Plan Review Requirements

Community Development Department
Code Enforcement & Public Health Division
5200 85th Avenue North / Brooklyn Park, MN 55443
Phone: (763) 493-8070

Welcome to Brooklyn Park. Thank you for your interest in opening or remodeling your food establishment in our city. The enclosed packet includes information you will need to get started. A meeting with our division is recommended before you submit final plans.

1. **Plans and Equipment Specifications Submittal**
   A complete set of plans, to-scale, must be submitted to the Environmental Health Division for review. Plan submittals should include:

   - Site
   - Building
   - Floor (equipment layout)
   - Elevation drawings
   - Finish schedules
   - Plumbing
   - Mechanical (including kitchen ventilation and makeup air)
   - Electrical
   - Fire protection

2. **Equipment Specifications**
   Specification sheets of all equipment (including water heaters) must be provided. Shop drawings must be submitted for all custom equipment. All custom equipment must be approved by a food equipment testing agencies to NSF, ETL, UL standards.

3. **Menu and Flow Diagram**
   A menu and food flow diagram must be provided. Equipment must support all types of food activities (storage, preparation, cooking, cooling, serving, etc.)

4. **Application and Fee Submittal**
   The application included in this packet must be completely filled out and submitted with the appropriate fee for the health portion of the plan review. The plan review cannot be completed until all required items are submitted. The specific requirements are listed on the following page.

5. **Food Service Construction Guide**
   The construction guide includes general requirements for a commercial food establishment and will answer many of your construction and design questions.

6. **Food Establishment License**
   The license application and fee is not due until two weeks before opening your establishment. Please contact the licensing division at (763) 493-8182 if you have licensing questions or to request additional licenses for selling beer, wine, and/or liquor.

7. **Other Permits- Building, Mechanical, Plumbing, Electrical, and Fire**
A building permit is required to build or demolish any wall or structure. Installation of HVAC, electrical or plumbing fixtures also requires a permit. Please contact a representative from building inspections at (763) 488-6379 to determine which "construction trades permits" are required.

8. **Food Manager Certification when required**
Proof of manager certification and state license, or registration in an approved course is required.

Note: ***Before beginning the plan review process, please check with the Planning Division at (763) 493-8057 to make sure the property is properly zoned for the type of establishment you are proposing.***

Please allow at least ten (10) working days to complete the plan review process. Failure to provide any of the required submittals at the onset of the plan review submittal may delay the plan review process. If changes are proposed after plans have been approved by this Division, additional plans indicating changes must be submitted in writing and approval must be received from the health authority.

Please contact the Code Enforcement & Public Health at (763) 493-8070 if you have questions or to schedule a pre-plan meeting. We look forward to working with you.

Plan Review Application

Community Development Department
Code Enforcement & Public Health Division
5200 85th Avenue North / Brooklyn Park, MN 55443
Phone: (763) 493-8070 / Fax: (763) 493-8391

ESTBALISHMENT INFORMATION

Name of Establishment _____ *Phone Number* _____

Name of Business _____ *Address* _____

Type of Establishment: Sit Down____ Take-Out____ Catering____ Delivery____ Grocery ____

Wholesale ____ Liquor Service _____ Mobile Food Vehicle _____

Owner's Name _____ *Owner's Phone Number* _____

Owner's Address _____

Owner's email _____

PLAN INFORMATION

Blue Prints Submitted By: Owner ____ Contractor ____ Architect ____ Supplier _____

Application's name _____ *Phone Number* _____

Address _____ *Email* _____

ARCHITECT INFORMATION

Firm Name _____ *Architect's Name* _____

Address _____

Phone number _____ *Email* _____

FEES

New Establishment – 150% of License Fee Remodel (Same establishment & same owner) – 100% of License Fee

PROJECT INFORMATION

Type of Work: New Construction _____ Remodel ____

Valuation of Work (Related to food services, not including land) $ _____

Estimated Start Date _____ *Estimated Completion Date* _____

OPERATIONS INFORMATION

Hours of Operation: Sun _____ Mon _____ Tues _____ Weds _____ Thurs _____ Fri _____ Sat _____

Seating Capacity _____ Number of Staff _____ Total square feet of facility _____

Number of food deliveries per week: Frozen _____ Refrigerated _____ Dry _____ Liquor _____

Applicant's Signature: _____ ***Date:*** _____

OFFICE USE ONLY

Date Received _____ Date Approved _____ Plan Reviewer Sign _____

Food License Application

Community Development Department
Code Enforcement & Public Health Division
5200 85th Avenue North / Brooklyn Park, MN 55443
Phone: (763) 493-8070 / Fax: (763) 493-8391

GOVERNMENT DATA PRACTICES ACT - TENNESSON WARNING:
The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. The data will constitute a public record if and when the license is granted.

The following information is required. All applications are subject to a 10-day approval period.

- *License Period: January 1st –December 31st*
- *Completed application / License Fee*
- *Is worker's compensation coverage required?* _____ *Yes* _____ *No*
- *Minnesota Tax Identification Number*
- *Type of Food License*:

  ☐ Food Type 1 ☐ Food Type 2 ☐ Food Type 3 ☐ Season Food ☐ Food Institution ☐ Limited Institution
  ☐ Pre-Packaged Institution ☐ Large Grocery ☐ Small Grocery ☐ Pre-Packaged Grocery ☐ Vending
- *Additional Facility (e.g. Bar, Coffee Shop, Catering, etc)* _____

The undersigned hereby makes application to the City of Brooklyn Park, Hennepin County, Minnesota, for license subject to the laws of the State of Minnesota and of the City of Brooklyn Park.

*Name of Food Establishment:*_____ _____

*Doing Business As:*_____

Local Address: _____
Street City Zip Code

Onsite Manager: _____ *Business Phone #:*_____

Emergency Contact: _____*Emergency Phone #:*_____

Onsite Email (for food recalls, emergencies): _____

Business Owner: _____*Owner Phone #:* _____

Address: _____
Street City Zip Code

Email: _____

Is this a partnership? ☐ Yes ☐ No Is this a corporation? ☐ Yes ☐ No

If yes, attach a list of the names, addresses, and percent of interest of each.

If this is not a corporation or partnership, is this a: ☐ church ☐ a school ☐ an individual ☐ other (please specify):

_____

Are all special assessments and real estate taxes paid in full for the property where the business is located? ☐ Yes ☐ No

Applicant's Signature: _____***Date:***_____

CITY USE ONLY - Approvals:

Public Health _____*Fire*_____ *Police*_____ ***APPROVED: { } YES { } NO***

SIGNATURE:_____ ***DATE:***_____

MINNESOTA BUSINESS TAX IDENTIFICATION/
SOCIAL SECURITY NUMBER

Pursuant to 2011 Minnesota Statute, Chapter 270C DEPARTMENT OF REVENUE, (section 270C.72 TAX CLEARANCE; ISSUANCE OF LICENSES), the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

- This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding or motor vehicle excise taxes;
- Upon receiving the information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
- **FAILURE TO SUPPLY THIS INFORMATION MAY JEOPARDIZE OR DELAY THE PROCESSING OF YOUR LICENSE ISSUANCE OR RENEWAL APPLICATION.**

Please supply the following information and return along with your application to the licensing authority.

Applicant's Full Name	
Applicant's Address	
City, State & Zip	
Applicant's Social Security Number	
Position (Officer, Partner, Etc.)	
Business Name	
Business Address	
City, State & Zip	
Minnesota Tax Identification Number	
Signature	Date

CERTIFICATION OF COMPLIANCE
MINNESOTA WORKERS' COMPENSATION LAW COVERAGE

(FORM MUST ACCOMPANY LICENSE OR PERMIT APPLICATION)

Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of MSS Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided and/or falsely stated, it may result in a $2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Full Name (Last, First, Middle)	
Doing Business As: (Business name if different than your name)	
Business Address	
City, State, Zip	Phone ( )

I am not required to have workers' compensation liability coverage because:

- ☐ I have no employees.
- ☐ I am self-insured (include permit to self-insure).
- ☐ I have no employees who are covered by the workers' compensation law (these include: spouse, parents, children and certain farm employees).

I certify that the information provided above is accurate and complete.

Signature	Date

OR

Insurance Company Name (**NOT** the insurance agent)	
Policy Number	
Dates of Coverage	

I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.

Signature	Date

License and Permit Fees

Community Development Department
Code Enforcement & Public Health Division
5200 85th Avenue North / Brooklyn Park, MN 55443
Phone: (763) 493-8070 / Fax: (763) 493-8391

Establishment Type	2015
Food Type I (FD-1) - High level of food preparation, diverse menus, large amounts of potentially hazardous foods, holding foods for long periods of time, or complex food processing. • Full service/sit down restaurants, full menu cafeterias, buffet restaurants, catering kitchens, and similar.	$660
Food Type II (FD-2) – Moderate level of food preparation, moderate menu, limited potentially hazardous foods, or foods held and served for a limited time. • Fast food, take out, pizza delivery, delis, drive-ins, ice cream shops, donut shops, limited or catered cafeterias, bakeries and similar.	$550
Food Type III (FD-3) – Limited food preparation, simple menus, little or no potentially hazardous foods, or foods only served for a short period time. • Coffee Carts and Coffee-Only Shops, Bars, Concession Stands, Snack Stands, Continental Breakfasts, and similar.	$395
Food Grocery – Prepackaged foods or the sale of foods to be consumed off site. • Large Grocery **(FD-GL)** - Larger Grocery store. • Small Grocery **(FD-GS)** - Smaller grocery stores, Convenience Stores, Markets, and similar. • Limited Pre-packaged **(FD-PP)** - Video Stores, Gift Shops, Candy racks, and similar. • Vending Machines **(FD-VEND)** ○ Nuts only **(FD-VEN1)**	 $945 $330 $85 $25 $10
Food Institution - Daycares, and Preschools, Churches • Full Operation **(FD-INF)** - Full Kitchen. • Limited Operation **(FD-INL)** - Catered or Snacks Only. • Pre-Packaged **(FD-INP)** *no charge for places of worship and non-profit organizations*	 $425 $225 $115
Food Institution – Schools • Full Operation **(FD-INFS)** - Full Kitchen. • Limited Operation **(FD-INLS)** - Catered or Snacks Only.	 $470 $240

