



Town of Orange, Connecticut  
Health Department – Environmental Division  
617 Orange Center Road  
Orange, Connecticut 06477-2499  
[www.orange-ct.gov](http://www.orange-ct.gov)

Phone: (203) 891-4733

FAX: (203) 891-2185

Dear Food Service Operator:

This information is offered to assist you in the process of obtaining all the permits and licenses necessary to operate a food service establishment. In order to make the process as quick and trouble free as possible, please observe the following procedures:

- 1.) The Zoning Officer must be contacted to determine if your proposed business is a “Permitted Use” and if it complies with Zoning Ordinances.
- 2.) The Superintendent of Wastewater (Water Pollution Control Authority, W.P.C.A.) must be contacted to discuss your wastewater discharge and grease trap capacity. A sewer permit and/or water use report must be completed by you and submitted to the W.P.C.A.
- 3.) Floor plans are necessary. They must be complete, to scale 1/4” – 1 ft. or other acceptable scale, and must include the following:
  - a) Date of plan, address of business.
  - b) Name, seal and signature of architect who prepared plans (if applicable.)
  - c) Equipment layout.
  - d) Equipment list and manufacturer’s specification sheets (cut sheets). Used equipment shall be labeled as such and are subject to Orange Health Department approval upon inspection. DOMESTIC EQUIPMENT IS NOT PERMITTED.
  - e) Mechanical diagrams, including plumbing, electrical, heating and ventilation. MECHANICAL DIAGRAMS SHALL ALSO BE SUBMITTED TO THE BUILDING DEPARTMENT, WATER POLLUTION CONTROL AUTHORITY, AND FIRE MARSHAL FOR REVIEW AND APPROVAL.
  - f) Interior finish schedule.
- 4.) A MENU MUST ACCOMPANY THE FLOOR PLAN. The menu establishes the size of the food prep and storage areas, the type and amount of refrigeration and the type of equipment that will be needed.
- 5.) Complete floor plan review and application form and pay a floor plan review fee of one hundred dollars (\$100). Checks shall be made out to the TOWN OF ORANGE.
- 6.) Plans must be submitted to the Orange Health Department, 617 Orange Center Road, Orange CT 06477. You may call for preliminary review with the Sanitarian if you wish to expedite the procedure 203-891-4733.

- 7.) Plans will be reviewed and approved on a timely basis (7-10 business days).
- 8.) Minimum required inspections by the Orange Health Department:
  - a) during construction.
  - b) After equipment is installed and all supplies and foods are delivered, prior to opening (24-48 hours in advance).
- 9.) An application for a food establishment license must be completed and the appropriate license fee paid. You must obtain a satisfactory inspection rating score from this office prior to opening for business and before a food service license is issued.

If you have any questions regarding equipment changes, building modifications, etc. after the plans have been reviewed, you must call the office for approval.

Thank you for your cooperation.

Sincerely,

Brian Slugoski, RS  
Town Sanitarian

BES/kk

Attachment  
OHD/floorplan

Food Service Establishments are classified according to the type of food prepared and the procedures involved in cooking the food. **ALL FOOD SERVICE ESTABLISHMENTS DESIGNATED AS CLASS III AND CLASS IV SHALL HAVE A QUALIFIED FOOD SERVICE OPERATOR (Q.F.O.) ON THE PREMISES AT ALL TIMES.**

### FOOD ESTABLISHMENT CLASSIFICATIONS

**CLASS I** - IS A FOOD SERVICE ESTABLISHMENT WITH COMMERCIALY PREPACKAGED FOODS AND/ OR HOT OR COLD BEVERAGES ONLY. NO PREPARATION, COOKING OR HOT HOLDING OF POTENTIALLY HAZARDOUS FOODS IS INCLUDED EXCEPT THAT COMMERCIALY PACKAGED PRECOOKED FOODS MAY BE HEATED AND SERVED IN THE ORIGINAL PACKAGE WITHIN FOUR (4) HOURS.

**CLASS II** - IS A FOOD SERVICE ESTABLISHMENT USING COLD OR READY-TO-EAT COMMERCIALY PROCESSED FOOD REQUIRING NO FURTHER HEAT TREATMENT AND/ OR HOT OR COLD BEVERAGES. NO COOKING, HEATING OR HOT HOLDING OF POTENTIALLY HAZARDOUS FOODS IS INCLUDED, EXCEPT THAT COMMERCIALY PACKAGED PRECOOKED FOODS MAY BE HEATED AND SERVED IN THE ORIGINAL PACKAGE WITHIN FOUR (4) HOURS, AND COMMERCIALY PRECOOKED HOT DOGS, KIELBASA AND SOUP MAY BE HEATED IF TRANSFERRED DIRECTLY OUT OF THE ORIGINAL PACKAGE AND SERVED WITHIN FOUR (4) HOURS.

