



Hood River County Health Department, Environmental Health Office

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Food Establishment – Plan Review Application

Last Updated 2/28/2020

The purpose of this plan review process is to ensure that any 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. A plan review fee must accompany this application.

ORS: 624.010¹ Definitions...

(5) "Limited service restaurant" means a restaurant serving only individually portioned prepackaged foods prepared from an approved source by a commercial processor and nonperishable beverages...

(9) "Restaurant," ... means an establishment:

(a) Where food or drink is prepared for consumption by the public;

(b) Where the public obtains food or drink so prepared in form or quantity consumable then and there, whether or not it is consumed within the confines of the premises where prepared;

or

(c) That prepares food or drink in consumable form for service outside the premises where prepared...

ORS: 446.310² Definitions...

(7) "Organizational camp" includes any area designated by the person establishing, operating, managing or maintaining the same for recreational use by groups or organizations that include but are not limited to youth camps, scout camps, summer camps, day camps, nature camps, survival camps, athletic camps, camps that are operated and maintained under the guidance, supervision or auspices of religious, public and private educational systems and community service organizations.

New Remodel ; Menu Revision

Facility Name:	Business Owner (Corporation, etc.):
Facility Location/Address:	
Contact Person:	Owner Contact (if different):
Contact Person's Mailing Address:	
Daytime Phone:	Alternate Phone:
E-Mail Address(s):	
Previously Licensed? Yes <input type="checkbox"/> , No <input type="checkbox"/> Former Name:	
<p style="text-align: center;">How do you intend to license this Food Establishment?</p> Restaurant <input type="checkbox"/> , Limited Service Restaurant <input type="checkbox"/> , Organizational Camp <input type="checkbox"/> , Bed & Breakfast <input type="checkbox"/>	

When submitting this application, include the following documents:

- Proposed menu(s), including seasonal and special menus
- Site plan – location of building on site, including alleys, streets and outside equipment (dumpsters, well, septic system)
- Floor Plan – drawn to scale showing location of equipment, plumbing, mechanical ventilation, etc.
- List of equipment

Submitting incomplete plans will delay the plan review process. Please answer every question that applies to your food service operation and submit all required items (see list above) as per OAR: 333-162-0920.

You are required to comply with all applicable local, state, and federal regulations. This may include acquiring a variety of additional permits/approvals such as: wastewater disposal, zoning, land owner's permission, business permit, etc. It is the responsibility of the Food Establishment operator to ensure compliance with all laws. Failure to comply may result in additional expenses and/or a denial/revocation of your license to operate.

Rules on the Web

Oregon Food Code: (OAR: 333-150 & OAR: 333-162)

<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Documents/foodsantiationrulesweb.pdf>

¹ ORS: 624 may be viewed online at: https://www.oregonlegislature.gov/bills_laws/ors/ors624.html

² ORS: 446 may be viewed online at: https://www.oregonlegislature.gov/bills_laws/ors/ors446.html

Guidance for a Successful Application

Proposed Menu & Food Processes:

We are interested in the types of food processes you will be using in your Food Establishment. 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 Food Establishment; 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 Food Establishment (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.

If available, please include all seasonal, web-based and special menus as well.

Scale Site Plan Must Include: Consider using the Hood River County, Online Parcel Viewer available at:
<http://hrccd.co.hood-river.or.us/county-webmap/>

1. Draw the site plan to scale
2. The location of the facility and surrounding structures
3. The general area, including nearby streets and toilet facilities.
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 areas;
3. Label all equipment including,
 - a. sink fixtures by designed use,
 - b. floor sinks,
 - c. Indicate which plumbing fixtures have in-direct drains or not;
4. Entrances, Exits, Doors and Windows; and
5. 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.

Some Extra Information for a successful business operation:

Remember: Licenses expire on 12/31 of each calendar year. Renewals for the following calendar year are due by 12/31. Failure to renew the license on time will result in a late penalty of \$100.00. Another penalty will be applied each calendar month that the license fee is late. There is no exception for seasonal facilities. Fees are subject to change.

