

**New Hampshire Department of Health and Human Services
Division of Public Health Services**

Food Establishment Floor Plan Submittal Tip Sheet

The review of the plans and specifications for a food establishment is designed to help you construct a facility that meets the requirements of *He-P 2300, The New Hampshire Rules for the Sanitary Production and Distribution of Food*. Each application is reviewed individually as the specific requirements for the amount of refrigeration, storage space and number of sinks is based on the amount of food being prepared and nature of the food operation. The feedback on the plans and specifications is conducted based upon the analysis of the information provided in the application

A plan review is required for: all new food establishments; existing structures that are being converted into food establishments; and, remodeled food establishments. *The application is to be submitted not less than 45 days before any construction is started.* A plan review fee of \$75.00 is required; make checks payable to: *Treasurer, State of New Hampshire*. He-P 2306.02(a)7 provides for an administrative fine of \$300.00 for plans not submitted as required by He-P 2304.01(a)5

Please read "Required Documents Checklist" below. Take special note that **a menu and schematic drawings are required.**

Floor Plan Submittal Required Documents Checklist

- Proposed menu or list of food and beverages to be offered.
- Plans and Specifications:
 - Plan drawn to scale. Number each item on the drawing and use a legend. The legend should list each piece of food equipment that is on the drawing.

The plan should include:

- Location of all food equipment. Each piece of equipment must be clearly labeled, marked, or identified.
- Location of specific areas where food is prepared.
- Location of all refrigeration. **COMMERCIAL REFRIGERATION IS REQUIRED.** There must be adequate refrigeration and enough refrigeration space to maintain food temperatures and to properly cool food.
- Location of all sinks.
 - **Required Sinks:**
 - **Handwashing Sink(s).** Sinks must be an adequate number, convenient and accessible to all food preparation areas, warewashing areas and restrooms.
 - **3 Compartment Sink.** Compartments shall be large enough to submerge the largest piece of equipment. Sink shall be of seamless design (rounded corners) and shall conform to NSF/ANSI standards and have drain boards on each side.
 - **Food preparation sink.** The food prep sink shall be of seamless design (rounded corners) and conform to NSF/ANSI standards.
 - **Service sink or curbed cleaning facility.** There shall be a mop sink with facilities for hanging wet mops or similar wet cleaning tools and for the disposal of mop water and similar liquid waste.
- Location of toilet facilities/restrooms. Identify the locations of the restrooms. At least 1 toilet and not fewer than the toilets required by law, RSA 155:40, shall be provided.