Additional Food Facility – A separate area of food or beverage preparation. May include bars, receiving areas, catering activities, or additional food establishments. • Per additional Type I or II facility, Large Grocery facility. • Per additional Type III or Small Grocery facility. * The higher rate facility is considered the main facility and each other type is an additional facility.	 $200 $100
Seasonal Food (FD-SEAS) - Establishment continuously open for 6 business months or less in a calendar year. • ½ the license fee (min. $75)	½ license fee
Itinerant Food (FD-INT) – Each stand, booth, cart, or table. • First Day. ○ Pre-packaged food only • Each Additional Day. • Additional stand(s) by the same owner at the same event.	 $75 $50 $15 $45
Food Vehicle (FD-VEH) – Vehicles, trailers, or carts used for the preparation, sale, and/or delivery of foods. • Full operation- Food preparation, includes cooking facilities **(FD-VEHF)** • Limited operation- Moderate food preparation, includes warming or holding units **(FD-VEHL)** • Pre-packaged; pre-packaged foods **(FD-VEHP)** • Additional vehicle.	 $150 $110 $90 $75
Lodging (LODG) – An establishment where sleeping accommodations are let out to the public. • Base Fee • Per Unit Fee (Maximum of $1,100)	 $160 $5.00
Pool (SP-IN, SP-OUT) – Pools, hot tubs, spas, wading pools, and special purpose pools, and similar. • First pool • **Additional pool in the same room or fenced area.**	 $360 in $275 out $330 in $225 out
Body Art- An Establishment where body are is conducted • Base fee	$250

Body and Massage • Enterprise • Therapist • Background Check (one-time fee)	 $125 $25 $100
Refuse Haulers (RH) • First vehicle • Additional Vehicle	 $115 $55
Plan Review – Fee collected for reviewing construction documents for a new or remodeled food establishment, bed and breakfast, lodging facility, body art, massage.	*New:* 150% *Remodel:* 100% of License
Additional Inspection Fee **(More than 1 re-inspection)**	$120
Signs Temporary- each (limits apply)…….. Nonresidential Zoning Districts Wall sign…… Free standing, Monument……. Residential Zoning Districts Wall Sign…… Free Standing, Monument…….. * Failure to obtain sign permit…… Sign Storage/Retrieval Fee Less than 5 sq. ft……. 5 sq. ft or more……	 $75 $90 $150 $90 $150 Fee doubled $15 $40
Abatement Fees Abatement Costs: • $0 - $999…….. • $1,000 - $4,999……. • $5,000 - $9,999……. • $10,000 - $14,999……. • $15,000 or more…… • Abatement of inoperable/junk vehicle……..	 $150 $400 $750 $1,250 $1,500 $150

Building Permit Application

Community Development Department
Building Inspections Division
5200 85th Avenue North / Brooklyn Park, MN 55443
Phone: (763) 488-6379 / Fax: (763) 493-8171
4/15 www.brooklynpark.org

GOVERNMENT DATA PRACTICES ACT - TENNESSON WARNING:
The data you supply on this form will be used to process the permit you are applying for. You are not legally required to provide this data, but we will not be able to process the permit without it. The data will constitute a public record if and when the permit is granted.

*Site Address:*_____*Date:*_____

Business or Tenant Name: _____

Contractor/Applicant Name:_____License #_____

*Applicant is: Owner*_____ *Contractor*_____ *Other*_____

*Address:*_____*Phone #*_____

*Permit Type: Residential*_____ *Commercial*_____ *New*_____ *Add / Alt*_____ *TI*_____

Work Description:_____

*Construction Code: IBC*_____ *IRC*_____ ***Valuation of Work $:***_____

I hereby apply for a building permit and I acknowledge that the information above is complete and accurate; that the work will be done in accordance with the ordinances of the City of Brooklyn Park and with the Minnesota State Building Code; that I understand this is not a permit but an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plans, specifications and codes.

Payment method: □ *Cash* □ *Check* □ *Credit Card*

*Print Name*_____ ***Signature***_____

□ Check box if pre-1978 residential structure and provide EPA certificate for lead paint activities. (2010 MN statute 326B.106 subd. 13 & 14) Licensed residential building contractor, residential remodeler, or roofer must provide a copy of their EPA certificate when working on pre-1978 residential structures.

Office Use:

*Valuation $*_____ *Site*_____ *Construction Type*_____*Occupancy* _____

*Permit Fee $*_____ *Footing/Fdtn.*_____ *Sprinklers*_____ *Sq Ft*_____

*Plan Review $*_____ *Poured Wall*_____ ***Approvals:*** *C.O. Yes No*

*Surcharge $*_____ *Framing*_____ *Building*_____

_____*SAC $*_____ *Insulation*_____ *Planning*_____

_____*WAC$*_____ *Wallboard*_____ *Health*_____

*Connection $*_____ *Stucco/Lath*_____ *Engineering*_____

*License $*_____ *Photos*_____ *O&M*_____

*Investigation $*_____ *Other*_____ *Fire*_____

Total $_____ *Final*_____ *Bonds*_____

	ADDN-C		*BPPC-C NEW*		*BPRPR-R*		*GARA-R*		*RSW*
	ADDN-R		*BPPC-R*		*BSMT*		*POOL-C*		*RW*
	BPNPC-C		*BPPC-R NEW*		*DECK-C*		*POOL-R*		*RWIN*
	BPNPC-R		*BPRD*		*DECK-R*		*RR*		*RWR*
	BPPC-C		*BPRPR-C*		*GARA-C*		*RRW*		*WST*

*Permit Approved By:*_____ *Date:*_____ *Permit #:*_____

MINNESOTA
DEPARTMENT OF
AGRICULTURE

www.mda.state.mn.us

Retail Food Establishment Construction Guide

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PURPOSE

This document is intended to assist in the submission of information for plan review. For further information, please refer to the Web site at **http://www.mda.state.mn.us/home.aspx** or contact the Minnesota Department of Agriculture at 651-201-6027.

Starting construction prior to approval may result in costly corrections and delayed openings.

PLAN REVIEW

The first step in submitting a Plan Review application is to determine where to submit the application to.

- MDA shares regulatory oversight of the food supply with the Minnesota Department of Health (MDH). Please check with MDA to discuss your planned business operations and determine which agencies' license you should obtain.
- If MDA is your regulatory authority, and your facility is located in a delegated agency area in Table 1, please contact that agency for your plan review. In some cases, MDA delegates regulatory, licensing and plan review authority to local health regulatory agencies.

Table 1: Delegated Agencies as of 1/1/13

Agency	Address	Phone
City of Bloomington	Environmental Health Division City of Bloomington 1800 W Old Shakopee Road Bloomington, Minnesota 55431-3027	952/563-8934
City of Brooklyn Park	Code Enforcement & Public Health Division 5200 - 85th Avenue North Brooklyn Park, Minnesota 55443-4300	763/493-8070
Hennepin County **(except Crystal and Golden Valley)**	Epidemiology and Environmental Health 1011 South First Street, Suite 215 Hopkins, Minnesota 55343	612/543-5200
City of Minneapolis	Minneapolis Environmental Health Public Service Center 250 South Fourth Street, Room 414 Minneapolis, Minnesota 55415-1372	612/673-3000
City of Minnetonka	City of Minnetonka Health Division 14600 Minnetonka Boulevard Minnetonka, Minnesota 55345	952/939-8200
Ramsey County **(except Maplewood and New Brighton)**	Environmental Health Section St. Paul-Ramsey County Dept of Public Health 2785 White Bear Avenue, Suite 350 Maplewood, Minnesota 55109-1320	651/266-1199

City of Saint Cloud	Health and Inspections Department 400 Second Street South St. Cloud, Minnesota 56301	320/255-7214
City of Saint Paul	City of St Paul Department of Safety and Inspections 375 Jackson St, Suite 220 Saint Paul, MN 55101-1806	651/266-9090

For those facilities under its jurisdiction, The Minnesota Department of Agriculture (MDA) must approve plans for retail food handling facilities before new construction or remodeling may begin.

For new facilities:

- Food may not be brought into the establishment and food preparation may not take place until plans have been reviewed and approved and a final inspection has been performed by the regulatory authority.

For facilities that are remodeling:

- Closure of a facility during remodeling may be necessary in some instances, please check with the regulatory authority to determine if your facility may remain open during remodeling.

Pre-packaged food only facilities:

- Some retail food establishments with only limited pre-packaged food sales may not require a plan review. Please check with the regulatory authority to determine if a plan review is required.

Plan Review Process

Plans are reviewed in the order they are received. You will receive an acknowledgment letter that informs you that your application has been received and whether or not the the application is complete. Once your plan comes up for review, you may be contacted by a plan reviewer for additional information. After the review is finished, you will be sent a letter reporting the findings of the review. **Starting construction prior to approval may result in costly corrections and delayed openings.** Your inspector will perform a final inspection after completion of the construction and prior to opening.

Plan Submittal

Submit plans with application and fee to:

Minnesota Department of Agriculture
Attn: Cashier
625 Robert Street North
St. Paul, Minnesota 55155-2538

New plan review or remodeling application:
http://www.mda.state.mn.us/food/business/plan-review.aspx

Plan Submittal Requirements

All the information listed below needs to be included with the plan application. Complete Plan applications may take up to 30 days to review. Incomplete applications may take longer.

- ☐ A completed plan review application with the required fees
- ☐ Information on well (unique well number) and private septic system (certificate of compliance)
- ☐ A copy of the zoning approval or building permit from the local unit of government
- ☐ One complete set of plans drawn to scale**,** including proposed layout, mechanical schematics, construction material
- ☐ Finish schedule for floors, base cove, wall and ceilings
- ☐ A proposed menu that indicates the types of foods you will be selling and their methods of preparation or storage
- ☐ A description of the project
- ☐ Equipment locations on the layout
- ☐ Equipment specifications sheets for all equipment. All food service equipment shall be National Sanitation Foundation International (NSF) certified, or certified as meeting NSF International standards by a certifying agency such as - Edison Testing Laboratories (ETL), Underwriters Laboratory (UL), Canadian Standards Association (CSA).
- ☐ One complete set of elevations and drawings for all custom designed equipment
- ☐ Counters and cabinetry shop drawings indicating cabinet construction and countertop finish
- ☐ Other information may be requested during the plan review process

Plumbing plans must be submitted to the Minnesota Department of Labor and Industry and plumbing must be performed by a licensed plumber:

Minnesota Department of Labor and Industry
Plumbing Plan Review and Inspection
443 North Lafayette Road
St. Paul, Minnesota 55155-4343
651-284-5067
http://www.dli.mn.gov/ccld/plumbing.asp

LICENSING

Submission of Fees and Applications

In addition to the plan review application and fee, there is a separate license application and fee. An application for license will be provided by your food inspector at the time of the final plan review inspection when it has been determined that the facility meets the Food Code requirements.

