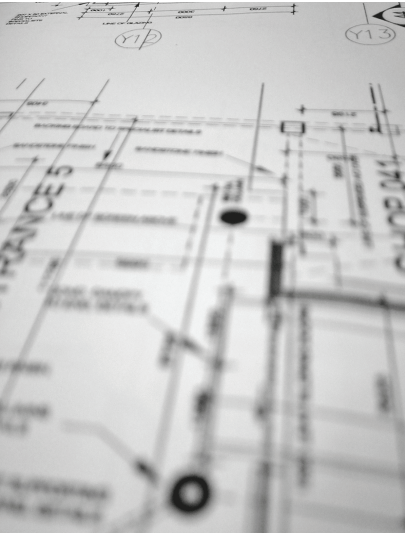


**A CONSTRUCTION INDUSTRY AND OWNERS GUIDE  
TO FOOD ESTABLISHMENTS IN ALBUQUERQUE**

# PLANNING IS CRUCIAL

DESIGN YOUR NEW FOOD SERVICE ESTABLISHMENT WITH THE BASICS IN MIND.



## STARTING WITH BASIC PRIORITIES

MAKE SURE THAT:

- All structural and operational requirements of the appropriate ordinances will be met. Copies of City Ordinances are available for review in the City Clerk's Office. Ordinances may also be viewed online at [www.cabq.gov](http://www.cabq.gov).
- Foods on the premises will not be contaminated by rodents, insects or filth.
- You arrange your facility and equipment to minimize potential food contamination by employees and patrons, yet maximize the ease of operating equipment.
- You optimize easy, effective and efficient cleaning, sanitizing and maintenance of your food service equipment and surrounding areas.

## WHEN ARE PLANS REQUIRED?

- If you are building your new food facility from the ground up.
- If the space you are renting has not been a food business in its most recent use.
- If you are making changes to an existing food business plans *may* be required.
- If you are taking ownership of an existing restaurant and aren't remodeling, plans are not required. Call the Environmental Health Department at (505) 924.3623 to schedule a pre-opening inspection.
- For more details you can go on line to see the [City of Albuquerque Revised Ordinances, Chapter 9, Article 6: Albuquerque Food Sanitation Ordinance](#) or the [2009 Federal Food Code](#).



## WHAT'S THE MENU?

- Your menu is integral to the Environmental Health plan review process.
- Please include a menu or list of foods and beverages you will be offering along with your plans.

IN A RUSH? TRY

**FasTrax**  
EXPEDITED PROCESSING

- FasTrax is an optional fee-based service.
- Reduced time for plan review.
- Assigned plan expeditor.
- Guaranteed initial plan review completion date.
- Faster, easier, simpler.
- FasTrax services are available from 8 AM to 5 PM Mondays through Fridays on the ground floor of Plaza del Sol, 600 Second NW.

To inquire about or request FasTrax service - call 505-924-3959 or 505-924-3313.

# KEYS TO SUCCESS

PROPER FACILITY DESIGN WHERE  
DELICIOUS, WHOLESOME AND SAFE  
FOOD IS SERVED.



## PLAN APPROVAL PROCESS

- ALL plans must get prior approval from the City agencies listed at the left before you begin construction.
- Submit your architectural plans to the Plan Check Office,.
- The plans will then be routed and reviewed by the appropriate City agencies.

## APPROVING AGENCIES

### City of Albuquerque

#### Environmental Health Department

##### Plan Review Section

2nd & Roma NW  
(505) 924-3623

#### Planning Department

2nd & Roma NW

- **Building and Inspection**  
(505) 924-3959
- **Mechanical/Plumbing**  
(505) 924-3957
- **Electrical Inspection**  
(505) 924-3313
- **Zoning**  
(505) 924-3457
- **Hydrology**  
(505) 924-3981
- **Solid Waste Disposal**  
(505) 924-3631
- **Transportation Development**  
(505) 924-3630

