



FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

Establishment Information:

_____ **New** _____ **Change of Ownership**
 _____ **Remodel** _____ **Menu/Equip Change**
 _____ **HACCP** _____ **Change of Use**

Application Date: _____

Service	Fee	
Full/Base Review	\$285	\$285
Change of Ownership	\$145	
Minor Remodel	\$145	
HACCP/Process Review	\$145	
Add'l Endorsement(s)	\$60	
Resubmittal Fee	\$100	
Non-Public Water Review	\$145	
Wastewater Review	\$60	
HACCP/Process Review	\$145	
Total	--	

Name of Establishment: _____

Establishment Address: _____ **City:** _____

Contact Name: _____ **Title:** _____

Contact Mailing Address: _____

Mailing City: _____ **Mailing State:** _____ **Zip:** _____

Contact Phone: _____ **Email:** _____

Below for MCCHD Use ONLY: Intake Review

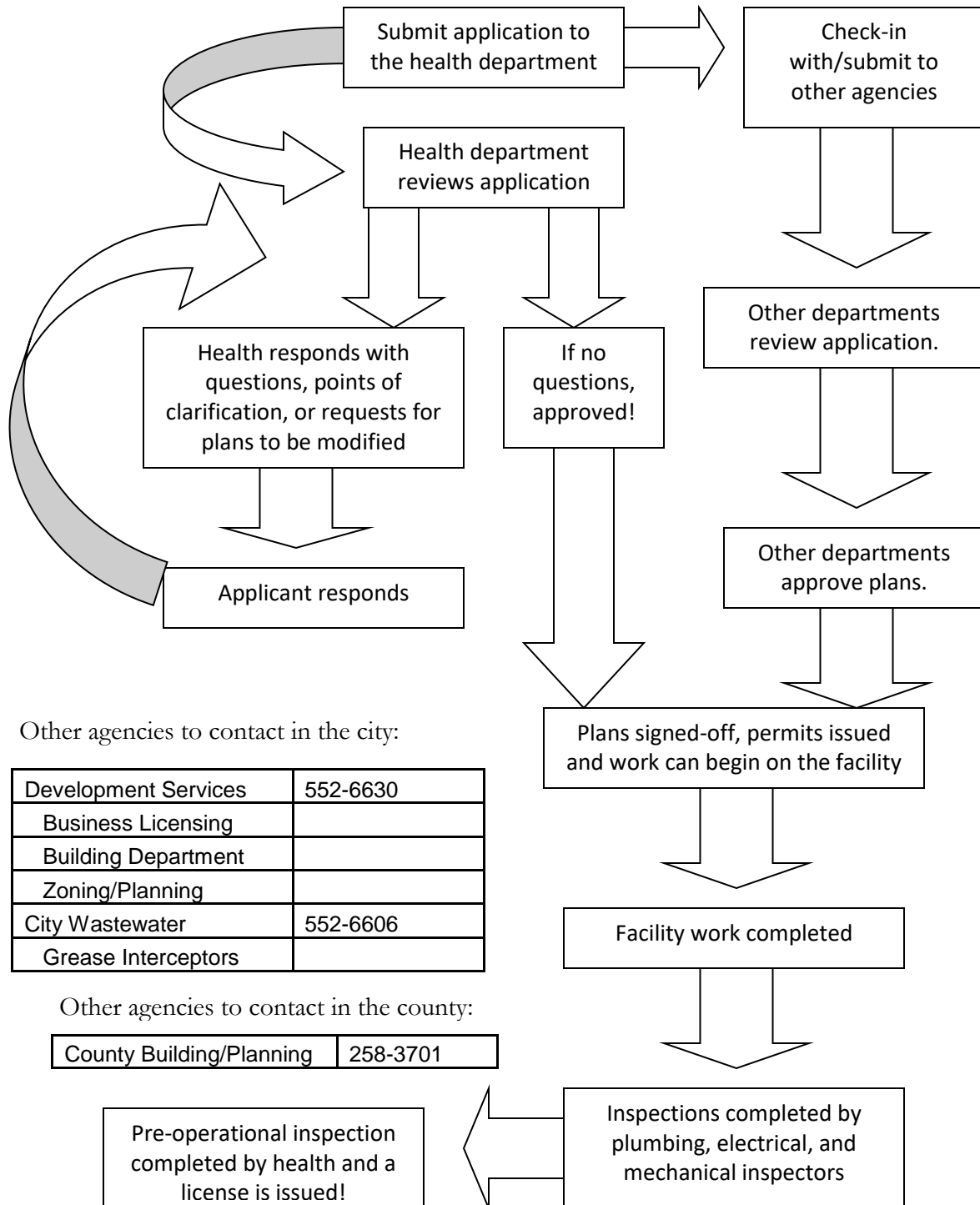
Included	N/A	
		Completed and Signed Application Form
		Floor Plan:
		Equipment Layout
		Plumbing Layout w/ Drain Types
		Hoods Labeled w/ Type
		Spec Sheets or Make/Model List
		Commissary Agreement/Letter of Intent
		Site Plan
		Water/Wastewater Information
		Menu
		Process Authority or HACCP Sheets