**CLASS III** - IS A FOOD SERVICE ESTABLISHMENT HAVING ON THE PREMISES EXPOSED POTENTIALLY HAZARDOUS FOODS THAT ARE PREPARED BY HOT PROCESSES AND CONSUMED BY THE PUBLIC WITHIN FOUR (4) HOURS OF PREPARATION.

**CLASS IV** - IS A FOOD SERVICE ESTABLISHMENT HAVING ON THE PREMISES EXPOSED POTENTIALLY HAZARDOUS FOODS THAT ARE PREPARED BY HOT PROCESSES AND HELD FOR MORE THAN FOUR (4) HOURS PRIOR TO CONSUMPTION BY THE PUBLIC.

**Designated classification can not be changed without permission from the Director of Health**

**ORANGE HEALTH DEPARTMENT  
FLOOR PLAN REVIEW APPLICATION FORM**

Application No. \_\_\_\_\_

Required Fee \_\_\_\_\_

Date Received \_\_\_\_\_

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\_\_\_\_\_ New                      \_\_\_\_\_ Remodeled or Alteration                      Date \_\_\_\_\_

NAME OF ESTABLISHMENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS OF ESTABLISHMENT: \_\_\_\_\_

NAME OF CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME OF OPERATOR (OWNER): \_\_\_\_\_

ADDRESS OF OPERATOR (OWNER): \_\_\_\_\_

TYPE OF SERVICE (i.e., FAST FOOD, BAR, ETC.) \_\_\_\_\_

NOTE: PRIOR TO SUBMITTING FLOOR PLANS, PLEASE BE SURE TO COMPLETE ORANGE HEALTH DEPARTMENT FLOOR PLAN REVIEW FORM.

# ORANGE HEALTH DEPARTMENT FLOOR PLAN REVIEW FORM

The purpose of this form is to assist the user in the preparation of food service floor plans. Various items of the food service operation are listed e.g. Finish Schedule; floors, walls, etc.

- 1.) Enter the information on the blanks that are provided alongside each item.
- 2.) Mark the right hand column entitled "FOR OPERATOR USE" with an "X " indicating that you have completed or addressed the item or mark "N/A" if the item does not apply to your operation.

FOR OPERATOR  
USE

## 1.0. FINISH SCHEDULE

### A. FLOORS

Must be smooth, impervious, non-absorbent, easily cleanable and seamless \_\_\_\_\_

	Material	Finish	
Prep. area/s	_____	_____	_____
Warewashing Area	_____	_____	_____
Toilet Rooms	_____	_____	_____
Storage Rooms	_____	_____	_____

### B. WALLS

Must be smooth, impervious, non-absorbent, & easily cleanable. (In all except storage and service: stainless steel, FRP board, or tile recommended). \_\_\_\_\_

	Material	Finish	
Prep. area/s	_____	_____	_____
Warewashing area	_____	_____	_____
Restrooms	_____	_____	_____
Service areas	_____	_____	_____

ORANGE HEALTH DEPARTMENT  
FLOOR PLAN REVIEW FORM

FOR OPERATOR  
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B. WALLS (continued)

Storage areas \_\_\_\_\_

Covered juncture between floor & wall.

Material \_\_\_\_\_

**Exposed waterlines, wastelines, gaslines, or electrical conduits are prohibited.**

C. CEILINGS

Must be smooth, impervious, non-absorbent, and easily cleanable.  
(Porous tiles not acceptable).

Material

Finish

Prep area/s \_\_\_\_\_

Warewashing area \_\_\_\_\_

Restrooms \_\_\_\_\_

Storage areas \_\_\_\_\_

**Exposed waterlines, wastelines, gaslines or electrical conduits are prohibited.**

D. DOORS AND WINDOWS

All outside openings must be tight-fitting to exclude the entrance of rodents. \_\_\_\_\_

Openable windows ... Screened \_\_\_ Air Curtain \_\_\_ Self-closing \_\_\_ Other \_\_\_\_\_

Outside doors ... Screens \_\_\_ Air Curtain \_\_\_ Self-closing \_\_\_ Other \_\_\_\_\_

**NOTE: ALL DOORS TO TOILET ROOMS SHALL BE EQUIPPED WITH SELF-CLOSING DEVICES.**

ORANGE HEALTH DEPARTMENT  
FLOOR PLAN REVIEW FORM

FOR OPERATOR  
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2.0 LIGHTING & VENTILATION

