



## Hood River County Health Department, Environmental Health Office

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### Food Establishment Plan Review Application

*The purpose of this plan review process is to ensure that your proposed food establishment complies with all requirements found within the Oregon Food Code (OAR: 333-150-0000). Submit plans before you buy/build/remodel a food establishment. Any changes that are required will be the financial responsibility of the project proponent and must be completed before you are permitted to operate. We wish to emphasize that this is a 'plan' review process, not a finished establishment review process.*

New ; Remodel ; Menu Revision

Name of Establishment: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Facility Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Contact Person & Title (architect, manager): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Contact Person's Mailing Address: \_\_\_\_\_

Contact Person's E-Mail Address: \_\_\_\_\_

Owner's Name / Corporation's Name: \_\_\_\_\_

Owner's / Corporation's Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Projected start date: \_\_\_\_\_ Projected date for completion: \_\_\_\_\_

#### When submitting this application, include the following documents:

- Proposed Menu(s)**, including seasonal, off-site and banquet menus
- Proposed Site Plan** – location of building on site, including alleys, streets and outside equipment (dumpsters, well, septic system)
- Proposed Floor Plan** – drawn to scale showing location of equipment, plumbing and mechanical ventilation
- Proposed List of Equipment**

***Submitting incomplete plans will delay the plan review process. Please answer every question and submit all required items (see list above); if a question does not apply write: 'N/A'.***

*You are required to comply with all applicable local, state, and federal regulations. This may include acquiring a variety of additional permits such as: building, electrical, plumbing, wastewater, etc. As well, ensure that you have acquired land-use approval (zoning) for your project. It is the responsibility of the project proponent to ensure compliance with all laws. Failure to comply may result in additional expenses and/or a denial of your license to operate.*

*After you submit your plans for formal evaluation, you will be given a form to circulate to key agencies in our community. Using this form, you will collect signatures to present as evidence that you have complied with key local and state regulations.*

## Guidance for a Successful Application

### Proposed Menu & Food Processes:

We are interested in the types of food processes you will be using in your restaurant. We are less interested in what your menu items are called or how much they cost. Examples of food processes are 'cooking raw animal products', 'cooling soup', 'cutting lettuce', 'pickling cucumbers', 'boiling potatoes', 'cleaning fresh produce', etc.

Consider a menu item like: "10oz Steak, served with your choice of green salad, baked potato, fries or assorted seasonal pickles". We see several different food processes here. First, the raw beef steak is shipped to and stored at the restaurant; it may be cut on sight or by the supplier. Baked potatoes take time to cook, so they are likely cooked ahead of time; they may be held-hot or cooled to be re-heated per order. Green salads require that the produce be thoroughly cleaned in a food preparation sink and prepared in a clean area free from cross-contamination. Fries are either prepared from scratch by the restaurant (usually a twice fried process, requiring cooling) or they are fried from frozen. Pickling foods to preserve them is a special process that requires a variance from the Oregon Health Authority.

Please include all seasonal/special, off-site, banquet menus, etc.

### Scale Site Plan Must Include:

Consider using the Hood River County, Online Parcel Viewer available at:

[http://www.co.hood-river.or.us/index.asp?Type=B\\_BASIC&SEC={874DEC00-B8C0-4CE2-A2D9-C088E3325A16}](http://www.co.hood-river.or.us/index.asp?Type=B_BASIC&SEC={874DEC00-B8C0-4CE2-A2D9-C088E3325A16})

1. Draw the site plan to scale
2. The location of the facility and surrounding structures
3. The property lines
4. Garbage and refuse storage areas (disclose ground surfacing under garbage).
5. If applicable, the water source (well, spring, etc.) and the wastewater system (septic tank & drain field).

### Scale Floor Plan Drawings Must Include:

1. Draw plans to scale (recommend ¼ inch = 1 foot)
2. Distinguish between food preparation, dining areas, toilet rooms, etc.
3. Label all equipment including,
  - a. sink fixtures by designed use,
  - b. floor sinks,
  - c. Indicate which plumbing fixtures have in-direct drains
4. Entrances & Exits
5. Doors/Windows
6. Areas where raw animal products will be handled (if applicable)

### List of Equipment:

The list of equipment helps us determine what types of food processes you will be doing. It also helps us evaluate whether the volume of food you anticipate serving can be supported by the types of equipment you intend to use. As well, depending on the types of equipment and food processes you use, you may also need to have mechanical ventilation installed in your facility.

## What Type of Food Service Are You?

Potentially Hazardous Foods (Time/Temperature Control Foods), as defined by OAR: 333-150 § 1-201.10(B)  
<http://public.health.oregon.gov/HealthyEnvironments/FoodSafety/Documents/foodsantiationrulesweb.pdf>

Do you intend to prepare, store and/or serve 'Potentially Hazardous Food(s)'?