Intake Sanitarian: _____

Date: _____

Sanitarian Comments: _____

Process Overview



Other agencies to contact in the city:

Development Services	552-6630
Business Licensing	
Building Department	
Zoning/Planning	
City Wastewater	552-6606
Grease Interceptors	

Other agencies to contact in the county:

County Building/Planning	258-3701
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Guidelines for an Efficient Review Process

While we can complete some reviews in a couple of weeks, we may need 30-60 days depending on staff resources and the quality of the application submitted. To make your review process as fast and easy as possible, ensure the following:

- Turn in a complete application that is easy to read.
- Check-in with other agencies during the review process.
- Submit 30-60 days before needing building permits for construction or remodel. Submit to health before applying for building permits.
- Do not start construction or remodeling before getting an approval letter.
- Submit an application that reflects how you intend to operate at the time of licensing.
- Make decisions! Don't submit things "in flux." Submit the final copies of your menu, floor plan, and equipment list. Changes to these items may result in delays or additional fees.
- Respond quickly to questions from the reviewer.
- If something asked in the application does not apply to the operation, don't leave items blank, write "N/A."
- Work with your architect to ensure that food facility information is easily accessible on the plans. Your review will take longer if the information is scattered throughout the drawings.

Items to Submit

- Application form: completed and signed
- Menu
- Site plan showing parking areas, streets, dumpsters, and the locations of the septic system and well, if applicable.
- Facility floor plans, no larger than 11x17 printed or provided electronically that clearly show the locations of all sinks, hoods, and equipment.
- Specification sheets for all food equipment. If you cannot provide specification sheets, a "make and model" list may be an adequate substitute if approved by the department.
- Plumbing plans (i.e., domestic and waste and vent) that show water to each plumbed fixture as well as how wastewater will be conveyed from sinks and equipment. This plan must show locations of floor sinks, backflow prevention devices, and indicate which fixtures are indirectly connected to waste.
- Ventilation plan showing locations and types of hoods if not shown on the floor plan.
- HACCP or Special Process information, if applicable.

Other Licenses and Regulatory Agencies

- You may need to comply with codes from other agencies like building, fire, zoning, and the Department of Revenue. While it is not the health department's responsibility to enforce their regulations, there may be instances where you cannot be approved to operate until you comply with their rules.
- A business license is required if you operate in the City of Missoula.