#### Fire Department

##### Inspection Division

2nd & Roma NW  
(505) 924-3611

## SUBMIT YOUR PLANS FOR REVIEW

1. Submit your plans to the Plan Check Office at [600 2nd St. NW](#).
2. Plans will then be routed and reviewed by the appropriate City agencies.
3. **All construction plans must be certified by a Registered New Mexico Professional Architect and/or Engineer.**
4. Following approval by the appropriate City agencies, you will be issued a building permit. This permit allows you to begin construction or remodeling activities. Construction may not begin until a building permit is issued.
5. If a building is going to be demolished, you need a demolition permit. Call the Building Department at (505) 924-3965.
6. Once construction is complete, the Environmental Health Plan Review Section will conduct a final construction inspection then issue you a Certificate of Occupancy.
  - ⇒ Please call (505) 924-3623 at least 24 hours in advance before a final Environmental Health Construction Inspection is desired.
7. Once the Certificate of Occupancy is issued, a Pre-Opening Operational Inspection must be conducted before you can open for business.
  - ⇒ Please call (505) 768-2600 to schedule this inspection.
8. You may register the business with city treasury prior to completion of the work.
9. If you need a health permit in order to begin the process of applying for a liquor license call (505) 768-2716.

For further information on the plan submittal and review process please call (505) 924-3965.

# PLAN REVIEW REQUIREMENTS

## RESTROOM:

- Toilet facilities for public and employee use as required by law. Access to public restrooms may not be through the food processing area. Illustrate soap and towel dispensers and waste receptacles on the plans.
- Soap and paper towel dispensers (electric hand dryers may be used in lieu of disposable towel dispensers in restrooms).
- Self-closing doors at restrooms.
- Sanitary napkin disposal container or covered waste receptacle in women's restrooms.
- Mechanical ventilation is required.



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## LIGHTING:

- At least 110 lux (10 foot candles) at a distance of 30" above the floor is required in walk-in refrigeration units and dry storage areas.
- At least 220 lux (20 foot candles) are required at a surface where food is provided to customers (such as a buffet) or where fresh produce or packaged food is sold or offered to consumers. Similar lighting is required inside reach in or under counter refrigerators and at a distance of 30" above the floor in areas used for hand washing, ware-washing, toilets and equipment storage areas.
- At least 540 lux (50 foot candles) is required in all areas where employees work with utensils such as knives, slicers, saws or grinders and any areas where employee safety is a concern.
- Illustrate the source of lighting and ventilation for each room as required. Protective coverings over lighting in food preparation areas are required.

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## PLUMBING:

- Three-compartment sink with two drain boards at least 18" in width is required in all food establishments and bars.
- Dishwasher or glass washer (optional) must be NSF (National Sanitation Foundation) listed.
- Hand washing sink(s) with mixing type faucet and soap and paper towel dispensers. The sink must be used exclusively for hand washing and must remain accessible at all times.
- Hand washing sinks shall be conveniently located near food preparation and dishwashing areas. Hand washing sinks should be within 25' of work stations. Splash guards may be required if the hand wash sinks abut food preparation or service areas.
- A dedicated vegetable or food preparation sink is strongly recommended.
- A utility or mop sink or curbed cleaning facility is required. Mop water may not be disposed of in toilets. Mop sink area must be provided with hot and cold water at a mixing faucet, racks or other means to air dry mops must be supplied. Draw a vacuum breaker on the plans, if a hose can be attached to a faucet.
- Plumbing riser and waste schematic for any plumbing work performed.
- Provide an equipment layout and information on drainage requirements for specific equipment.
- The utensil washing facility must be at least a three (3) compartment sink with two (2) 18" drain boards. Each sink compartment must be large enough to accommodate the largest pot or utensil.
- Adequate hot water is required. Peak hot water demand calculations must be provided on plans, including tank size and recovery rate of hot water heater.
- Indirect drainage to an approved receptor via an air gap is required for any food related equipment. This includes all sinks used for food preparation or ware washing. Other equipment may include a walk-in cooler drain, dishwasher, ice and soda machines, ice cream dipper wells, salad bars and steam tables.
- Backflow/anti-siphonage protection is required for all hose bibs. Additional protection devices are required on equipment plumbed with a waterline.
- Grease traps are required for all businesses with a three compartment sink regardless of menu.
- Grease trap size calculations are required on plans.
- For grease trap requirements, consult the Uniform Plumbing Code and the City of Albuquerque, Plumbing and Mechanical Section. Albuquerque Bernalillo County Water Utility Authority, Pollution Prevention Program also requires the installation of grease traps in food businesses.
- For dumpster drainage requirements, consult City of Albuquerque Solid Waste Disposal 924-3631.
- Where water heaters are more than 60' from fixtures, a recirculation pump may be required or multiple water heaters may be installed.