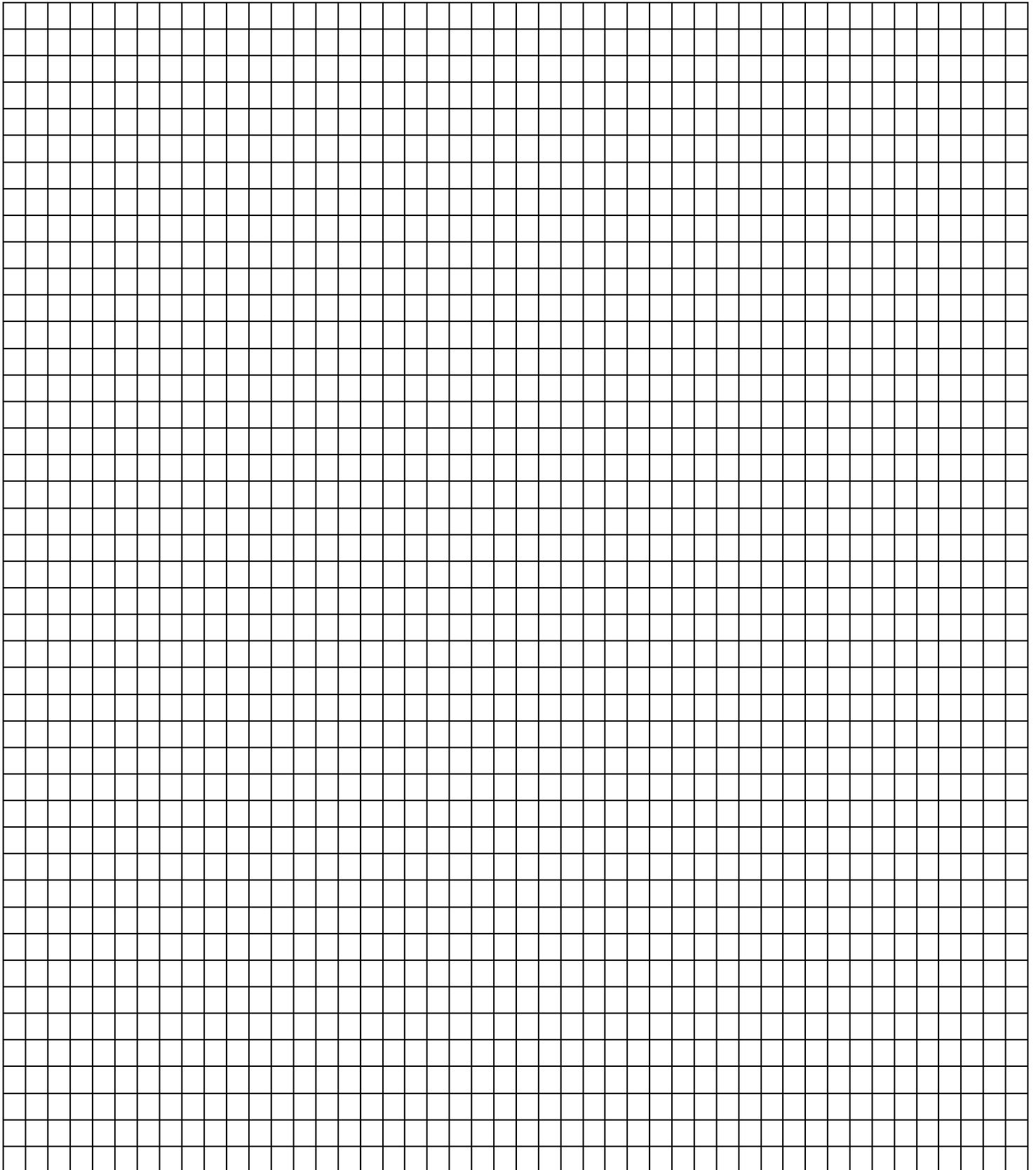
We send license renewals to the address we have on file. If you move, let us know so that you receive your license renewal. If you are going to be away from home during the renewal period, consider pre-paying in advance.

If you expect funds to be limited in November & December, consider pre-paying for your license in advance. Contact our office to make any alternative arrangements.