Food Preparation Review

Type of food service (check all that apply):

- | | |
|----------------------------|------------------------------|
| _____ Food Service | _____ Sit Down Meals |
| _____ Bar/Tavern | _____ Catering |
| _____ Meat Market | _____ Delivery/Take Out |
| _____ Retail Manufacturing | _____ Perishable Food Dealer |
| _____ Deli | _____ Bakery |
| _____ Produce | _____ Other: _____ |

Number of seats: _____ Maximum number of employees per shift: _____

Hours of operation (Opening time to closing time each day):

Sun _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

Estimated number of customers: Breakfast _____ Lunch _____ Dinner _____

Food Supplies:

Note: if sources are not easily recognized as licensed and approved, your reviewer may request additional information.

	Vendor/Supplier	Delivery Frequency/Week
Meat		
Seafood		
Dairy		
Produce		
Baked Goods		
Ice		
Eggs		
Spices		
Grains, Beans		
Other:		

If you plan to pick-up your supplies, discuss how you will keep foods temperature controlled and protected from contamination during transport.

What is the maximum time that food would spend in the vehicle? _____

Food Storage and Protection:

	Number of Storage or Shelving Units	Cubic Feet
Dry Storage		
Refrigerated Storage		
Frozen Storage		

1. How will you ensure that storage units hold appropriate temperatures?

 2. Will you store raw animal foods in the same refrigerators as ready-to-eat foods? _____
 3. If yes, to #2, top to bottom, how will you store raw animal products in refrigeration units:

 4. How will you keep food and single-service items (e.g. paper cups) off the floor?

 5. Where will you store chemicals? _____
 6. You must date mark Time-Temperature Controlled for Safety foods (TCS) upon preparation or opening the manufacturer's packaging. Describe your date marking system.

- How long will you keep cold, ready-to-eat TCS foods after preparation or opening?

7. How will staff ensure proper rotation of foods and timely discard of expired items?

 8. How will you ensure that products are checked upon delivery and received in temperature and in good condition? Please include expected condition of received food and when you will reject products. If more space is needed, please attach a receiving procedure.

Thawing:

Check here no food will be thawed at the establishment and proceed to the next section: _____

Indicate how you will thaw foods by writing the food to be thawed next to the intended process. Then, note the equipment or sink that you will use for the chosen method.

Thawing Method	Food to be Thawed	Equipment/Sink Used
Refrigeration		
Cool Running Water		
Microwave (immediately before cooking)		
Cooked from Frozen		
Other (describe): _____		

Cooking Foods and Consumer Advisory:

1. Which raw animal proteins will you cook onsite? _____
2. What equipment will you use to cook or heat foods?

3. How will you verify that foods are properly cooked? _____
4. Will any shellfish, seafood, or fish be served undercooked or raw? _____

If so, describe the parasite controls used (i.e. provide freeze-kill documentation, describe the freeze-kill process, discuss shell tags) or attach additional documents. _____

5. List any other raw or undercooked animal products that you intend to serve (e.g. rare steaks, hollandaise, or Caesar with raw eggs)? _____

How will you warn customers of their increased risk of foodborne illness when consuming the above items? _____

6. Will you use a partial cooking process for raw animal products (e.g., food cooked part-way, then cooled, and then completely cooked before service)? _____

If so, attach a written procedure outlining length of initial heat step, how you will cool the partially cooked item, how you will store the partially cooked product (include temperature, labeling, and location), and what you will heat the product to before service. Be specific with each step and discuss monitoring methods and management oversight.

Hot and Cold Holding; Holding Without Temperature Control:

1. What equipment will you use to maintain hot TCS foods at 135°F or higher? _____

2. What equipment will you use to maintain cold TCS foods at 41°F or lower? _____

3. What TCS foods will you hold without temperature control, aka “time-control” (e.g. hot catered food held in insulated container, cold TCS food held on ice)?

If you will use “time-control” for TCS foods, attach your written procedure. The procedure must contain starting temperatures, length of time that food will sit without mechanical temperature control, description of the time tracking system, and other monitoring methods.