Certified Food Manager Requirements

A Certified Food Manager (CFM) is required at most retail food establishments, information about certification can be found at: http://www.mda.state.mn.us/food/safety/minn-food-code-fact-sheets/food-mgr-cert.aspx

Pre-Opening Inspections

MDA plan reviewers or inspectors may make on-site inspections of the facility during construction, remodeling or equipment installation. **Please contact your inspector 14 days prior to the intended opening date to schedule an opening inspection. The license application must be completed, license fees paid, and an opening inspection conducted prior to receiving approval to operate.**

Minnesota Food Code Chapter 4626.0505: NSF Food Equipment Standards

Food equipment must meet National Sanitation Foundation International (NSF) food equipment standards. Listed below are applicable standards for types of equipment that may be used in a food establishment. All food service equipment shall be NSF certified, or certified as meeting NSF standards by an ANSI accredited certifying agency such as - Edison Testing Laboratories (ETL), Underwriters Laboratory (UL), or Canadian Standards Association (CSA).

Standard 2: Food Equipment
Standard 3: Commercial Warewashing Machines
Standard 4: Commercial Cooking and Hot Food Storage Equipment
Standard 6: Dispensing Freezers
Standard 7: Food Service Refrigerators and Storage Freezers
Standard 8: Commercial Powered Food Preparation Equipment
Standard 12: Automatic Ice Making Equipment
Standard 13: Refuse Compactors and Compactor Systems
Standard 18: Manual Food and Beverage Dispensing Equipment
Standard 20: Commercial Bulk Milk Dispensing Equipment
Standard 25: Vending Machine and Food and Beverage
Standard 26: Pot, Pan and Utensil Commercial Spray-Type Washing Machines
Standard 29: Detergent and Chemical Feeders for Commercial Spray-Type Dishmachines
Standard 35: Laminated Plastics for Surfacing Food Equipment
Standard 51: Plastic Materials and Components Used in Food Equipment
Standard 59: Food Carts
Standard C-2: Special Equipment and Devices

NSF International Website: http://www.nsf.org

GLOSSARY

Approved. "Approved" means acceptable to the regulatory authority based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.

Beverage. "Beverage" means a liquid for drinking, including water.

Corrosion-resistant material. "Corrosion-resistant material" means a material that maintains acceptable surface cleanability characteristics under prolonged influence of food contact, the normal use of cleaning compounds and sanitizing solutions, and other conditions of the use environment.

Dry storage area. "Dry storage area" means a room or area designated for storing packaged or containerized bulk food that is not potentially hazardous and dry goods, including single-service items.

DLI. Department of Labor and Industry

Easily cleanable. "Easily cleanable" means a characteristic of a surface that:

A. allows effective removal of soil by normal cleaning methods; and

B. is dependent on the material, design, construction, and installation of the surface.

Equipment. "Equipment" means a freezer, grinder, hood, ice maker, meat block, mixer, oven, reach-in refrigerator, scale, sink, slicer, stove, table, temperature measuring device for ambient air, vending machine, ware washing machine, or other article that is used in the operation of a food establishment.

Equipment does not include hand trucks, forklifts, dollies, pallets, racks, skids, or other items used for handling or storing large quantities of packaged foods that are received from a supplier in a cased or overwrapped lot.

Extensive remodeling. "Extensive remodeling" means an addition or change to the physical facility, a major equipment addition, or an equipment installation that results from changes in the menu.

Extensive remodeling does not include redecorating, cosmetic refurbishing, altering seating design, or reducing seating capacity.

Food. "Food" means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.

Food-contact surface. "Food-contact surface" means:

A. a surface of equipment or a utensil with which food normally comes into contact; or
B. a surface of equipment or a utensil from which food may drain, drip, or splash:
    (1) into a food; or
    (2) onto a surface normally in contact with food.

HACCP plan. A Hazard Analysis and Critical Control Point (HACCP) plan is a written document that delineates the formal procedures for following the hazard analysis critical control point principles developed by the National Advisory Committee on Microbiological Criteria for Foods.

NSF International. “National Sanitation Foundation” means an independent, not-for-profit, non-government organization that evaluates food service equipment

Plumbing fixture. “Plumbing fixture” means a receptacle or device that:

A. is permanently or temporarily connected to the water distribution system of the premises and demands a supply of water from the system; or
B. discharges used water, waste materials, or sewage directly or indirectly to the drainage system of the premises.

Ready-to-eat food. “Ready-to-eat food” means food that is in a form that is edible without washing, cooking, or additional preparation by the food establishment or the consumer and that is reasonably expected to be consumed in that form.

Regulatory Authority. "Regulatory authority" means the local, state, or federal enforcement body or authorized representative having jurisdiction over the food establishment.

Sanitization. "Sanitization" means the application of cumulative heat or chemicals on cleaned food-contact surfaces that, when evaluated for efficacy, yields a reduction of five logs, which is equal to a 99.999 percent reduction, of representative disease microorganisms of public health importance.

Sealed. "Sealed" means free of cracks or other openings that allow the entry or passage of moisture.

Sewage. “Sewage” means liquid waste containing animal or vegetable matter in suspension or solution and may include liquids containing chemicals in solution.

Single-service article. "Single-service article" means a tableware, carry-out utensil, bag, container, placemat, stirrer, straw, toothpick, wrapper, or other item that is designed and constructed for one-time, one-person use.

Single-use article.

A. "Single-use article" means a utensil or bulk food container designed and constructed to be used once and discarded.
B. Single-use article includes wax paper, butcher paper, plastic wrap, formed aluminum food containers, jars, plastic tubs or buckets, bread wrappers, pickle barrels, ketchup bottles, number 10 cans, and other items that do not meet the materials, durability, strength, and cleanability specifications contained in Minn. R. 4626.0450, 4626.0505, and 4626.0515 for multiuse utensils.

Smooth. "Smooth" means:

A. for a food-contact surface, free of pits and inclusions with a cleanability equal to or exceeding that of number 3 (100 grit) stainless steel;
B. for a non-food-contact surface of equipment, equal to the surface of commercial grade hot-rolled steel free of visible scale; or
C. for a floor, wall, or ceiling, even or level with no roughness or projections that render the surface difficult to clean

Utensil. "Utensil" means a food-contact implement or container used in the storage, preparation, transportation, dispensing, sale, or service of food, including kitchenware or tableware that is multiuse, single-service, or single-use; gloves used in contact with food; and food temperature measuring devices.

Warewashing. "Warewashing" means the cleaning and sanitizing of food-contact surfaces of equipment and utensils.

Food Zone. “Food Zone” means surface material in a food zone shall be smooth, corrosion resistant, nontoxic, stable and nonabsorbent under use conditions. They shall not impart odor, color, taste, or contribute to the adulteration of food. Exposed surfaces shall be easily cleanable.

- Examples are: surfaces that food is prepared on including cooking equipment, counters food is prepared on, inside coolers and equipment that comes into direct contact with food.

Nonfood Zone. “Nonfood zone” means surfaces shall be smooth, easily cleanable, noncracking, nonchipping, and corrosion resistant by plating, coating or painting. Lead based or other toxic material shall not be used.

- Examples are: dry storage areas, floors and ceilings.

Splash Zone. “Splash zone” means surfaces shall be durable, nonabsorbent, corrosion resistant, smooth and easily cleanable.

- Examples are: walls behind sinks, warewashing areas, food preparation areas, open food storage areas, beverage areas.

EQUIPMENT

A. General Information

1. Food and beverage equipment shall meet the applicable standards for one of the following:
    a. National Sanitation Foundation (NSF).
    b. Edison Testing Laboratories (ETL) to NSF Standards.
    c. Underwriters Laboratory (UL) to NSF standards.
    d. Canadian Standards Association (CSA) to NSF Standards.
    e. Other ANSI accredited certifying agency to NSF Standards.
    f. Bakery Equipment should comply with the NSF Standards or Bakery Industry Sanitation Standards Committee (BISSC).
2. Used equipment may be approved if it meets NSF standards when it was manufactured, has been properly maintained, and not modified. Used equipment must be approved by the Regulatory Authority prior to installation.
3. Primary food contact surfaces shall be of stainless steel construction in compliance with NSF Standard No. 2 or equivalent.
4. Plastic laminate surfaces are not acceptable for food contact and food preparation surfaces.
5. Table-mounted equipment that is not easily movable shall be sealed to the table or elevated on four (4) inch NSF legs.
6. All floor mounted equipment shall be elevated on six (6) inch NSF legs or casters.
7. Equipment should be sufficient in number and capacity to meet the needs of the establishment as determined by the Regulatory Authority.
8. All custom fabricated equipment shall meet NSF or equivalent standards and bear the name of the manufacturer and an NSF sticker indicating which standard the equipment meets.
9. Wood is prohibited in food preparation, beverage, utensil washing and storage areas, including: wood doors or frames, wood shelving, wood cabinets, and wood windows.

B. Ventilation

1. All cooking equipment that produces excessive heat, grease-laden vapor, steam, fumes, smoke, condensation or odor shall be located under a local exhaust ventilation system. Cooking equipment with a total heat input of greater than 12,000 BTU/hour, or 3700 watts is required to be operated under a ventilation hood. Visit http://www.mda.state.mn.us/about/divisions/~/media/Files/food/business/ventguide.ashx for additional ventilation guidelines. Contact the local building official for ventilation requirements.
2. Ventilation hoods must be constructed and installed in accordance with Minnesota Building and Mechanical Codes (MN Rules, Chapters 1305 & 1346), NSF Standard No. 2 and the National Fire Protection Association (NFPA 96-2001).
3. Make-up air units must be electrically interlocked with ventilation exhaust hoods. All rooms shall have sufficient, tempered make-up air and exhaust ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious or disagreeable odors, smoke, and fumes.
4. A bonded mechanical contractor must be used for the design and installation, as required by the Minnesota Building Code.
5. The Building Official will test and approve the ventilation system.