The Oregon Food Code (OAR: 333-150) may be viewed at:
<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Documents/foodsafetyrulesweb.pdf>
For additional assistance, please contact our office (541-387-6885)

You may use the following space to draw your food establishment's floor plan:

(Overhead drawing – looking down)



Consider submitting photos along with this drawing. You may e-mail photos directly to ian.stromquist@co.hood-river.or.us. Ensure that the subject line indicates that the photos are for your Food Establishment.

Menu Worksheet:

What types of food do you intend to serve? How will you prepare them? Please provide a summary below:

Menu Item / Food Type:	Quantity / Day	Preparation summary:
<i>Example: Breakfast Bowls</i>	20 per day	<i>We assemble and pan fry the bowl ingredients to order. We will prep and keep all the ingredients in advance; they will be kept either hot or cold. We will offer the following hot ingredients: diced potatoes, scrambled eggs, olives, cheese, garlic, kale, spinach, ham, bell peppers; we will offer the following cold ingredients/garnishes: sour cream, tomatoes, salt/pepper, yogurt.</i>
<i>Example: Burritos</i>	50 per day	<i>We make the burritos to order. We will prepare 3 types of meat in advance. Our burritos will contain an assortment of lettuce, cheese, rice, beans, cilantro, sour cream, and choice of meat.</i>

Starter Questions:

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.*

Utilities & Connections:

Without safe supplies of potable water, electricity, and/or petroleum gas, most food establishments would need to cease operations immediately. What will be your sources for these essential utilities during operations?

What is the potable water supply for the Food Establishment? Public Water Systems:

- Crystal Springs, Ice Fountain, Cascade Locks, Parkdale, Odell, Hood River,
 Other: Please explain:

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
All food preparation areas					
Food Storage areas					
Toilet rooms					
Indoor garbage & recycling storage areas					
Mop service area					
Dish washing area					

For Example:

<i>All food preparation areas</i>	<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 & Stainless steel</i>
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Food Safety Questionnaire:

Answer these questions using to your own knowledge and your proposed operational plans. Even if your answers do not fully match the Oregon Food Code, we will help you understand the safest way for you to operate your Food Establishment. In many ways, there are no wrong answers here. Please tell us what you think the right answer is. Use additional pages if you can provide additional details. If you need help because English is a second language, please contact our office to discuss options. Thank you.

Please explain how you plan to ensure that the person(s) physically present and left in charge of the Food Establishment (*during any given shift*) will be able to ‘Demonstrate Knowledge’ as required under § 2-102.11 and control risk factors in the Food Establishment as required under § 2-103.11.

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.

Please describe three examples (unique to your Food Establishment) of how you plan to prevent contamination of food, from your food workers’ hands (Subpart 2-301):

- a.
- b.
- c.

Please describe an example of a good general hygienic practice that you will use to prevent contamination of food in your Food Establishment (Subparts 2-302 – 2-304):

Please describe two examples (unique to your Food Establishment) that will ensure that cross-contamination is prevented in your Food Establishment (§ 3-302.11, § 3-306.14 and Parts 4-6, 4-7):

- a.
- b.

Please describe where you intend to acquire the ingredients used in your Food Establishment (§ 3-201.11):

The Oregon Food Code requires that you use a probe thermometer to measure the internal temperatures of ‘potentially-hazardous-foods’. Why do you think that this is important?

Please describe two examples where use of a thermometer is important in your facility:

i.

ii.

Probe thermometers need to be accurate and have a temperature range of 0-220°F. How do you calibrate your food probe thermometers and how often?

a. Who is responsible for calibrating thermometers (4-502.11)?

Food Establishments use several different types of chemicals. These may include: cleaners, pesticides, lubricants, etc. Using two examples, please describe how you intend to ensure that these toxic substances are segregated from food (Chapter 7):

a.

b.

Describe your procedure for date marking of ready-to-eat, potentially hazardous food items? (§ 3-501.17)

How and where will frozen food be thawed? (§ 3-501.13, § 3-302.11) N/A

How will you store raw animal food to prevent contamination of ready-to-eat food (§ 3-302.11)? N/A

Why is it important to clean and sanitize 'food-contact-surfaces'? (Chapter 4 of Food Code)

How do you intend to clean & sanitize 'food-contact-surfaces'? (Chapter 4 of Food Code)

How/where will you clean and sanitize items that are too large for the 3-basin sink and/or the mechanical dishwasher?