Cooling:

Check here if you will not cool foods, including leftovers, and proceed to the next section: _____

Fill out the table on the next page indicating the types of foods that will be cooled, the anticipated amount of food you will cool at one time (# of gallons, pans, pounds), the cooling method that you will use, and which sinks or equipment you will use in the process.

Cooling Method	Thick Meats		Thin Meats		Thick Soups/ Sauces		Thick Soups/ Sauces		Rice/ Noodles		Assembled foods (e.g., sandwiches)		Location: Sinks or Equipment Used
		amt		amt		amt		amt		amt		amt	
Shallow Pans													
Ice Baths													
Reduced Size													
Ice Wands													
Blast Chiller													
Other: _____													

1. List the cooling parameters you will use: the temperatures that foods must reach and how quickly those temperatures are attained. _____

Reheating:

Check here if you will not reheat TCS foods and proceed to the next section: _____

1. What items will you reheat for hot holding? _____

2. What equipment will you use to reheat foods? _____

3. What temperature will you reheat food to prior to hot holding? _____

Thermometers:

Indicate the types of thermometers that you will use and describe their intended use (e.g., monitoring refrigerator temps, taking internal cooking temps).

Thermometer Type	Used? Y/N	Intended Use
Bimetallic Stemmed (Dial)		
Ambient Thermometer		
Digital/Thermocouple		
Infrared (Laser)		

1. How often will you calibrate thermometers? _____
2. Describe the calibration process, including the temperature to which the thermometer will be calibrated.

Food Safety Training:

1. Employees trained in proper food handling techniques are an asset to food service operations. Describe your employee training program (e.g. corporate videos, in-house training, sending employees to ServSafe) _____

2. Well-trained, active managers are also critical to a safe food operation. What food safety training will managers receive?

3. Active Managerial Controls can help prevent foodborne illness. These may include time-temperature logs, HACCP plans, training and oversight, or Standard Operating Procedures. Describe the Active Managerial Controls that you plan to use.

Handling and Hygiene:

1. Employee cleanliness and good hygienic practices are essential to food safety. **Describe** your policies for the following areas of concern or attach a written policy:

Area of Concern	Policy/Requirement
Bathing/General Cleanliness	
Hair Restraint	
Fingernails—length, false nails, polish	
Jewelry on hands and arms	
Clothes/Uniform/Aprons	
Cuts/Wounds	

2. Proper exclusion of ill employees is essential in preventing the spread of foodborne illness. List the symptoms and diagnoses for which you will send an employee home. _____

3. When must employees wash hands? _____

4. Food handlers cannot touch ready-to-eat foods with their bare hands. What barriers will you and your staff use when handling ready-to-eat foods? _____

General Preparation:

1. What produce (e.g. fruits, vegetables, herbs) will you wash before use? _____

Where will you wash the above items? _____

Are there any produce items that you do not plan to wash? If so, why? _____

2. Will you prechill components of cold assembled foods (e.g. tuna salad, chicken salad) be pre-chilled prior to assembly? _____

If not, describe how the product will be quickly chilled to 41 °F. _____

3. How will you minimize the amount of time that food spends in the temperature danger zone between 41 °F and 135 °F? (e.g. only work with small batches, work in cold room, cook to order only, etc.) _____

4. Do you plan to do any of the following processes onsite?

Process	Yes/No	Foods Processed/Produced
Smoking for preservation		
Curing		
Use Additives (including acidifying sushi rice)		
Vacuum Packaging		
Sous Vide (vac sealing food and cooking in a water bath)		
Cook Chill (sealing cooked product in a bag and ice bathing)		
Juicing		
Seed Sprouting		
Custom Cutting		
Fermentation		

Attach a HACCP plan and process authority documentation for each food processed by the above methods.

Cleaning and Sanitizing:

- Will you have a three-compartment sink? _____
 Dimensions of each compartment (length, width, depth) _____
 Size of your largest dish or piece of equipment _____
 Does the sink have drain boards? _____

If not, describe how you will provide enough dish drying space.