A. LIGHTING REQUIREMENTS

20-foot candles of light on all working surfaces and equipment in food preparation and utensil washing area. \_\_\_\_\_

20-foot candles of light at a distance of 30 inches from the floor in utensil and equipment storage areas in lavatory and toilet area. \_\_\_\_\_

10-foot candles of light in walk-in refrigeration units, dry food storage areas and in all other areas, including dining during operations (See note below\*) \_\_\_\_\_

Protective shielding for all light fixtures in food preparation utensil and equipment washing, and other areas where food is stored or displayed. (Shatterproof bulbs may be substituted). \_\_\_\_\_

**\*PLEASE NOTE! The standard light fixtures furnished with most walk-in refrigeration units do not provide the 10-foot candle power of light required.**

B. VENTILATION

Ventilation must be adequate so that all areas including toilet rooms are kept reasonably free from excessive heat, steam, condensation, vapors, fumes or objectionable odors. \_\_\_\_\_

Ventilation systems must be exhausted to the outside air and conform to current N.F.P.A. standards. \_\_\_\_\_

Ventilation hoods and devices must be designed to prevent grease or condensate from dripping out of the hood or device \_\_\_\_\_

Ventilation system filters must be readily removable for cleaning. \_\_\_\_\_

Make-up air systems must be of adequate size, design and located properly. \_\_\_\_\_

Fire prevention or extinguishing equipment must be installed so that it does not create a cleaning problem or comprise the integrity of original design of hood. \_\_\_\_\_

ORANGE HEALTH DEPARTMENT  
FLOOR PLAN REVIEW FORM

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B. VENTILATION (continued)

Intake air ducts must be designed and located to prevent the entrance of dust, insects, exhausted air, etc. \_\_\_\_\_

**NOTE: ALL VENTILATION SYSTEMS SHALL BE REVIEWED AND APPROVED BY THE BUILDING DEPARTMENT AND FIRE MARSHAL.**

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.0 TOILET FACILITIES

Seating capacity of establishment: \_\_\_\_\_ Number of employees: \_\_\_\_\_

PUBLIC TOILETS:

- a. 1-15 seats: A minimum of 1 toilet room shall be provided, handicapped accessible.
- b. Greater than 15 seats: Separate facilities for each sex must be provided. Handicapped accessible.

Toilet facilities for employees and patrons shall be adequate.  
(SEE NOTE BELOW)

Facilities must be available to patrons without passing through the food preparation area. \_\_\_\_\_

Malls, food courts, multi-purpose buildings:  
Food service facilities with a total floor area greater than 900 S.F. must provide toilet facilities for the employees which are located within the regular working area. \_\_\_\_\_



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3.0 TOILET FACILITIES (continued)

Toilet facilities must be accessible all times the establishment is open.

\_\_\_\_\_

Toilet rooms must be completely enclosed, properly vented to the atmosphere and be equipped with a self-closing, non-louvered door.

\_\_\_\_\_

Sanitary napkin receptacles must be provided in female restrooms.  
(Covered waste containers)

\_\_\_\_\_

Adequate facilities (e.g. lockers) shall be provided for the orderly storage of employee's clothing and personal belongings. Such facilities shall be located outside of food preparation, storage and serving areas.

\_\_\_\_\_

NOTE: THE NUMBER OF TOILETS, LAVATORIES AND URINALS ARE DETERMINED BY THE BUILDING CODE.

4.0 WATER SUPPLY

Source \_\_\_\_\_. If well, give depth & yield.  
and method of water treatment: \_\_\_\_\_

\_\_\_\_\_

Hot and cold water under pressure must be supplied to all fixtures and equipment requiring water.

\_\_\_\_\_

Backflow prevention devices installed on prep sink, hose outlets, carbonators, slopsinks, dishwasher, spray equipment and ice machines.

\_\_\_\_\_

5.0 HANDWASHING FACILITIES

Handwashing facilities in all toilet rooms.

\_\_\_\_\_

Handwashing facilities provided in all **food preparation, food dispensing and utensil /ware washing area(s)**.

\_\_\_\_\_

All handwashing facilities provided with hot and cold or tempered water under pressure.

\_\_\_\_\_

Each handwashing facility provided with soap dispenser and paper towels or hand drying device.