What type of chemical sanitizer do you use? What Concentration? (§ 4-501.114)

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?

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)?

Describe how food temperatures (*hot and/or cold*) will be maintained while in transport and/or while moving food from the base-of-operations and/or the grocery store to the Food Establishment?

What type of equipment will you use to keep hot food hot? How will you ensure that food is at the required temperature throughout the day?

How did you determine the amount of hot-holding storage that you will need for your operation (§ 4-301.11)?

Will your operation be cooling bulk quantities of 'potentially hazardous food(s)'? Yes , No

Why is rapid cooling of potentially hazardous foods important?

- a) If 'yes', how will food handlers know that the food has cooled from 135°F to 70°F within two hours and then cooled all the way to 41°F within a total of 6 hours?

Will your operation be cooking raw animal products at the Food Establishment? Yes , No

If 'yes', what? How?

- a) If 'yes', describe how the food worker will know when raw animal products are fully cooked:

Will your operation be re-heating cooled potentially-hazardous-foods for hot-holding? Yes , No

If 'yes', what? How?

- a) If 'yes', describe how the food worker will know when re-heating is finished, and the product may be placed into long-term hot-holding:
- b) If 'yes', list the types of equipment used for reheating potentially hazardous food:

Temperature Control Equipment Lists:

Refrigerator for your Food Establishment (§ 4-301.11):

Refrigerator <i>Number/Name</i>	Size / Volume	Manufacturer / Model	Type of food stored inside

Hot-holding units for your Food Establishment (§ 4-301.11):

Unit- <i>Number/Name</i>	Size / Volume	Manufacturer / Model	Type of food stored inside

Note: Add pages as needed

Other Equipment:

Will you use ice at the Food Establishment? Yes , No

a) If 'yes', is ice purchased? Or, made using an ice machine? Purchased , Made

b) If 'Purchased', who is your supplier?

c) If used, what will ice be used for at the Food Establishment?

List any special food preparation equipment used: *These items may include special food containers, food processing equipment, juicers, special cooking equipment, vacuum-sealers, etc.*

Do you plan to utilize an outside barbeque (*or other outdoor cooking unit*)? Yes , No

a) If 'yes', what type(s):

b) If 'yes', how will handwashing be provided at the outdoor cooking unit?

Other Considerations:

Describe how garbage will be stored and where it will be thrown away.

What methods of insect and rodent control will be used in your unit? (§ 6-202.15, § 6-501.111 & § 6-501.112)?

Where is your worker/employee toilet facility located (§ 6-302, § 6-402.11(E) & OAR 333-162-0020(4))?
Provide details for all of your proposed routes and/or locations:

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.

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

If serving raw fish (such as: sushi, 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).

Will your operation be (§ 3-502.11) (check all that apply): N/A

- 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.

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

Optional Bulk-Food Cooling Plan:

Cooling bulk portions of potentially hazardous foods requires special planning. If you wish to apply for permission to cool foods at this food establishment, attach a bulk cooling plan using additional pages. We will review your plan and determine whether your proposed processes will be safe and/or feasible. Provide as much detail as possible regarding the proposed processes, and equipment used.

The ability to perform bulk-food-cooling shall be determined by Hood River County Health Department. Any regulatory determination is made in accordance with OAR: 333-150-0000 § 3-501.15, § 8-303.10, and § 8-303.30. If you wish to contest a regulatory determination, you may request a hearing within 90 days by contacting our office (541-387-6885). All hearings will be conducted in accordance with ORS: 183.

Will your operation be cooling bulk quantities of potentially-hazardous-food(s) at this Food Establishment?

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 ‘yes’, is the bulk-cooling plan attached to this application Yes , No

Please Include Any Additional Information Here:

Are there any special components, operational considerations, or special menu items planned for your Food Establishment that were not already addressed in these questions? If 'yes', please explain below.

Oregon Food Code (Food Sanitation Rules, OAR 333-150, OAR: 333-162):

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:

<https://www.oregon.gov/oha/PH/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):

_____ Check for digital signature only: Date: _____

_____ Check for digital signature only: Date: _____

_____ Check for digital signature only: 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*