6. When an area does not have a local building official, ventilation plans must be prepared by a Minnesota licensed professional engineer or architect and submitted to the regulatory authority for verification purposes. The licensed engineer or architect of record for the project will be responsible for final inspection and ensuring compliance with the applicable mechanical code requirements.
7. Ventilation hood systems or equivalents must be sufficient in number and capacity to prevent grease or condensation from collecting on the walls and ceilings.
8. All open sides of the ventilation hood must overhang equipment by at least 6 inches.
9. Grease filters or other grease extracting equipment, used in a ventilation hood, shall be designed to be readily removable for cleaning and/or replacing if not designed to be cleaned in place.
10. Ventilation hood systems and components in food preparation and warewashing areas must be designed to prevent grease or condensation from draining or dripping onto food, equipment, utensils, linens, and single-service and single-use articles.
11. Above-counter mechanical dishmachines require a Type II ventilation hood to exhaust condensate and humidity. Under-counter warewashing machines and glass washers may not require a ventilation hood. Check with the Regulatory Authority for requirements.
12. Used hoods shall meet NSF or equivalent standards, identify the manufacturer and be approved by the Regulatory Authority.
13. Custom fabricated hoods must be made to NSF or equivalent standards and bear the NSF sticker and name of the manufacturer. Galvanized hoods are not permitted.
14. Solid fuel burning equipment shall have a separate ventilation system installed as specified by the Department of Labor and Industry or a local building official.
15. All smokers (solid fuel and gas) require an approved exhaust system. The Minnesota Food Code requires exhaust hoods over smokers or they must be direct vented per manufacturer's instructions. Smokers must not be installed outside.
16. Insulated stainless steel, ceramic tile or equivalent shall be installed behind cooking equipment.
17. Recirculating hoods need to be approved by the local Building official or if no building official is available, by the licensing authority. The licensing authority may require an evaluation by a Minnesota licensed professional engineer. See Appendix 1: RECIRCULATING HOODS on page 21.

C. Refrigeration

1. Adequate refrigeration and freezers must be provided to support the intended menu. Additional freezers and refrigerators may be required by the Regulatory Authority to prevent cross-contamination and to provide for safe cold holding, cooling and display.

C(1). Walk-In Refrigerators/Freezers

1. Approved flooring for the walk-in refrigerator or freezer:
    a. Quarry tile or ceramic tile.
    b. Aluminum or stainless steel floor as provided by the manufacturer.
    c. Poured flooring; information submitted before installation for approval.
    d. Galvanized flooring is not permitted in walk-in units.
    e. Vinyl flooring is not permitted in walk-in units.
2. Integral basecove:
    a. Materials may include:
        i. A quarry tile cove base
        ii. Stainless steel

iii. Vinyl screed base provided by the manufacturer
iv. Epoxy resin troweled up the wall (for poured flooring only)

b. The basecove shall provide a minimum cove of 3/8” radius at the floor juncture and should be sealed to the wall and floor.
c. Vinyl bases are not acceptable.

3. Walk-in refrigerators or freezers shall meet NSF standards or equivalent.
4. Shelving shall meet NSF standards for cold storage use and be corrosion resistant. Wood, chrome-plated, zinc and galvanized shelving is not permitted.
5. Condensate line from walk-in coolers should run to a floor drain located outside of the unit or to an evaporator pan as specified by the manufacturer.
6. The area above the walk-in refrigerator or freezer may not be used for storage.

C(2). Separate Outdoor Walk-In Refrigeration

1. These units must be designed for extra structural loads from snow or other environmental concerns. Their location needs to be approved by the local building official. It is recommended that exterior units be provided with a roof.
2. Condensate from drain lines may run onto the ground as long as it does not create an environmental nuisance.

D. Warewashing

1. General:

a. Dishwashing facilities must be adequately sized to meet the needs of the establishment. Either a three compartment sink or a dishmachine must be provided.
b. All warewashing machines must be provided with a ventilation hood to remove condensate, except under-counter type machines and bar glass washers. Check with the Regulatory Authority for requirements.
c. A warewashing machine shall be equipped with a pressure gauge or similar device that measures the pressure in the hot water rinse cycle.
d. A warewashing machine shall be equipped with a temperature measuring device that indicates the temperature of the wash and rinse cycle.
e. Integral drainboards, utensil racks or tables large enough to accommodate all soiled and clean items shall be provided. The soiled dish table shall not drain into the washing compartment of the warewashing machine.
f. All warewashing activities require an area for disposal of garbage and scrapping.

2. Chemical Sanitizing Machines:

a. Shall be equipped with a device that indicates audibly or visually when additional chemical sanitizer is needed.
b. Have space for a minimum of five racks for drying
c. Have a test kit for checking the sanitizer concentration of the rinse water.

3. Hot Water Sanitizing Machines:

a. An additional booster heater may be required.
b. Hot water sanitizing machines shall have space for a minimum of three racks for drying utensils.

4. Ventless Warewashing Machines:

a. Ventless warewashing machines must be evaluated and approved by the local building official prior to installation.
b. Where there is not a building official, the Regulatory Authority will approve installation.

   c. The ventless dishmachine must maintain a maximum relative humidity (RH) of 65%.

5. **Undercounter Warewashing Machines:**
   a. Machines must be on six inch legs/casters or skids
   b. A warewashing machine under a three-compartment sink needs to be approved by the Regulatory Authority prior to installation.
   c. A flexible installation may be necessary so that the machine can be moved for cleaning.
   d. Provide carts, tables or racks for air drying of clean equipment and utensils.
6. **Three Compartment Sink:**
   a. A three-compartment sink shall have integral drainboards.
   b. Each compartment shall be large enough to accommodate immersion of the largest utensil or piece of equipment.
   c. When hot water is used for sanitizing, an integral heating device or fixture that meets NSF Standard No. 5 shall be installed. Device must be capable of maintaining a water temperature of 170° F.
   d. Soap and chemical dispensers attached to the faucet of a three-compartment sink must be installed according to Minnesota Plumbing Code Chapter 4715 and have appropriate backflow prevention.
   e. Approved racks, shelves or dish tables for storing soiled equipment and utensils and air drying clean equipment and utensils may be required.
   f. Have a test kit for checking the sanitizer concentration of the rinse water

E. Storage/Shelving

1. Adequate storage areas and shelving are required for storing food, equipment, utensils, linens, single service and single use items. Items must be stored on approved shelving at least six inches off the floor.
2. For allowable room finishes in storage areas see Table 5: Room Finish Schedule Summary on page 14.
3. Wood or other solid fuel, poisonous and toxic materials must be stored off the floor and stored so they do not contaminate food, equipment, utensils, linens, single service and single use items.

F. Dipper Wells

1. Dipper wells, with running water, are required when bulk ice cream is dispensed. A dipper well may also be required for other in-use food scoops.
   a. The dipper well shall be located adjacent to the proposed area of use.
   b. The water drain line shall have an approved air gap.
   c. The dipper well shall be indirectly wasted to a floor drain or trapped waste line.
   d. Metered dipper wells will be evaluated by the Regulatory Authority.

G. Customer Self-Service Buffets

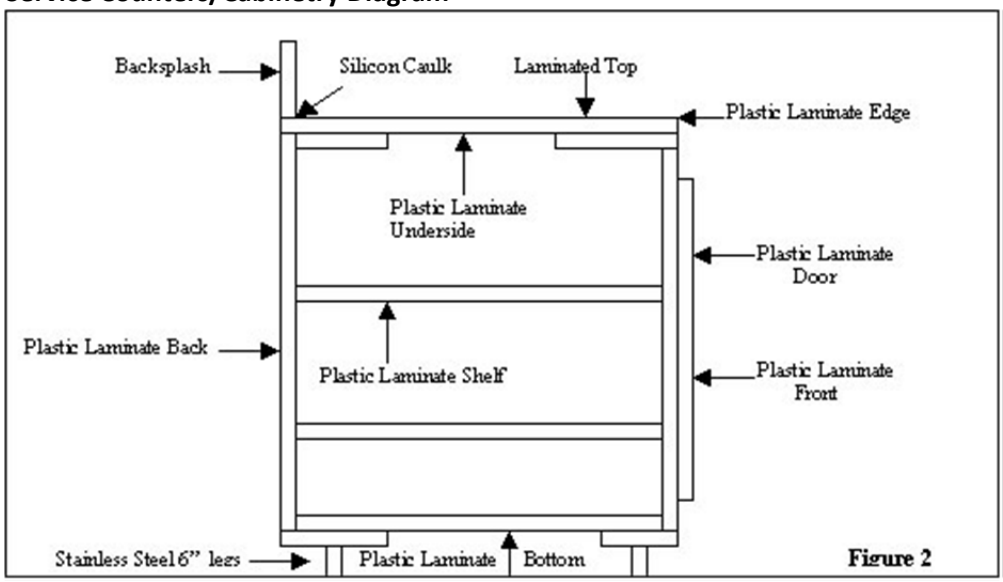
1. Shall utilize mechanical refrigeration and/or hot-holding units.
2. Shall be indirectly wasted to a floor drain. Indirect wasting requires an air gap to prevent back-up. See Table 6: Air Gaps on Page 16.
3. Shall be located on a smooth, durable, easily cleanable floor which extends three feet beyond the edge of the salad bars and buffets.
4. Single-service articles shall be dispensed individually wrapped or from an approved dispenser.

5. Cabinetry must be constructed to NSF Standard #35 with plastic laminate on all exposed surfaces. Wood cabinetry is not permitted.
    a. Cabinetry must be installed on with six (6) inch NSF legs or a solid masonry base with a cove base installed at the base/floor juncture.
    b. Countertops must be either solid surface, granite, stainless steel or other approved material that meets NSF requirements. Laminate countertops are not permitted in areas of high heat or excessive moisture.
    c. Approved food shields must be provided. See examples in Appendix 4: FOOD SHIELDS, EXAMPLE 1 on page 23, Appendix 5: FOOD SHIELDS, EXAMPLE 2 on page 24 and Appendix 6: FOOD SHIELDS, EXAMPLE 3 on page 25.

H. Service Counters/Cabinetry

1. Custom fabricated cabinets used in the customer self-service area must be finished at a minimum with plastic laminate that meets NSF Standard No. 35. All exposed surfaces of the cabinets(s), including the underside of the cabinet or countertop, must be finished with plastic laminate or equivalent.

Table 2: Service Counters/Cabinetry Diagram



2. Cabinetry may be installed in a foodservice establishment only in areas approved by the Regulatory Authority.
3. Cut outs in millwork shall be sealed by the fabricator.
4. All cabinets shall be on six-inch NSF legs or on a solid masonry base with approved base cove installed. Enclosed hollow bases are not permitted.
5. Handsinks may not be installed in plastic laminated counters except in a limited food service.
6. The bottom shelf under any plumbing or refuse area is recommended to be removed.

