



Putnam County Department of Health
 1 Geneva Road, Brewster NY 10509
 (845) 808-1390



Plan Development Guide for Food Service Establishment Construction or Renovation

The following will assist you to create plans which are required to be submitted and receive approval from this Department before you start construction.

All information must be drawn to scale, legible & labeled on the plans.

Facility (DBA) Name: _____ Location: _____

Applicants Name: _____ Phone: _____

Mailing Address: _____ E-mail: _____

Number of seats you are requesting: Indoor: _____ Outdoor: _____ Total: _____

Submit your review fee by check, money order, or certified check (preferred payment) made payable to the “Putnam County Department of Health”, or you may pay by credit card in person at our office or over the telephone. Any returned check will result in an additional \$15.00 fee. Fee is to be only based on seats requested:

From 0 to 100 seats: \$100* Over 100 seats: \$200*

***Each plan revision review is an additional \$25 fee; please submit complete plans**

Is the proposed facility on: An Individual Well - or - Public Water Supply (circle one)

Is the proposed facility on: An Individual Septic - or - Public Sewer (circle one)

***Individual wells and septic systems will require prior approval**

Physical Layout (Show the following on your plans)

- Walls
- Counters and shelves
- Bathroom (s)
- Storage area for toxic items (i.e., chemicals)
- Bar area (if applicable)

Equipment (Show the following {if applicable} on your plans)

- | | |
|------------------|---|
| Commercial range | Commercial Bain Marie (sandwich refrigerator) |
| Commercial oven | Commercial steam table w/ Sneeze Guard |
| Commercial fryer | Commercial floor mixer |
| Commercial grill | Any other proposed equipment |
| Commercial hood | CPR Kit and appropriate signs (applicable if seating is proposed) |

Commercial refrigerator
Commercial freezer
Commercial ice machine

Sinks (Show the following on your plans)

3-Bay sink *or* 2-bay sink with a commercial dishwasher
Drain boards or racks
Hand wash sink in food prep area
Mop sink (may double as a hand sink if in prep area)
3-Bay bar sink
Grease trap (Inspector will help you determine proper size)

Design & Construction Specifications (Put the following notes on your plans)

Water Supply Treatment (If present, such as:)

- Disinfection (e.g., UV light, chlorination, etc.)
- Softeners
- Filters

State what material(s) you will use for the:

- Floors
- Walls
- Ceilings

State that:

- All equipment to be commercial grade
- Indirect drains (i.e., an air gap) will be present on plumbing waste line for:
 - Food preparation sink
 - Ice machine (if applicable)
 - Bar sink (if applicable)
- All exposed plumbing will be 2 inches or greater off the floor
- Vented double check valves will be present on carbonated beverage equipment
- All sinks will have hot & cold water
- Bathrooms will have:
 - Mechanical ventilation
 - Self-closing doors*: *Check with Building Inspector for ADA compliance
- Lights above food prep and storage will be shielded or shatterproof
- Kitchen equipment will be adjoining or 4 inches apart
- Baseboard molding or equivalent will be at the floor to wall junction in food prep area

IMPORTANT !!!

IF YOU WANT TO OPEN ON SCHEDULE

**ALL CONSTRUCTION WILL NEED TO BE 100% COMPLETED
TO OBTAIN APPROVAL TO OPERATE (NO EXCEPTIONS)**