## ELECTRICAL:

- Spec sheets are required for all food related equipment. Spec sheets must be attached to the plan set.
- All equipment used in food establishments must be certified by an NSF or other ANSI accredited certification program. Electrical equipment must be UL listed or have other approved safety certification. All equipment must be commercial – no residential equipment is allowed.
- A floor plan indicating placement of equipment is required for plan review purposes.
- All equipment shall be constructed of approved material and be easily cleanable.
- Table mounted equipment must be sealed to the table or counter OR elevated on legs to provide 4" clearance between equipment and table or counter to facilitate cleaning.
- Floor mounted equipment should be mounted on castors or wheels whenever possible to facilitate cleaning.
- Floor mounted equipment not mounted on wheels or castors should be sealed to the floor around the entire perimeter of the equipment. The sealing compound should be pliable, retain elasticity and provide a waterproof and vermin proof joint.
- Equipment elevated on legs must provide at least a 6" clearance between the floor and the equipment.
- Equipment not easily moveable by one person must have adequate space between and behind equipment to be sufficient to permit cleaning.
- Equipment butted together or having spreader plates, the resulting joints must prohibit the accumulation of debris.
- Equipment butted against a wall must be sealed or sealed to the wall to prevent liquid waste, dust and debris from collecting between the wall and the equipment.
- A minimum two section storage facility is required to store toxic items such as cleaners, sanitizer, insecticides and rodenticides. Illustrate location and the design of the storage unit.



## EXHAUST HOODS:

- The Fire Marshal determines if and when an exhaust hood is required.
- Type I Hoods are required over cooking equipment that produces grease, smoke, excessive steam, heat, condensation, particulate matter, odors or create indoor sanitation and indoor air quality problems.
- Type II Hoods shall be installed over equipment that produces steam, heat, mists, condensation, fumes, and non-grease laden vapors.
- Completely enclosed electric convection ovens, microwave ovens, toasters, coffee makers, steam tables, rice cookers and other equipment that doesn't create indoor air quality or sanitation problems are not required to be installed under an exhaust hood. Equipment that meets UL 197 standards do not need to be installed under exhaust hoods, enclosed chicken rotisseries, are an example of this type of equipment.

## ROOM FINISH:

- A finish schedule for walls, floors, ceilings and coved juncture base must be provided for food prep areas, dish wash area, storage and restrooms for Plan Review purposes.
- Walls and ceilings shall be light colored, smooth, nonabsorbent and easily cleanable. Food areas with ceiling tile must have vinyl faced, smooth, non-fissured easily cleanable tiles.
- Exposed Concrete Masonry Unit (CMU) walls are acceptable as long as the mortar joints are flush, are thoroughly sealed and painted with at least two coats of enamel or polyurethane.
- FRP panels or other nonabsorbent water resistant wall protection is recommended in dish washing or other wet areas, such as around mop sinks.
- Stainless steel panels should be installed under exhaust hoods, behind cooking equipment.

## BUILD TO KEEP PESTS OUT:

- Minimum #16 mesh screens are required on all operable windows.
- Include screen doors on all doors that employees might be tempted to open for ventilation.
- Air curtains are recommended on delivery doors.
- Exterior doors and serving windows must be self-closing.



## FOOD PROTECTION:

Include sneeze guards on buffets and any other areas where food might need protection from contamination.

# CHECK THE STATUS OF PLANS UNDER REVIEW

The status of plans under review, may be checked on line at [www.cabq.gov/planning/bldgsafety](http://www.cabq.gov/planning/bldgsafety)

Scroll down to **Quick Links** and click on **Plan Review Comments**.

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## CONDITIONAL APPROVAL

Although you will be issued a building permit, other conditions apply that must be met. For instance, if your project is located within a landfill gas buffer area, approval from Environmental Health Department, Environmental Services Division may be required. Or, if the project involves air quality issues, you will be directed to contact the Environmental Health Department, Air Quality Division Office at (505) 768-1972 for additional information and requirements.

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## CONSTRUCTION INSPECTIONS CERTIFICATE OF OCCUPANCY HEALTH PERMITS

- After all construction inspections are completed and approved, a certificate of occupancy may be issued.
  - A pre-opening inspection (Operational Inspection and permit application by Environmental Health Dept.) must be conducted prior to opening the food business.
  - Health Permits are not valid until a certificate of occupancy has been issued and all fees have been paid.
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**CITY OF ALBUQUERQUE  
CONSUMER HEALTH PROTECTION DIVISION  
ENVIRONMENTAL HEALTH DEPARTMENT**