I. Equipment use on Cabinets

Table 3: Equipment use on Cabinets

Equipment Type	Laminated Top Laminated Base	Stainless Top* Laminated Base	Stainless Top* Stainless Base
Self-service Coffee	Yes	Yes	Yes
Milk	Yes	Yes	Yes
Pop	Yes	Yes	Yes
Ice Bins, dipper wells	**No**	Yes	Yes
Hand Sink	**No**	Yes	Yes
Cold Drop-In pan	**No**	Yes	Yes
Hot Drop-In pan	**No**	Yes	Yes
Display Merchandiser (Popcorn, Pizza)	Yes	Yes	Yes
Counter Top Warmer (Soup, Sauces)	**No**	Yes	Yes
Point of Sales stations only	Yes	Yes	Yes
Blenders, Espresso machines, hard -plumbed coffee makers	**No**	Yes	Yes
Cutting Boards	**No**	Yes	Yes
Cooking Equipment (Fryer, Grill, Hot Plate, Waffle Iron)	**No**	**No**	Yes
Food Processor, Mixer, Chopper, slicers	**No**	**No**	Yes
Pop-up Toaster	Yes	Yes	Yes
Food Preparation Sink	**No**	**No**	Yes
Microwave	Yes	Yes	Yes
Tabletop Refrigerator/Freezer	Yes	Yes	Yes
Three compartment sink	**No**	**No**	**No**

***Equivalent material such as granite or solid surface may be used**

BEVERAGE AREAS

A. Beverage Dispensing Equipment

1. Beverage lines shall be run inside walls or ceilings, when possible.
2. Beverage lines extending through a floor or wall shall be installed so they do not obstruct the cleaning of floors and walls.
3. Beverage dispensing units and drain lines shall not be installed directly over food or ice. Drain lines shall not be routed through cabinets used for storage of food products, equipment or single service articles.
4. An approved backflow preventer shall be installed on post-mix carbonated beverage systems. Copper tubing may not be used after the backflow preventer.
5. If PVC pipe is used as a beverage conduit, it must be 4” above the floor and the opening sealed with foam that is covered with a smooth easily cleanable cap.
6. Customer self-service beverage dispensers should be push-button operated or lever-activated to allow for a contamination free fill.

B. Espresso Areas

1. A separate handwashing sink may be required. The handsink may not be used as a dump sink.
2. A separate dump sink may be required.
3. A running water dipper well or a means for supplying clean working utensils must be provided..
4. A knock box for emptying coffee must be provided. Trash cans may not be used as a knock box.
5. In a fixed or permanent location, the espresso coffee maker shall comply with the Minnesota Plumbing Code, including provisions for backflow protection.
6. If a filtration system is used, it must be NSF approved.

SINKS

A. Handwashing Sinks

1. A minimum of one hand washing sink that is conveniently located to all employee food service areas shall be provided. The number of hand washing sinks required is determined by a number of factors, including size of facility, number of employees, type of food activities, and accessibility.
2. All handwashing sinks shall be conveniently located and used for no other purpose.
3. Each handwashing sink shall be provided with hot and cold water through a mixing valve or combination faucet. Self-closing or metering faucet shall be designed to provide a flow of water for at least 15 seconds without the need to reactivate the faucet.
4. An eye wash station may not be connected directly to a handwashing sink. Check OSHA standard for eye wash regulations.
5. Each hand washing lavatory shall have at the handsink:
    a. a supply of hand cleaning liquid soap, a nailbrush; and
    b. an appropriate hand drying device:
        1. individual single service disposable towels; or
        2. a continuous towel system that supplies the user with a clean towel.
        3. If a heated-air hand drying device is used, it may not be the only drying method at a handsink.

B. Food Preparation Sink

1. A separate food preparation sink must be installed if produce and other foods are washed or thawed.
2. Depending on the menu, other factors may warrant the installation of a food prep sink.
3. It is recommended that the food preparation sink have an integral drainboard(s).

C. Mop Sinks

1. A mop sink shall be provided. The mop sink should be conveniently located.
2. The sink shall have a drain that connect to a sanitary sewer and be supplied with hot and cold water.
3. Mop sink room finishes shall be smooth, durable and easily cleanable. See room finish schedule for details.
4. A mop hanger, broom rack or other device shall be provided for hanging wet mops.

5. If a chemical dispensing system is installed at the mop sink, it shall be installed according to Minnesota Plumbing Code including but not limited to, approved back flow prevention.
6. Wye adapters are prohibited.

D. Dump Sinks

Dump sinks are used when the operation produces excess beverage waste that needs to be dumped. Operations that offer blender drinks, coffee drinks, smoothies or espresso may require a dump sink.

1. A three compartment sink, food preparation sink or handwashing sink must not be used as a dump sink
2. If installing a 4 compartment sink for utensil washing, the first compartment may be used as a dump sink
3. Dump sinks must be installed in approved countertops such as, stainless steel, granite or solid surface. Plastic laminate is not acceptable.

E. Three Compartment Sinks: See "Warewashing" section

See D. Warewashing page 6.

F. Rinser Sinks/Blender Stations

1. Plumbing plans must be submitted for approval. Items may include:
    a. The blender washer must either discharge to the drainage system into a dedicated vented receptor through an air break, an air gap, or;
    b. Directly to the sanitary drain without a backwater valve installed on the individual drainage branch;
    c. The water supply to the washer is located below the spill line of the machine must be protected with an approved backflow preventer.
    d. Hot water is required to any equipment/fixtures that are used for washing.
2. All equipment must be NSF approved.
3. An approved handsink must be conveniently located to the operation.

FLOOR, WALLS AND CEILING FINISHES

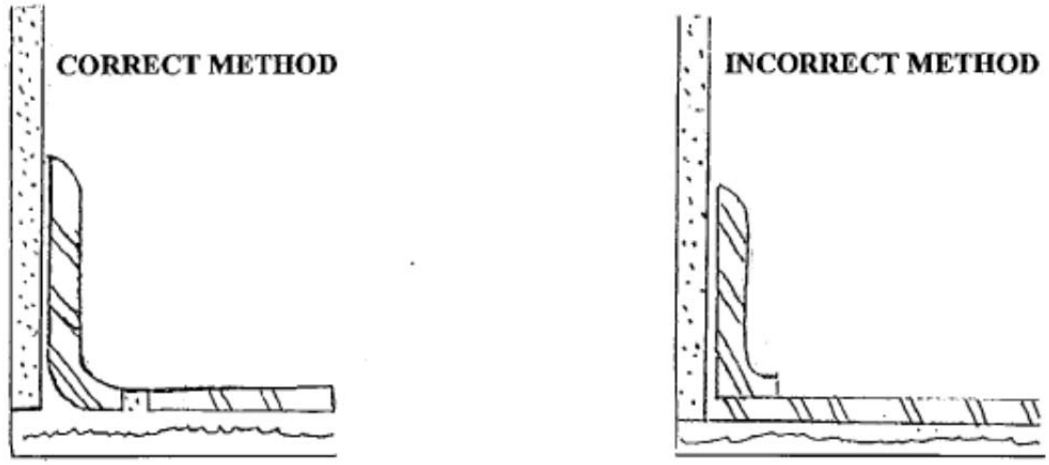
A. Floors

Floors shall be constructed of smooth, durable, nonabsorbent, grease-resistant, and easily cleanable material and approved by the Regulatory Authority. See Table 5: Room Finish Schedule Summary on page 14 for further information on appropriate flooring material for specific facility areas.

1. **Tile:**
    a. Examples of approved flooring: Quarry tile, Ceramic tile, porcelain tile and terrazzo.
    b. Tile grout should be a water-resistant material, such as polyurethane or epoxy based, not exceeding ¼ inch wide.
    c. A four inch integral base cove shall be installed at the floor/wall junctions. The cove base should be of the same material as the flooring.
    d. Non-slip quarry tile may not be located underneath equipment.
    e. All flooring, tile and grout should be sealed per manufacturers' recommendations.

Table 4: Coved Base Methods

Appendix #2 - Coved Base



2. **Poured Flooring:**
    a. Epoxy flooring systems must be approved by the Regulatory Authority before installation.
    b. An integral minimum four (4) inch base cove should be troweled up the wall. The coving material should be consistent with the floor.
    c. A minimum of three initial finish coats of epoxy should be provided and be at least a 1/4'" thick for high heat or cold areas or per manufacturer's specifications.
    d. A minimum of three initial finish coats of epoxy should be provided and be at least an 1/8'" thick for low use areas, limited cooking areas or per manufacturer's specifications.
    e. The finish coat thickness of an epoxy floor must comply with manufacturers' specifications.
    f. Aggregate that creates a rough surface may not be applied under foodservice equipment or cabinetry.
    g. A certified installer is strongly recommended. The type of allowed substrate material is based on the manufacturer's recommendations.

3. **Vinyl flooring:**
   Vinyl flooring (VCT) flooring is not allowed in kitchens, deli areas, food preparation, dishwashing or janitorial areas, unless the manufacturer recommends it for this use and it meets NSF Standard 52. VCT may be acceptable in dry storage rooms separate from foodservice areas when approved by the Regulatory Authority.

4. **Other Flooring Products**
   Other flooring products must be submitted to the Regulatory Authority for review and approval.

5. **Standards used to evaluate flooring** using compressive comparative strength in pounds per square inch
   a. Vinyl Flooring 200 psi
   b. Concrete 3000-8000 psi
   c. Quarry tile 10,000 psi
   d. Polymer flooring systems 10,000 - 16,000 psi

B. Walls

Wall surfaces in splash zones or high moisture areas such as warewashing, food preparation sinks, handsinks and mop sink areas shall be finished with smooth, durable, non-absorbent materials. Approved materials may include:

1. A fiberglass re-enforced panel (FRP) or equivalent – FRP is not allowed behind cooking equipment.
2. Ceramic tile that is smooth and cleanable.
3. Stainless steel or equivalent materials.
4. Enamel painted sheetrock is acceptable in separate dry storage rooms.
5. Block walls, where permitted, shall be finished with an epoxy or enamel paint equivalent to an orange peel finish.
6. Insulated stainless steel panels, stainless steel sheets, or ceramic tile must be provided behind cooking equipment that is above 3.7KW and/or 12000 BTU/hour. FRP is not permitted in this area. These wall finishes must comply with the MN Fire Code. (See ventilation section).
7. Wood is not an approved material for wall finishes.