- What sanitizer will you use in the three-compartment sink? In your sanitizer buckets? What concentration and contact time will your chemical need?

Sanitizer	Concentration	Contact Time	Bucket or 3-Comp
Chlorine (aka, bleach water)			
Quat Ammonium Compounds			
Iodine			

- How will staff ensure that sanitizer is at the correct concentration? _____

- Describe the manual dishwashing process you will use. _____

5. Will you use a dish machine? _____
How will the machine sanitize dishware and utensils? _____
6. Prep tables, make line cutting boards, and stationary equipment need cleaned and sanitized in place. Describe the cleaning and sanitizing procedure for these items.

7. How often will you wash, rinse, and sanitize in-use items (e.g. grill line utensils, blenders, meat slicers)? _____
8. Attach a master cleaning schedule for daily, weekly, and monthly cleaning tasks.
9. Attach the “Vomit and Diarrhea Accident Response Plan” that you will use.

Delivery:

Check here if you do not plan to deliver foods and proceed to the next section: _____

1. Do you plan to deliver food to other businesses, such as grocery stores and restaurants? ____
2. Will you offer all of your menu items for delivery? _____
If you are only offering select items by delivery, please list. _____

3. How will you protect food from contamination during transport?

4. How will you keep TCS items hot or cold during transport? _____

5. What is your estimated delivery area by mileage or drive time? _____

Catering Service

Check here if you do not plan on catering events and proceed to the facility section: _____

Indoor/Outdoor Event Set-up:

*** It is essential that food safety measures are in place at offsite events the same as they would be in a permanent kitchen.

1. Hand washing must be available at points of food prep and service. If a hand sink is not available in the service area, you must provide a hand washing station. Describe the hand wash station that you will use. Restrooms are not approved hand sinks.

2. How will you ensure utensils are adequately rotated? Utensils need rotated anytime they become contaminated or have been in-use for four hours. _____

3. How will you provide overhead and ground cover for outdoor events? How will service areas be protected during inclement weather? _____

4. How will you keep food above 135°F or below 41°F during transport and service?

5. If you plan to use time instead of temperature control, please describe your system, including how you will track time. _____

Please note that if events last longer than 4 hours (including transport, set-up, and service), mechanical refrigeration or hot holding equipment may be required.

6. What items will you reheat onsite? _____
How will you do that? _____

7. What items will you cook onsite? _____
What cooking equipment will you use? _____

8. Will you take any food back to the commissary and re-serve it? _____

9. What kind of surface sanitizer will you use? _____

I understand that proper set up at the event site is crucial to safe food service. I also recognize that my retail catering license only applies to onsite events at my establishment location or offsite events under contract for a set amount of goods or services.

X _____
(signature of applicant)

Facility Review

_____ **I am applying to have my own licensed kitchen in Missoula County** and have included all spec sheets, floor plans, and other facility information for review. The information in the subsequent sections pertains to my planned facility.

_____ **I am applying to be a commissary kitchen that rents to multiple users** and have included all spec sheets, floor plans, and other facility information for you to review. The information in the subsequent sections pertains to my planned facility. I understand that the equipment or sinks proposed in this review, as well as available storage space, will determine which renters get approved to use my facility.

_____ **I do not have my own kitchen facilities and will be using a Commissary Kitchen.**

Commissary Name: _____

*Attach a **commissary agreement letter or letter of intent** signed by the manager or owner of the licensed kitchen that you would like to use.

*Include a **current floor plan of the commissary kitchen and equipment schedule**. You may use the floor plan on file at the department if you have reviewed the floor plan and included any updates/changes/additions to it since the last review. Add any equipment that you propose to bring into the facility and indicate where you will store your items as well as the prep space that you will use. Initial and date the plan to show that you have reviewed it and that it is correct to the best of your knowledge.

