-5271.

Food service plan review in the City of Laramie begins at the Code Administration Division. Code Administration is located at 405 Grand Avenue.

We require a complete drawn-to-scale floor plan, mechanical plans, construction details, and finish schedules; a complete set of equipment specification sheets (including all food service equipment); and a menu with an estimate of the anticipated volume of food to be stored, prepared, sold or served. Plans must be approved before construction begins.

Please note that both a building inspection and a pre-operational inspection by the Environmental Health Specialist are required prior to opening a food service establishment. Contact the Code Administration Division at least 24 working hours before opening to schedule an inspection. After the establishment is approved to open, you must obtain a *Food Service License*. The fee for a new establishment is \$100.00.

Requirements

- A three-compartment sink with drain-boards on each side or a commercial dish-machine is required. If a dish-machine is used, it must be large enough to wash the largest piece of equipment in your establishment (any food contact equipment that must be washed, rinsed, and sanitized). The dish-machine must be equipped with a pre-rinse or scullery sink and have drain-boards on either side of the dishwashing area. If you choose to provide only the three-compartment sink, the bins must be large enough to accommodate immersion of the largest piece of food contact equipment.
- Hand sinks are required in all food preparation areas. A good determination of distance from food preparation areas is to have a hand sink close enough that an employee does not have to walk any further than 25 feet to get to the sink. Each hand sink must be equipped with soap, disposable towels or heated air-drying device, and a waste receptacle.
- A food prep sink with at least one drain board may be required if raw fruits/vegetables are washed or if meats are thawed. If both occur, a two-compartment sink with drain boards on either side is required.
- At least one service sink or one curbed cleaning facility equipped with a floor drain is required and must be conveniently located for the cleaning of mops and the disposal of mop water and similar liquid wastes. Hand washing or food preparation sinks may not be used for these purposes.
- A running water dipper well is required for all bulk ice cream served.
- Bars or taverns must have a four-compartment sink, with one sink as a designated hand washing sink. An approved glass washing machine with a pre-rinse sink may be substituted for the four-compartment sink.
- The location of all floor drains or floor sinks must be shown.
- An "air gap" is between the water supply inlet and the flood level rim of the plumbing fixture, equipment, or nonfood equipment shall be at least twice the diameter of the water supply inlet and may not be less than one inch.

- Toilet rooms must be conveniently located and easily accessible, and must comply with the International Building Code for the minimum plumbing fixtures required, light and ventilation, sanitation, and accessibility. Separate facilities are required where the occupant load exceeds fifteen, including employees. If located within the kitchen, it must be completely enclosed & equipped with a tight fitting, self-closing door.
- Floors, walls, wall coverings, and ceilings must be designed, constructed, and installed to be smooth and easily cleanable. Materials must be nonabsorbent in areas subject to moisture such as food preparation areas, walk-in refrigerators, ware-washing areas, toilet rooms, mobile establishment servicing areas, and areas subject to flushing or spray cleaning methods. Except in areas used only for dry storage, concrete, porous blocks, or bricks used for indoor wall construction must be finished and sealed to provide a smooth, nonabsorbent, easily cleanable surface.
- A seating plan is required for all dining areas both inside and outside of the building. Outdoor patio areas are required to comply with all existing regulations of the building code, municipal code, and accessibility standards.
- Two separate exits are required where the occupancy load exceeds 50, including employees. An accessible route is required throughout the building.
- Parking requirements for food establishments vary. Requirements can be determined by the specific use of the building or by zoning district. Contact the Code Administration Division for specific information.
- A Class K fire extinguisher is required within 30 feet of cooking equipment utilizing vegetable oils or animal fats.
- Type I hoods must be installed where cooking appliances produce grease or smoke, (such as occurs with griddles, fryers, broilers, ovens, ranges, and wok ranges). Type II hoods are required where appliances produce steam (such as steamers, kettles, pasta cookers and dishwashing machines).

- A fire extinguishing system is required at each Type I hood.
- Hot water heaters and distribution systems must be sufficient to meet the peak hot water demands throughout the establishment and meet the plumbing code.
- A grease interceptor must be installed and located to be easily accessible for cleaning and must be cleaned on a regular basis.
- A license is required where alcoholic or malt beverages are to be offered for sale. For more information contact the City Clerk's office at 721-5233.
- Smoking is prohibited in any enclosed building. No smoking signs must be posted clearly and conspicuously.

Please call Environmental Health at 307-721-5283 or refer to the *Wyoming Food Safety Rule, 2012* for any information not provided in this bulletin. A printed copy can be obtained at 405 Grand Avenue or is available for downloading at <http://wyagric.state.wy.us/divisions/chs/food-safety>

City of Laramie Code Administration Division