C. Ceilings

Fissured, perforated or rough acoustic tile is not permitted in foodservice areas. Ceilings in kitchens, service areas and other rooms where food, equipment, single service or linens are stored, and employee toilet rooms shall be smooth, non-absorbent, durable and easy to clean. Acceptable materials include:

1. Smooth vinyl coated acoustic ceiling panels;
2. Semi-gloss painted gypsum board (washable);

D. Finish Schedule Summary

Table 5: Room Finish Schedule Summary

Area of Establishment	Floor				Basecove				Wall					Ceiling			
	Epoxy/Resinous Floor System	Quarry/Ceramic Tile	NSF # 52 Commercial Vinyl	Other Flooring Products	Coved Ceramic/Quarry	Vinyl Screed	Stainless Steel	Commercial Rubber /Vinyl Base Cove	Stainless Steel	Ceramic Tile	Fiberglass Reinforced Panel	Epoxy Painted Concrete Block	Painted Drywall	Metal – Non-Galvanized	Painted Drywall	Vinyl-Coated Acoustic Tiles	Open Joists & Rafters
Food Prep Area	■	X	■	■	X	NA	■	■	X	X	X	X		■	X	X	
Cooking Area	■	X		■	X	NA	■	■	X	X		■		■	X	X	
Dish wash Area	■	X	■	■	X	NA	■	■	X	X	X	X		■	X	X	
Floorless Walk-In Refrigeration	■	X		■	X	X	X		NA – Needs to be NSF approved								
Employee Toilet Room	■	X	■	■	X	NA	■	■	X	X	X	X	X	■	X	X	
Buffet Area	■	X	X	■	X	NA	■	■	X	X	X	X		■	X	X	
Service Area	■	X	■	■	X	NA	■	■	X	X	X	X		■	X	X	
Dry Storage Room	■	X	■	■	X	NA	■	■	X	X	X	X	X	■	X	X	□

***Materials and finishes not listed must be approved by the Regulatory Authority prior to installation**

Room Finish Schedule Summary Key

	Shaded areas are not allowed.
X	Approved
□	For storage of unopened case lots of single-service, food and beverages.
■	Pre-approval by the Regulatory Authority is required prior to installation.
NA	Not Applicable

DESIGNATED EMPLOYEE TOILET ROOMS

1. Public toilet rooms must meet the requirements of the Minnesota Building, Plumbing and Mechanical code.
2. A toilet room located on the premises shall be completely enclosed and provided with a tight-fitting and self-closing door. This part does not apply to a toilet room that is located outside a food establishment and the toilet room does not open directly into the food establishment. For example a toilet room in a shopping mall, or toilet rooms that are designed without doors and have HVAC systems designed to preclude odors, moisture or other contaminates from escaping.
3. Toilet rooms shall be provided with a minimum of one covered waste receptacle.
4. Refuse containers shall be provided for the disposal of single service towels.
5. Employee toilet rooms, see finish schedule summary under floor, wall, and ceiling finishes.

UTILITIES

A. Plumbing

All plumbing shall be installed in accordance with the Minnesota State Plumbing Code. Contact the Minnesota Department of Labor and Industry at http://www.dli.mn.gov/.

B. Utility Service Lines

1. Utility service lines and pipes shall not be unnecessarily exposed and shall be enclosed within the walls whenever possible. Exposed utility service lines and pipes shall not be installed directly on the walls or floor, except:
    a. quick disconnect gas hoses approved by the American Gas Association or NSF; and
    b. Flexible cords/caps for commercial cooking equipment on casters, listed by Underwriter's Laboratory.
2. Exposed utility service lines and pipes shall be installed so they do not obstruct or prevent cleaning of the floors, walls, or ceilings.

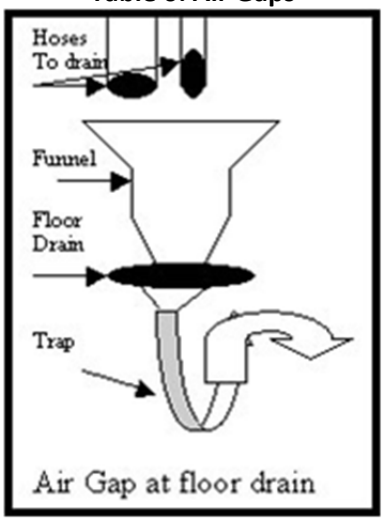
C. Backflow Protection

1. Water inlets shall have an air gap between the water inlet and the flood rim of the fixture. The air gap shall be two times the diameter of the water inlet or faucet, but not less than one inch.
2. Vacuum breakers shall be installed on any submerged inlet such as toilets, urinals, dishwashers, garbage grinders, and any threaded water outlets. Toilets must have anti-siphon ball cock assemblies.
3. Double check valves with atmospheric vents or reduced zone backflow preventers are required on any water outlet on which a vacuum breaker cannot be installed after the last shut-off valve or solenoid switch (e.g. pressure spray hoses).
4. Backflow prevention shall be located in the water line to the carbonator between the pump and the carbonator.
5. Chemical dispensing systems shall have approved backflow devices.
6. Wye adapters are not permitted.

D. Indirect Waste Connections

1. An indirect waste connection discharges waste through a trap and an air gap into the sewer system. Equipment, such as walk-in refrigerators and freezers, ice machines, steam tables, steam cookers, ice bins, salad bars, dipper wells and other similar equipment needs to be indirectly wasted to the sewer.
2. The air gap between the indirect waste and the building drainage system shall be at least twice the effective diameter of the drain, but no less than one inch. All other air gaps shall be at least one inch. (See Table 5)
3. Indirect waste pipes shall not discharge into hand sinks, prep sinks or three-compartment sinks.
4. Hub drains or floor sinks are not recommended. Floor drains are preferred.

Table 6: Air Gaps



E. Water Supply

An adequate supply of potable water, that meets the needs of the food service establishment shall be provided from a municipal water supply or non-community public water supply meeting the requirements of the Minnesota Well Code, Chapter 4725. A permit from MDH for constructing a well is required. Water from a private well must be tested prior to opening, contact your inspector to determine what testing is required.

F. Water Heater

1. A commercial water heater must be adequately sized to meet the demands of the foodservice facility during peak hot water usage.
2. Tankless water heaters must be approved by the Regulatory Authority prior to installation. See Appendix 2: TANKLESS WATER HEATERS page 21.
3. If a water heater is located in the foodservice area, it is strongly recommended to be installed on 6” legs or a concrete curb or similar.

G. Sewage Disposal

1. All water-carried sewage shall be disposed in a municipal sewer system or to an on-site sewage treatment system meeting the requirements of the Minnesota Pollution Control Agency (MPCA) Chapter 7080. A permit from the county for constructing an on-site system is required.

2. A certificate of compliance issued by the MPCA or the local Sewer Authority is required for on-site systems (e.g., septic system). For more information contact the MPCA at http://www.pca.state.mn.us/.

H. Grease Traps

1. Grease traps shall be installed in accordance with the Minnesota Plumbing Code, Chapter 4715.
2. Grease trap installation and requirements are determined by the local Building Official or local Sewer Authority.
3. A grease trap shall be conveniently accessible for cleaning.
4. Installation recommendations:
    a. Flush mounted units
        i. Preferred installation
        ii. Grouted in
        iii. Do not create an indentation
    b. Floor mounted (seal to floor)
        i. Smooth sides, no baffles
        ii. Provide concrete curb around unit w/integral cove or a stainless steel cove base
        iii. At least 6" space surround the unit for cleaning, no storage on top of unit

I. Overhead Sewer Lines

1. Sewage and waste lines should not be located directly above food preparation, food display, food storage, utensil washing and storage areas.
2. If sewer lines must be installed over the areas listed above, they shall be equipped with a functional seamless pan or gutter.

EMPLOYEE AREA

1. Dressing rooms/areas shall be designated if employees routinely change clothes in the establishment.
2. Lockers or other suitable facilities shall be provided for the orderly storage of employees' clothing and other possessions.
3. Lockers or other suitable facilities shall be located in a designated area where contamination of food, equipment, utensils, linens, and single-service cannot occur.
4. Employee break areas shall be located so that food, equipment, linens, and single-service and single-use articles are protected from contamination.

LAUNDRY FACILITIES

1. A mechanical clothes washer may be used for laundering wiping cloths. A dryer is not required if wiping cloths are the only items washed on site.
2. If wiping cloths are air dried, it must be done in an area where there is no exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles.
3. Mechanical washers and dryers shall be located so that food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles are protected from contamination.

SOLID WASTE AND RECYCLABLES

1. An area shall be provided for the storage of solid waste and recyclable materials. The area shall be separated from food preparation and storage areas.
2. The surface of an outdoor storage area for refuse, recyclables and returnables shall be constructed of concrete, asphalt or other nonabsorbent material and sloped to drain.
3. Liquid waste from compacting shall be disposed as sewage.
4. If a garbage enclosure is proposed for installation, it shall be constructed of durable, non-absorbent materials, and provided with a washable finish capable of withstanding frequent cleaning.
5. Interior garbage storage and refuse rooms shall have smooth and easily cleanable wall, floor and ceiling surfaces and be equipped with hot and cold running water and a floor drain connected to the sanitary sewer. Local ordinances may have additional requirements.

LIGHTING

1. All light fixtures in food preparation, food display, food service, food storage, dishwashing and utensil storage areas shall be shielded, coated or otherwise shatter resistant.
2. <u>A minimum of 50 foot-candles of shielded light is required</u>:
    a. Over food preparation areas
    b. In the hood over cooking equipment
    c. Warewashing areas
3. <u>A minimum of 20 foot-candles of shielded light is required</u>:
    a. Storage areas and rooms toilets and dressing rooms;
    b. Inside reach in refrigerators/freezers
    c. Inside walk in cooler/freezers
    d. Self-service buffets and salad bars
    e. Toilet rooms

INSECT AND RODENT CONTROL

1. Except in temporary food establishments, openings to the outdoors or to a portion of a building that is not part of the food establishment shall be protected against the entry of insects and rodents by:
    a. filling or closing holes and other gaps along floors, walls, and ceilings;
    b. closed, tight-fitting windows and
    c. Solid self-closing, tight-fitting doors.
2. If windows or doors are kept open for ventilation or other purposes, or the food operation is conducted in a temporary food establishment that is not provided with windows and solid doors, the openings shall be protected against the entry of insects and rodents by:
    a. 16 mesh to 25.4 millimeters (one inch) screens;
    b. properly designed and installed air curtains or
    c. other effective means.

3. Devices that are used to electrocute flying insects and that impel insect parts or insect fragments, or to trap insects by adherence must be installed so that the device is not located over or within three feet of food, clean equipment, utensils, linens and unwrapped single-service and single-use articles.

MINNESOTA CLEAN INDOOR AIR ACT (MCIAA)

A food establishment shall meet the requirements of the Minnesota Clean Indoor Air Act, Minnesota Statutes, sections 144.411 to 144.417, and rules adopted under those sections.