*Attach any spec sheets for equipment you are adding to the facility.

*Is this commissary used by others? _____ If so, how will you keep your operation separate from other kitchen users? You must be able to store things separately and have separation by time or space during preparation.

I understand that by submitting this signed application that I must prepare and store food in the commissary and that no items may be made or stored in a private residence.

Finish Schedule (Surfaces):

Describe finish materials for the following areas of the facility. For the most efficient review, do not leave blank or state “see plans.”

	Floor	Cove Base	Walls	Ceiling
Kitchen				
Bar				
Dry Storage				
Walk-in Refrigeration				
Toilet Rooms				
Garbage Storage				
Mop/Utility				
Dishwashing				
Receiving				
Other: _____				

Do you plan to store any food or single-service items in any of the following areas?

- _____ Bathrooms
- _____ Under stairwells
- _____ Under unshielded water or sewer lines
- _____ Mechanical rooms
- _____ Outside sheds/storage units
- _____ Detached refrigeration units

Plumbing:

1. Describe the components of a properly stocked hand sink: _____

2. Will any hand sinks have metered faucets? _____
3. Will all hand sinks have hot and cold running water under pressure? _____
4. Where will you dispose of mop water? _____
5. If you have a walk-in freezer/cooler, how will you shield condensate drain lines?

Plumbing Connections and Drain Lines:

Complete the following table indicating the type of waste connection for each fixture or piece of equipment (i.e. indirect via an air gap, direct to the sewer).

Fixture/Equipment	Direct	Indirect
Ice Machine		
Ice Bin		
Food Prep Sink		
Three-compartment Sink		
Running Water Dipper Well		
Rinse Sink		
Dish Machine		
Beverage Systems (soda dispenser, tap beer, espresso machine)		
Steam Table/Bain-marie/Steam Kettle		
Plumbed Drainboards		
Condensate Drain Lines for Refrigeration		

Indicate backflow prevention devices will be installed (e.g., vacuum breaker, double-check valve).

	Backflow Device Installed	Equipment/Fixture N/A
Inlet to Garbage Disposal		
Fill Line for Steam Kettle or Bain-marie		
Supply Line for Dish Machine		
Garbage Can Washer		
Perforated Pipe to Woks		
Mop/Utility Sink with Hose Connection		
Inlet to Plumbed Chemical Station		

Insect and Rodent Control:

1. Do you plan to prop open doors or windows in any section of the facility? _____

If yes, describe how you will prevent pests from entering. _____

2. Will you have a pest control provider? _____

If so, who will be your service provider? _____

3. Will you provide your own pest control services? _____ If so, describe the pest controls will you use (e.g. mouse traps, pesticides). If pesticides are used, you must include a spec sheet for the chemical you plan to use and describe how you will ensure that food and equipment do not get contaminated through its use. _____

Garbage Storage and Disposal:

1. Will you store garbage or recyclables inside (e.g. garbage room, compactor)? _____
2. Will all garbage cans inside have liners? _____ Lids when not in use? _____
3. Where will you clean garbage cans? _____
4. Will a commercial dumpster be provided for outside storage and pickup? _____
5. What garbage collection service will be used? _____
6. Frequency of garbage pickup will be _____ times per week.
7. Where will recycling be stored outside? _____

Employee Dressing Rooms and Personal Storage:

1. Where will employees be able to change clothes? _____
2. Where will employees be able to store personal items? _____

Toilet Rooms – Employee and Public:

1. Will bathrooms be available to the public? _____
2. Will employees have separate restrooms? _____
3. Will employee bathrooms be within 200 feet of the prep or service area? _____
If bathrooms are not available in the same building as the establishment, state where
bathrooms are located and include a bathroom use agreement signed by the owner/manager
of the building in which bathrooms are located. _____
4. Are all bathroom doors self-closing? _____
5. Do bathrooms have active or passive ventilation? _____

Toxic Materials:

1. Where will toxic materials be stored? _____
2. If toxic materials are stored in the same area as food or single-service items, explain how
chemical contamination of these items will be prevented. _____

3. Will chemicals be stored in secured areas or under constant supervision? _____

Laundry Facilities:

1. Where will dirty linens, towels, aprons, or uniforms be stored? _____
2. List any items that will be laundered onsite. _____

3. State where laundry facilities will be located on the premises, if applicable. _____

4. Will a dryer be available? _____

Water Supply:

Will the establishment serve 25 or more people per day for at least 60 days out of the year?