Yes  No

If 'No', (Check all that apply):

- Will your operation cut, mix, handle, prepare and/or combine any food?
- Will your operation serve meals/beverages in open containers?
- Will your operation sell bulk groceries only (canned goods, candy, etc.)?

Check all that apply:

- Will you only cook/prepare food per order?
- Will you cook large batches of food to be cooled and then reheated later?
- Will you have leftovers?
- Will you cater food to off-premise locations?

## Facility Details

Days and Hours of Operation: \_\_\_\_\_

Number of seats: \_\_\_\_\_ Number of staff (total): \_\_\_\_\_

Total square feet of facility: \_\_\_\_\_ Number of floors on which operations are conducted: \_\_\_\_\_

Will any other facilities, structures and/or properties be used to prepare your food?

Yes  No ; If 'yes', please describe these facilities on additional pages.

## Essential Utilities

What is the potable water supply for the facility?

Public Water Systems:  Crystal Springs,  Ice Fountain,  Cascade Locks,  
 Parkdale,  Odell,  Hood River,  Other: \_\_\_\_\_

Where does waste-water go from this facility? \_\_\_\_\_

**The Oregon Food Code** (OAR: 333-150) may be viewed at:  
<http://public.health.oregon.gov/HealthyEnvironments/FoodSafety/Documents/foodsantiationrulesweb.pdf>

For additional assistance, please contact our office (541-387-6885)

## Interior Finishes/Surfaces

*Hood River County Health Department is not concerned with the dining areas. We do, however, require that other areas in the facilities meet all requirements (floors, walls, ceilings, etc.) in Chapter 6 of the Oregon Food Code. This includes all food preparation areas including bars and wait-stations.*

Disclose finishing schedules/surfaces for the following areas:

	Floors	Cove Base	Walls	Ceilings	Shelving
<b>All</b> food preparation areas					
Food Storage areas					
Toilet rooms					
Indoor garbage & recycling storage areas					
Mop service area					
Dish washing area					

For Example:

<b>All</b> food preparation areas	<i>vinyl tile</i>	<i>quarry tile Smooth seal</i>	<i>FRP smooth Stainless steel Painted smooth</i>	<i>vinyl acoustical tile Smooth</i>	<i>wood Painted smooth &amp; Stainless steel</i>
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## Food Safety Questionnaire:

This section must be filled out by the facility operator/manager and submitted with the plan review application and other requested items. Write 'N/A' if a question does not apply to your facility. Add documents or pages as needed to describe your operation and policies. All rule references below may be referenced in the Oregon Food Code (*for example § 3-302.11 may be found on page 28*).

The Oregon Food Code, OAR 333-150, is available to view at:

<http://public.health.oregon.gov/HealthyEnvironments/FoodSafety/Documents/foodsantiationrulesweb.pdf>

### Key Foodborne Illness Risk Factors and Public Health Interventions:

1. Please explain how you plan to ensure that the person(s) physically present and left in charge of the restaurant (during any given shift) will be able to 'Demonstrate Knowledge' as required under § 2-102.11 and control risk factors in the restaurant as required under § 2-103.11.
  
  
  
  
  
  
  
  
  
  
2. Please generally describe your policies and procedures concerning the restriction and exclusion of ill food employees. What are two key concerns? (Subpart 2-201)
  - a.
  
  
  
  
  
  
  
  - b.
  
  
  
  
  
  
  
  
  
  
3. Please describe three examples (unique to your restaurant) of how you plan to prevent contamination of food, from your food workers' hands (Subpart 2-301):
  - a.
  
  
  
  
  
  
  
  
  
  
  - b.
  
  
  
  
  
  
  
  
  
  
  - c.







## Special Foods:

1. Will your operation serve foods from animals raw or partially cooked? This may include items such as: eggs over-easy, rare steaks, rare-beef burger patties, sushi, steak tartar, raw oyster shooters, seared tuna, ceviche, etc. (§ 3-603.11):

Yes  No  – If no, skip this section

- If ‘Yes’, list all menu items that may include (in their finished form) any raw, partially cooked, or acid cooked raw animal products.

Describe how you will comply with § 3-603.11 by providing both a ‘Disclosure’ and a ‘Reminder’ to your consumers.

- If serving raw fish (sushi, lox, ceviche, etc.) will parasite destruction be done on-site or by the supplier? (§ 3-402.11 & § 3-402.12)?  N/A

**On-site:** Provide your procedure on parasite destruction on additional pages as per § 3-402.11(A).

**Supplier:** As required under § 3-402.12(B), provide the name of your supplier and a copy of the written agreement/statement stipulating that the fish supplied are frozen to a temperature and for a time specified under § 3-402.11(A).