Refer to the "Freedom to Breathe in Bars and Restaurants" handout or visit http://www.health.state.mn.us/divs/eh/indoorair/mciaa/ftb/index.html for more information.

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Appendix 1: RECIRCULATING HOODS

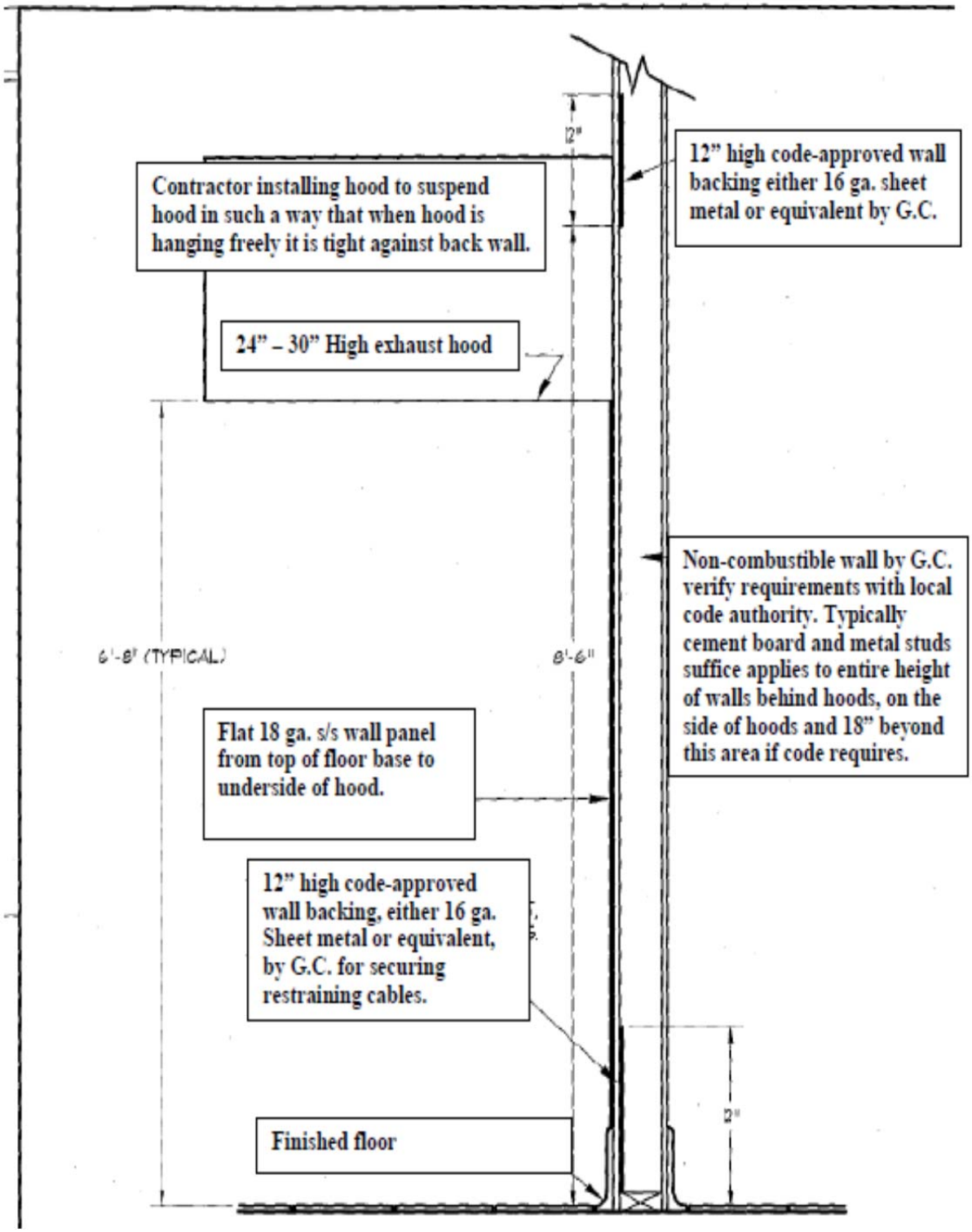
1. The Building official must be contacted regarding the installation of this hood system.
2. The operations and maintenance manual for the recirculating hood must be located on site.
3. The recirculating hood system must be installed and maintained in accordance to the instructions in the manufacturers' manual.
4. The instructions listed in the manufacturer's manual must be followed if it requires more frequent cleaning and inspection outlined in NFPA 96, Chapter 13.
5. The following is a partial list of minimum required maintenance criteria, as outline in National Fire Protection Association (NFPA) 96, Chapter 13 for recirculating systems:
6. Inspection of the UL 300 listed fire suppression system by qualified service personnel every six months in accordance with the Minnesota Fire Code.
7. Filters shall be cleaned or replaced in accordance with the manufacturer's instructions.

Appendix 2: TANKLESS WATER HEATERS

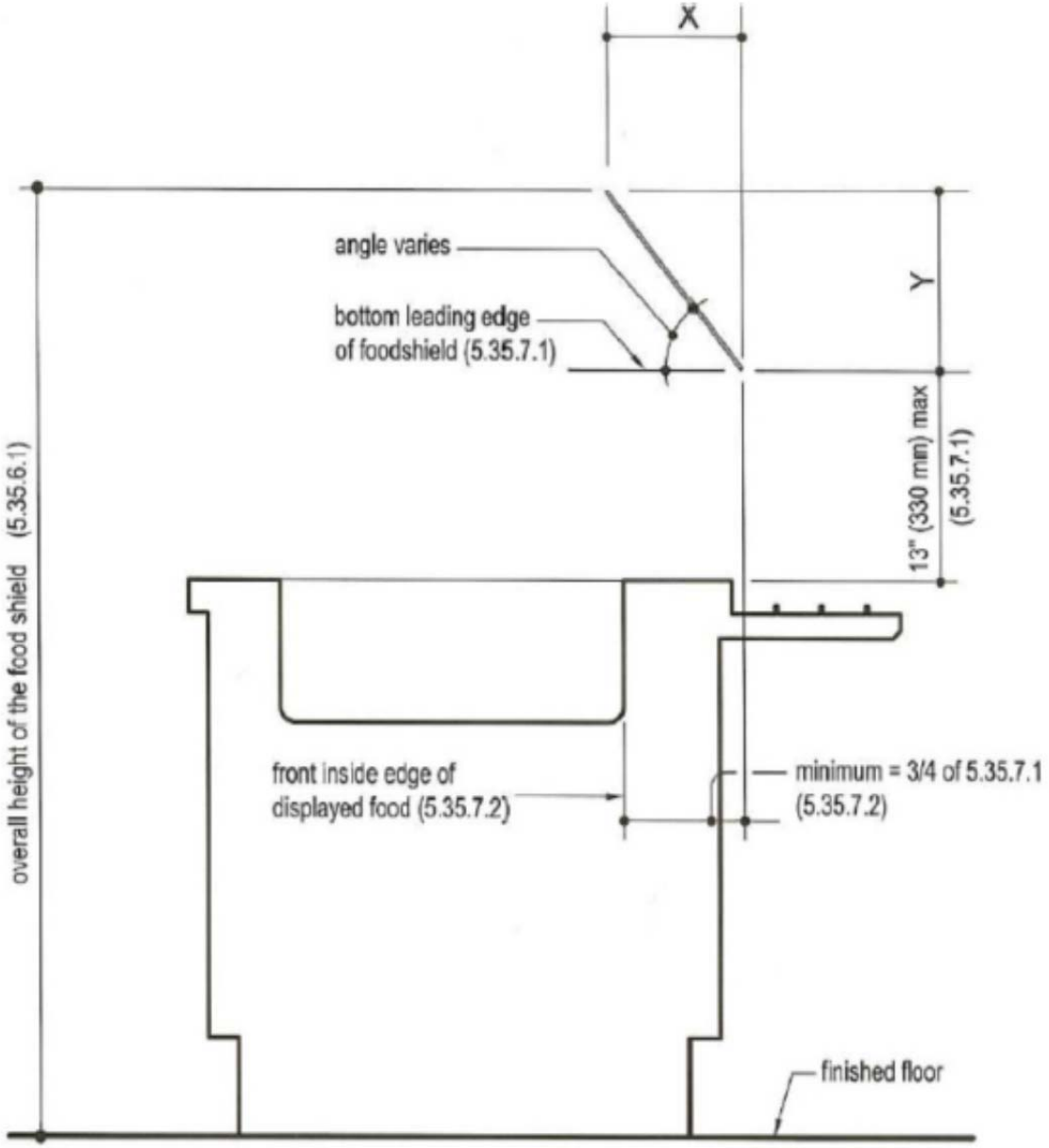
Prior to installation, submit proposal to use tankless water heaters to the Regulatory Authority for review.

1. Contact the manufacturer to determine adequate sizing and proper number of units. Numerous units may need to be installed, per manufacturer's recommendations.
2. The unit's audible/visual alarm must be checked frequently to determine when descaling and maintenance is needed.
3. The unit must be properly descaled when the alarm indicates. Descaling must be done according to manufacturer's recommendations.
4. A water softener is recommended when the water hardness is over 9 grains. Recommended minimum water quality hardness is between 4 to 9 grains.
5. A maintenance schedule must be kept and be available for review.
6. All other local permits and codes (i.e. plumbing permit) must be met prior to installation.
7. The manufacturer recommends the use of a tankless valve kit when connecting the water lines to the water heater. This kit will assist in flushing the heat exchanger in areas where water quality issues exist.
8. Follow manufacturer's use and maintenance instructions which must be kept at the facility.
9. All utility connections must be enclosed in a wall if installed in a foodservice area. No exposed piping.
10. When used with a warewashing machine, a booster heater is recommended.
11. Water heater locations will be evaluated by the regulatory authority.