\_\_\_\_\_

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6.0 DESIGN, CONSTRUCTION, AND INSTALLATION OF EQUIPMENT

**All equipment and utensils must meet National Sanitation Foundation (NSF) standards or equivalent. ALL PLASTIC FOOD AND INGREDIENT CONTAINERS MUST BE APPROVED FOR SUCH USE (N.S.F. Approved)**

Equipment used for food preparation or storage installed so as to facilitate cleaning around and beneath each unit. \_\_\_\_\_

Equipment which is placed on tables or counters either readily movable, sealed thereto or mounted on legs or feet at least four inches high to facilitate easy cleaning. \_\_\_\_\_

Floor mounted equipment, unless readily movable (on casters), sealed to floor, or installed on raised two inch platforms of concrete or masonry, or elevated at least six inches above floor. Gas connections on movable equipment have flexible reinforced approved gas pipe (AGA rated). \_\_\_\_\_

All floor mounted equipment and the space between adjoining units, and between a unit and an adjacent wall, must be either closed or sealed if exposed to seepage, or sufficient space to facilitate easy cleaning between, behind and beside equipment. \_\_\_\_\_

**NOTE: THE USE OF WOOD FOR CONSTRUCTION OF SHELVES, TABLES, ETC, IN FOOD PREPARATION AND FOOD STORAGE AREAS IS NOT PERMITTED. PAINTED OR SEALED WOOD SURFACES ARE ACCEPTABLE IN DRY STORAGE AREAS, ONLY.**

SPACE REQUIREMENTS:

If equipment is less than 24" wide, the space between equipment and wall must be at least 6". \_\_\_\_\_

If equipment is more than 24" but less than 72" wide, the space between equipment and wall must be at least 12". \_\_\_\_\_

If equipment is installed on castors with flex fuel lines or quick disconnects, the space requirements listed above are not applicable. \_\_\_\_\_

Single isle spacing of a minimum of 36" between equipment shall be provided. Minimum isle space is 36"; double isle spacing minimum is 72" \_\_\_\_\_

**NOTE: ALL SEALANTS SHALL BE N.S.F. APPROVED OR EQUAL AND SHALL BE APPROPRIATE FOR FOOD CONTACT/ NON FOOD CONTACT SURFACES.**

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7.0 CLEANING-SANITIZING OF EQUIPMENT AND UTENSILS

Kitchenware and Tableware:

- A. Manual - A 3-compartment sink must be provided. Sink compartments must be large enough to submerge the largest piece of equipment or utensil used. \_\_\_\_\_

Size of each compartment: \_\_\_\_\_

Drain Board - Drainboards for soiled dishes cookware, food containers utensils must be adequate. Provide two drainboards at least 24" in length. Wall-mounted drain shelving for cleaned utensils and dishware may be substituted for one of the drain boards. Drain shelving must be wire rack design. \_\_\_\_\_

- B. Mechanical - Is dishwasher NSF approved? \_\_\_\_\_ yes

Make: \_\_\_\_\_ Model# \_\_\_\_\_

Indirect waste line provided: \_\_\_\_\_

1.0 HOT WATER SANITIZING RINSE \_\_\_\_\_

Booster heater - Make: \_\_\_\_\_ Model# \_\_\_\_\_

Heats \_\_\_\_\_ gallons of water per hour at: \_\_\_\_\_ degrees F rise.

2.0 CHEMICAL SANITIZING RINSE \_\_\_\_\_

Chemical sanitizer dispensing equipment

Make: \_\_\_\_\_ Model# \_\_\_\_\_

Test kit or other device that measures concentration of sanitizer in parts per million. \_\_\_\_\_

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8.0 HOT WATER SUPPLY

Hot Water Heater:  
Storage Tank Capacity: \_\_\_\_\_ gallons. \_\_\_\_\_

Hot water requirement of establishment is: \_\_\_\_\_ gallons per hour – Based on usage requirements of fixtures including all sinks & lavatories.

9.0 STORAGE AND HANDLING OF EQUIPMENT AND UTENSILS

All utensils and equipment must be stored at least 12 inches off the floor; clean dry and protected from splash and dust. THE USE OF WOOD FOR CONSTRUCTION OF SHELVES, TABLES, ETC. IN FOOD PREPARATION AND FOOD STORAGE AREAS IS NOT PERMITTED. PAINTED OR SEALED WOOD SURFACES ARE ACCEPTABLE IN DRY STORAGE AREAS. \_\_\_\_\_

10.0 HOT AND COLD FOOD STORAGE

Hot and/ or cold food storage units must be provided which are large enough to accommodate maximum food storage or holding during peak periods. \_\_\_\_\_

A. COLD FOOD STORAGE

WALK-IN REFRIGERATOR AND FREEZER UNITS

Interior finish must be smooth, non-absorbent, cleanable. List finishes for all walk-in refrigerators and freezers. For walk-in lighting requirements, see item 2A., LIGHTING REQUIREMENTS Page 3 \_\_\_\_\_

	# 1	# 2	# 3	# 4
Floors	_____	_____	_____	_____
Walls	_____	_____	_____	_____
Ceiling	_____	_____	_____	_____
Size	_____	_____	_____	_____

FLOOR DRAINS ARE REQUIRED: (circle one) exterior floor drain or inside drain.