If yes, a Public Water Supply (PWS) is required. Indicate below the PWS that will serve your establishment.

Missoula Water (PWS# 294) _____

Lolo Municipal (PWS# 278) _____

If other, please list the PWS# _____

If you meet the definition of a PWS and your system is not yet approved, contact the Montana Department of Environmental Quality, Public Water Supply Division (DEQ-PWS) at 406-444-4400. Note that we cannot issue an approval letter until DEQ-PWS has approved the water supply.

If the establishment does not serve 25 or more people per day for at least 60 days out of the year, our department must review the water supply as a non-public system. Contact a Land Sanitarian at 406-258-4755. Note that we cannot issue an approval letter until the non-public system is approved.

Wastewater Disposal:

Indicate the wastewater system used. Note that if the establishment meets the definition of a Public Water Supply, it will need to be served by an approved public wastewater system such as a municipal sewerage system.

Missoula Municipal Wastewater _____

Lolo Municipal Wastewater _____

If other, list the septic permit# _____

For information regarding septic systems, including existing systems, please contact a Land Sanitarian at 406-258-4755.

For information regarding grease interceptors and Missoula Municipal Wastewater requirements, please call 406-552-6606.

Food Safety During a Remodel

This section applies to facilities that will operate while remodeling or during construction.

Check here if the facility will not operate during construction or remodeling: _____

1. What areas of the facility will be operational during construction/remodeling: _____

2. Estimated time that food preparation and service areas will be affected? _____
3. What menu will be offered during construction: _____

4. Will any utilities be disrupted during operational hours (e.g. no power, water, or hot water)? _____
_____ If so, how will the food establishment ensure safety without utilities? _____

5. Will any sinks be inaccessible or removed during the project? _____ If so, which ones? _____

How will food safety needs be met when sinks are not available? _____

6. Will there be a reduction in refrigeration capacity during the project? _____
If so, how much? _____

How will refrigeration needs be met during the project? _____

7. How will remodel/construction activities be separated from food preparation, service, and storage areas? _____

I understand that construction activities cannot compromise food safety and that I may need to change my plan to protect public health. The department may require a reduced menu, use of disposable dishware and utensils, or a reduction in the facility's operational hours if construction disrupts utilities or impacts food safety. If conditions change during the remodel, including an unexpected disruption in utilities, I understand that I need to call the health department for operational assistance.

Applicant Signature:

Statement:

I certify that the information included in this application is correct, including the attached floor plans, equipment lists, and submitted menu. I understand that any deviation from the provided information may incur additional review fees and may delay approval. I also recognize that changes made after the department issues an approval letter may nullify the approval for this review without prior permission of the health department.

By submitting this signed application, **I acknowledge that the process may take 30 to 60 days and that MCCHD reviews applications in the order that they are received.** I further recognize that it is my responsibility to contact other regulatory agencies and that an approval letter issued by the health department does not indicate compliance with any other code, law, or regulation that may apply whether federal, state, or local. It also does not constitute endorsement or acceptance of the completed establishment (structure or equipment). I understand that a pre-operational inspection of the establishment to assess functional equipment, sinks, and other fixtures is required to determine compliance with food service establishment regulations and that before the facility can operate, the department must issue a food purveyor's license.

Signature of Responsible Representative: _____

Printed Name of Representative: _____

Date: _____