Appendix 3: EVALUATING VENTLESS DISHMACHINES

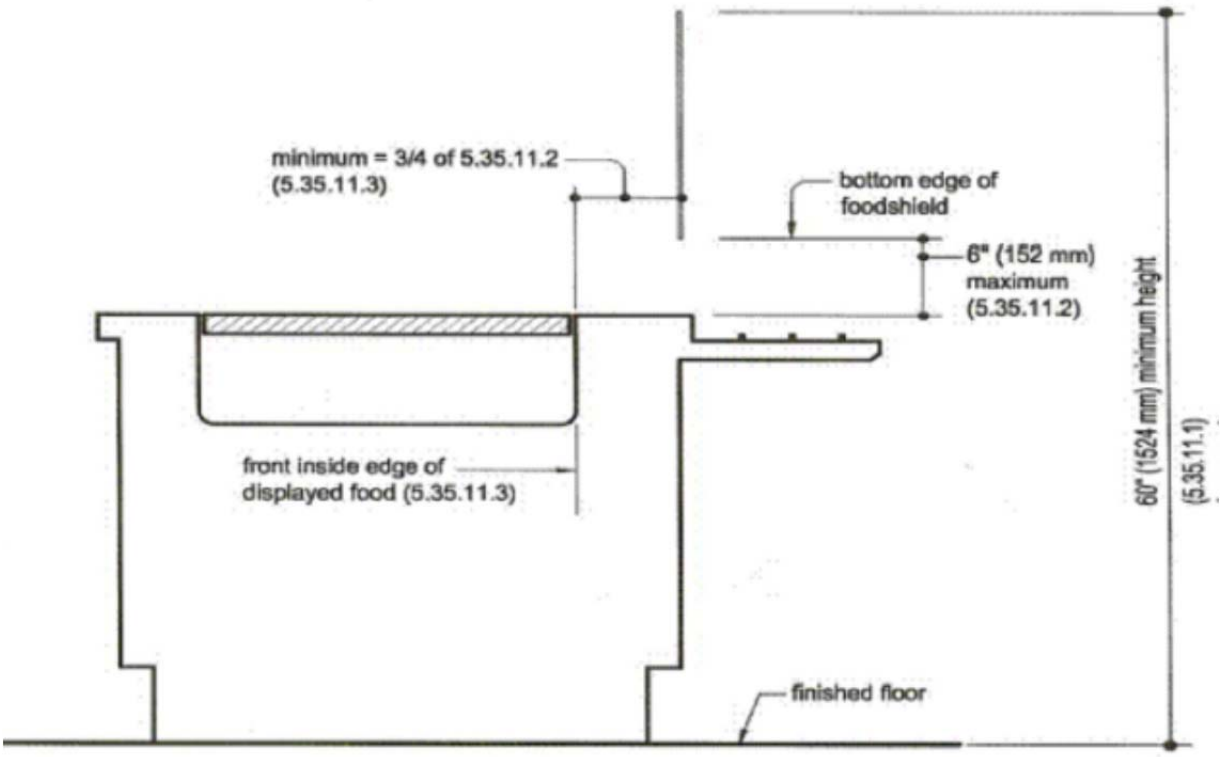


Appendix 4: FOOD SHIELDS, EXAMPLE 1



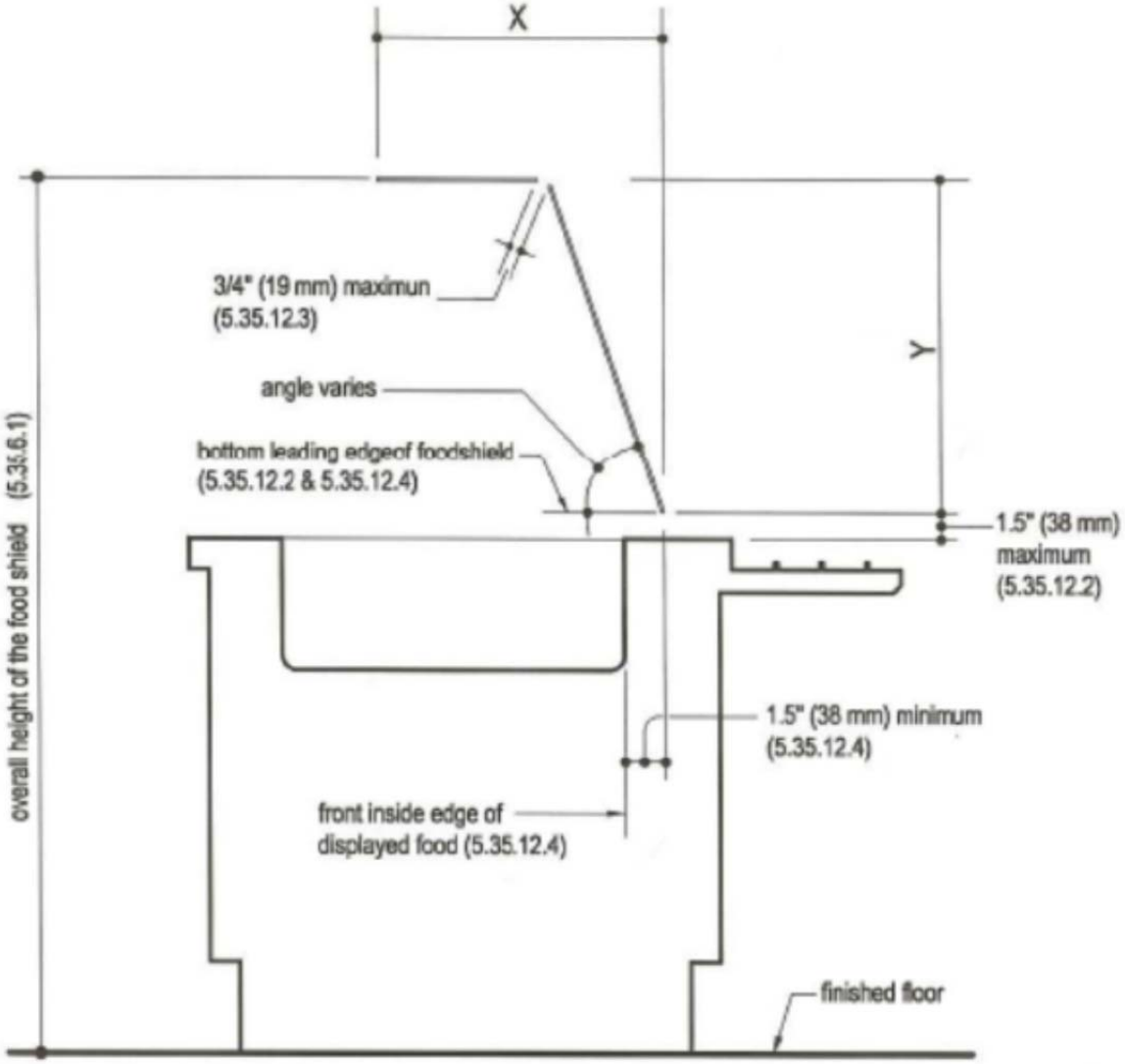
Example 1 – Self Service Food Shield

Appendix 5: FOOD SHIELDS, EXAMPLE 2



Example 2 – Cooking/Carving Food Shield

Appendix 6: FOOD SHIELDS, EXAMPLE 3



Example 3 – Cafeteria Counter Food Shield

Appendix 7: SEASONAL TEMPORARY FOOD STAND

A *seasonal temporary food stand* is a food and beverage service establishment that is a food stand which is disassembled and moved from location to location, but which operates no more than 21 days annually at any one location. All stands must be operated in compliance with the Minnesota Food Code.

Plan Submission

Plans, specifications and fees must be submitted to the regulatory authority for review and approval at least 30 days before beginning the construction of a seasonal temporary food stand. The plans must include:

1. The intended menu and the anticipated volume of food to be stored, prepared, and sold. Please note that the regulatory authority may restrict the type of food served or the method of food preparation based on equipment limitations.
2. The proposed layout, mechanical schematics, construction materials, and finish schedules.
3. The proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities, and installation specifications.
4. Detailed information on any custom fabricated equipment.
5. Detailed information on plumbing, water supply, and waste disposal.

Contact the regulatory authority for a preoperational inspection at least 14 days prior to operation.

Licensing

License applications and fees must be submitted to the regulatory authority prior to operation. The following information must be included on the license application form:

1. A list of all food and beverages to be served. Please note that the regulatory authority may restrict the type of food served or the method of food preparation based on equipment limitations.
2. Sources of all foods served.
3. A list of all equipment used in the food operation.
4. A description of handwashing and dishwashing facilities.
5. The water source and method of waste disposal.

Location and Construction

1. Except for supply, the entire operation must be accomplished from a single self-contained unit. Locate the unit away from possible contamination sources.
2. A canopy or other form of overhead protection must be provided.
3. The stand must provide protection during adverse weather by its construction or location. Food activities must cease in adverse weather if the interior of the unit is not adequately protected from the weather, windblown dust and debris.
4. The floor, wall, and ceiling surfaces must be smooth, durable, and easily cleanable. Acceptable floor surfaces include: vinyl, sealed wood, concrete, machine-laid asphalt, and dirt or gravel (only if covered by suitable materials that are effective in controlling dust and mud).
5. In addition to the Minnesota Food Code, other applicable codes may apply. Other requirements include ensuring that gas hook-up and services comply with the State Mechanical Code (Minnesota Rules, Chapter 1346), electrical services comply with the State Electrical Code (Minnesota Rules, Chapter 1315) and that a fire extinguisher with a minimum 2A 10 B C rating is provided if required by the State Fire Marshal.

Food Sources
All foods, beverages and ice must be obtained from an approved commercial source. Any food preparation done off site must be accomplished at a licensed food establishment. Food can not be prepared in a home.

Equipment
1. All equipment used in this operation must meet applicable NSF food service equipment standards.
2. Mechanical refrigeration must be provided for all potentially hazardous food.
3. Accurate temperature measuring devices must be provided in each refrigeration unit containing potentially hazardous foods, and for monitoring internal food temperatures.
4. Single service disposable utensils must be provided for eating and drinking purposes.

Dishwashing Facilities
If multi-use utensils are used for the purpose of preparation, storage, service or dispensing of food, then a dishwashing facility must be available for washing and sanitizing dishes. A three compartment sink either free standing or installed in a counter must be provided.

Handwashing Facilities
A separate handwashing device supplied with hot and cold running water, soap, nailbrush and paper towels must be provided at all stands where food is prepared.

Water Supply
The water supply in a seasonal temporary stand must meet the following requirements:
1. Water must be obtained from an approved public water supply system. Water can not come from a residential well.
2. Water tanks must be provided which are easily cleanable, of sufficient capacity to meet the needs of the operation, and constructed of an approved non-toxic material.
3. Hoses used to obtain water for food preparation or drinking purposes must be of food grade quality and provided with an approved backflow prevention device.

Waste Disposal
Waste water must be removed in such a manner that a public health hazard or nuisance is not created. Sewage must be discharged into a sanitary sewer or other approved sewage treatment system.

This information on seasonal temporary food stands can also be found at:
http://www.mda.state.mn.us/food/safety/minn-food-code-fact-sheets/seasonal-temp-stand.aspx.