## Special Food Processes:

1. Will your operation be (§ 3-502.11) (check all that apply):
  - Smoking food as a method of food preservation rather than as a method of flavor enhancement;
  - Curing food;
  - Using food additives or adding components such as vinegar as a method of food preservation rather than as a method of flavor enhancement or to render a food so that it is not potentially hazardous;
  - Packaging food using a reduced oxygen packaging method

N/A

If you checked any of the above boxes, describe your proposed food processes below:

**Time/Temperature Control** (*Subpart 3-501, § 4-301.11*):

1. The Oregon Food Code emphasizes the importance of maintaining time/temperature control (otherwise known as keeping foods out of the ‘Danger Zone’). Why do you think that this is important?
  
  
  
  
  
  
  
  
  
  
2. Refrigerated food must be maintained at 41°F or colder as per § 3-501.16. How did you determine the amount of cold storage/holding that you will need for your operation (§ 4-301.11)?
  
  
  
  
  
  
  
  
  
  
3. Describe how food temperatures (hot and cold) will be maintained while in transport and at the catered site or satellite kitchen(s)?  
 N/A
  
  
  
  
  
  
  
  
  
  
4. List the individual refrigerator units you propose for your facility (§ 4-301.11):

Refrigerator Number	Size / Volume	Manufacturer / Model	Type of food stored inside

*Note: Add pages as needed*

**Ice:**

5. Is an ice machine provided and indirectly drained? (§ 5-402.11)  
Yes  No 
  - a. Is ice is purchased: Yes  No ; if ‘yes’, who is your supplier?

6. If you will be using ice for keeping food cold such as in a salad bar, how should the food be stored in the ice? Please describe:
  
  
  
  
  
  
  
  
  
  
7. If ice is used in food/beverages, how will you keep ice used to keep food & equipment cold separate from ice used for food? (§ 3-303.11)

***Hot Holding:***

8. What type of equipment will you use for holding food hot? How will you ensure that food is at the required temperature throughout the day?
  
  
  
  
  
  
  
  
  
  
9. How did you determine the amount of hot-holding storage that you will need for your operation (§ 4-301.11)?

***Cooling:***

10. Will your operation be cooling bulk quantities of ‘potentially hazardous food(s)’? This may include foods prepared one day, cooled and served at a later time. It may also include foods held-hot on a steam table that are cooled and saved for another meal service. (§ 3-501.14, § 3-501.15)

Yes  No  – If no, skip this section

- a. List all foods you intend to cool in your establishment:
  
  
  
  
  
  
  
  
  
  
- b. Describe the cooling methods you intend to use. Be specific about where in the kitchen these activities will take place and what equipment you intend to use. If you intend to maintain any temperature logs as part of a HACCP plan, attached an example of the monitoring sheet.

- c. How will food handlers know that the food has cooled from 140°F to 70°F within two hours and then from 70°F to 41°F within 4 hours?

### Cooking & Reheating:

1. Will your operation be cooking raw animal products (meat, eggs, seafood, etc.)? (§ 3-401.11) Yes  No ; *If 'No', skip this question.*
  - a. Describe how the food worker will know when raw animal products are fully cooked:
  
2. Will your operation be re-heating foods cooled at your establishment for hot-holding? (§ 3-403.11) Yes  No ; *If 'No', skip this question.*
  - a. How will the food worker know that all parts of the food being re-heated have reached at least 165°F for 15 seconds within 2 hours?
  
  - b. List type of equipment used for reheating cooled potentially hazardous food:

### Self Service

1. Will your operation provide self-service food to your customers?  
Yes  No  – If no, skip this question
  - a. How will your operation protect food in self-service areas from customer contamination (§ 3-306.11 & § 3-306.13)?

### Oregon Food Code (*Food Sanitation Rules, OAR 333-150*):

1. Do you have a printed or digital copy of the Oregon Food Code?  
Yes  No

*Remember, the Oregon Food Code may be found online at:*

<http://public.health.oregon.gov/HealthyEnvironments/FoodSafety/Documents/foodsantiationrulesweb.pdf>

2. Do you know how to locate specific information in the rules?  
Yes  No  – if no, contact our office for assistance (541-387-6885)

**Legal agreement:**

I, \_\_\_\_\_, hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from this Hood River County Health Department, Environmental Health Office may nullify final approval.

Signature(s) of Owner(s) or responsible representative(s):

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

*Approval of these plans and specifications by the Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required – federal, state or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the Oregon Food Code (OAR: 333-150).*

*If you need this information in an alternate format, please call  
541-387-6885*

Hood River County Environmental Health Specialists are:

<p><b>Mike Matthews, REHS</b> Environmental Health Supervisor Hood River County Health Department <a href="mailto:mike.matthews@co.hood-river.or.us">mike.matthews@co.hood-river.or.us</a> 541-387-7129</p>	<p><b>Ian Stromquist, REHS</b> Environmental Health Response Coordinator Hood River County Health Department <a href="mailto:ian.stromquist@co.hood-river.or.us">ian.stromquist@co.hood-river.or.us</a> 541-387-7130</p>
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