Condensate and/ or cooling water properly drained into sewer/ waste water pipe. \_\_\_\_\_

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REACH-IN REFRIGERATOR AND FREEZER UNITS

**Domestic type units are not acceptable.**

Refrigerator Units, No. \_\_\_\_\_ cu. ft. each \_\_\_\_\_

Freezer Units, No. \_\_\_\_\_ cu. ft. each \_\_\_\_\_

B. HOT FOOD HOLDING UNITS

Must be capable of holding foods at least 140 ° F; properly drained.

NOTE: BANE MARIES AND OTHER HOT FOOD HOLDING UNITS SHALL NOT BE USED TO HEAT/ WARM UP FOOD.

All hot and cold holding and/ or storage units must be provided with accurate, numerically scaled thermometers.

When unwrapped foods is placed on display (smorgasbord, buffet, etc.) it shall be protected against contamination from customer by easily cleanable counter protector devices, cabinets, display cases or other effective protective equipment. Sufficient hot or cold food facilities shall be available to maintain the required temperature of potentially hazardous food on display.

No exposed wood.

If food is transported to another location, food must be protected from contamination and held at proper holding temperature. List equipment, if applicable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11.0 DRY STORAGE FOR FOOD AND FOOD PRODUCTS

Food and food products must be stored at least 12-18 inches off the floor in an area that is dry, splash free, and not exposed to water or sewer lines.

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12.0 CHEMICAL STORAGE

All toxic and poisonous material, including cleaning chemicals and sanitizers, must be stored separate from food and utensils. Insecticides and rodenticides must be stored separate, locked cabinet.

\_\_\_\_\_

13.0 CLEANING EQUIPMENT

Cleaning equipment, mops, brooms, buckets, etc. shall be stored in a separate room completely separate from food storage, food preparation, utensil washing, and utensil storage areas.

\_\_\_\_\_

Slopsink/ mop sink with backflow preventer provided.

\_\_\_\_\_

14.0 BAR

Floor  
Must be smooth, non-absorbent, and easily cleanable.  
Material: \_\_\_\_\_

\_\_\_\_\_

Covered juncture between floor and wall.  
Material: \_\_\_\_\_

\_\_\_\_\_

Inside of bar must be smooth, non-absorbent and easily cleanable.  
Material: \_\_\_\_\_

\_\_\_\_\_

Back bar and/ or wall must be smooth, non-absorbent and easily cleanable.  
Material: \_\_\_\_\_

\_\_\_\_\_

Duckboards or mats removable, easily cleanable.

\_\_\_\_\_

Lighting  
Must have at least 20 foot candles of light over ware washing facilities.  
Light fixtures over ware washing and food (ice) dispensing area must be shielded.

\_\_\_\_\_

Handwashing Facilities  
**Handwashing facilities must be available behind the bar.**

\_\_\_\_\_

Equipment  
All equipment must be NSF approved or equivalent. NOTE: drop-in cold plates in ice machine or jockey boxes are not acceptable.

\_\_\_\_\_

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14.0 BAR (continued)

Ice storage bins. Protected with splash shields, properly protected against cross connection. \_\_\_\_\_

Proper installation of mix and liquor guns, properly drained. \_\_\_\_\_

15.0 GARBAGE/ TRASH STORAGE AREAS

Sufficient containers or dumpster to completely hold trash and garbage generated. \_\_\_\_\_

Tightly fitting covers, doors. \_\_\_\_\_

GREASE BARRELS/ TRASH AND GARBAGE RECEPTICLES SHALL BE STORED ON AN EXTERIOR CONCRETE SLAB AND SHALL BE PROTECTED AGAINST SPILLAGE. \_\_\_\_\_

Storage area easily cleanable. \_\_\_\_\_

All exterior garbage/ trash storage areas shall be enclosed with a fence or other acceptable enclosure. \_\_\_\_\_

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Floor plan reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Floor plan approved? Yes \_\_\_\_\_

No \_\_\_\_\_

Date \_\_\_\_\_