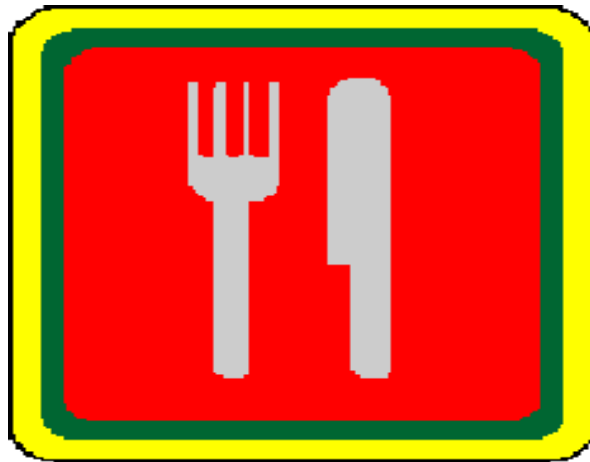


A Construction Industry and Owners Guide to Food Establishments



Bars ♦ Bakeries ♦ Grocery Stores
Processors ♦ Retailers ♦ Restaurants
Other Commercial Kitchens

Table of Contents

The Importance of Planning	1
Plan Approval Process	2
Submitting Plans and the Review Process	3
Plan Review Requirements	4
Information Required on Plans	6
Variance Request Procedures	7

The Importance of Planning

When designing food service establishments, keep in mind the following basic priorities:

- Ensure that all structural and operational requirements of the appropriate ordinances will be met. Copies of applicable ordinances are available at City Treasury (505) 924-3375. Ordinances may also be viewed on www.cabq.gov.
- Ensure that foods on the premises will not be contaminated or adulterated by rodents, insects or filth.
- Ensure that the arrangement of the facilities and equipment will minimize potential food contamination by employees and patrons, while at the same time maximizing ease of operation of equipment.
- Ensure easy, effective and efficient cleaning and maintenance of food service equipment.
- Ensure effective and efficient cleaning and maintenance of the facility and surrounding premises.

Owners of Food Processing and Food Establishments*should have the Operational Specification Review Form for their food service approved prior to issuance of the operational permit. Call 768-2600 to request this form. This form may be submitted at any time prior to operational permitting.

**For specific details, see City of Albuquerque Revised Ordinances, Chapter 9, Article 6: Albuquerque Food Sanitation Ordinance (1994).*

Plan Approval Process

Two key elements to a successful and profitable food service operation are the proper design of the facility and serving the public good, clean, wholesome, safe food. This booklet is designed to help you accomplish these goals.

Please remember that ALL forms of blueprints/plans must get prior approval from the following City agencies before you begin construction. For your convenience, blueprints/plans can be submitted to the Plan Check Office, 600 2nd St. NW, (505) 924-3956. The blueprints/plans will then be routed and reviewed by the appropriate City agencies:

Environmental Health Department

Plan Review Section

2nd & Roma NW

(505) 924-3623

Fire Department Inspection Division

2nd & Roma NW

(505) 924-3612

Planning Department

2nd & Roma NW

Building and Inspection

(505) 924-3368

Mechanical/Plumbing

(505) 924-3365

Electrical Inspection

(505) 924-3313

Zoning

(505) 924-3840

Submitting Plans and the Review Process

- Any form of blueprints/plans must be submitted to the Plan Check Office at 600 2nd Street NW, (505) 924-3956. The blueprints/plans will then be routed and reviewed by the appropriate City agencies: Environmental Health Department, Fire Department, Mechanical/Plumbing and Electrical, Traffic Engineering, Uniform Building Code and Zoning.
- An Architectural Seal is required for new construction and for first-time tenant developments in strip centers.
- Following approval by the appropriate City agencies, a building permit will be issued. This permit will allow you to begin construction or remodeling activities. Construction may not begin until a building permit is issued.
- When construction is completed, a final inspection must be made by the Environmental Health Plan Review Section prior to issuance of a Certificate of Occupancy. Please call at least 24 hours in advance before a final inspection is desired.
- Subsequent to the final construction inspection and issuance of the Certificate of Occupancy, an Operational Inspection must be conducted prior to opening. Please call 768-2600 to schedule this inspection.
- A minimum two section storage facility is required to stock cleaners and polishes, and insecticides and rodenticides. Illustrate location and the design of the storage unit.
- Plumbing riser and waste schematic for any plumbing work performed.
- Toilet facilities for public and/or employee use as required. Access to public restrooms may not be through the food processing area. Illustrate soap and towel dispensers and waste receptacles.
- Equipment layout and information on drainage for specific equipment.
- Location of utensil washing equipment and mop sink.
- 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.
- Hand washing sink(s) with mixing type faucet and soap and paper towel dispensers shall be conveniently located near food preparation and dishwashing areas.
- Mop sink must have running hot and cold water. Illustrate vacuum breaker, if a hose can be attached to a faucet.
- Illustrate the source of lighting and ventilation for each room as required. A protective covering over lighting in food preparation areas is required.

Plan Review Requirements

Restroom Requirements:

- Toilet facilities as required by law.
- Soap and paper towel dispensers (electric hand dryers may be used in lieu of towel dispensers).
- Self-closing doors at restrooms.
- Sanitary napkin disposal container or covered waste receptacle in women's restrooms.
- Mechanical ventilation required.

Plumbing Requirements:

- Three-compartment sink with minimum 18" drain boards. Entire sink must drain indirect unless dedicated vegetable/food preparation sink is provided.
- Dishwasher or glass washer must be NSF (National Sanitation Foundation) listed.
- Hand washing sink(s) with mixing type faucet and soap and paper towel dispensers shall be conveniently located near food preparation and dishwashing areas.
- A dedicated vegetable or food preparation sink is strongly recommended.
- A utility sink or curbed cleaning facility is required.
- Indirect draining to an approved receptor via an air gap is required on any food related equipment. This includes all sinks used for food preparation. Other equipment may include a walk-in cooler drain, dishwasher, ice and coke machines, ice cream dipper wells, salad bars and steam tables.
- Backflow/anti-siphonage protection is required for all hose bibs. Additional protection devices may be required.
- For grease trap requirements, consult the City of Albuquerque Plumbing Code, Plumbing and Mechanical Section.
- For dumpster drainage requirements, consult City of Albuquerque Solid Waste Disposal 924-3631.

Equipment Requirements:

- A floor plan indicating placement of equipment is required for plan review purposes.
- Food preparation and food storage equipment must adequately maintain appropriate food temperatures. *

- All equipment shall be constructed of approved material and be easily cleanable. NSF approved equipment should be used.

Room Finish Requirement:

- A room finish schedule for walls, floors and ceilings 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. Acoustical ceiling tile is not acceptable in bathrooms, food prep and storage areas.
- 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.
- Polyester panels or other nonabsorbent water resistant wall protection is recommended in dish wash or other wet areas.

Information Required on Plans

The Environmental Health Department requires that ALL plans include the following information:

- Name and address of owner.
- Name and address of architect and/or contractor.
- Address of property.
- Plot plan of the property.
- The name of the business and a brief description of the proposed operation.
- All plans must be neatly drawn and labeled in ink, on quality paper or vellum.
- Floor plan drawn on a scale of 1/4" to 1'.
- The type of materials used in construction. Also include the type of materials used to finish floors, walls, ceilings and floor-wall junctures.
- Location and size of storage room(s).
- Employee dressing room(s) or storage areas for employee personal belongings.
- The Environmental Health Department requires that prior to acceptance of non-professionally prepared plans, the applicant must consult city agencies, such as Zoning, Fire, Plumbing, Mechanical and Electrical. Proof of consultation must be written on both sets of plans.
- All plans must be neatly drawn and labeled in ink on quality paper or vellum * The minimum acceptable size is 8.5 inches by 14 inches.
- All necessary changes, additions or modifications to the plans are to be made in red ink on both sets. The changes must be initialed and dated by the applicant.
- Upon Structural and Operational Inspection approval, an Environmental Health Permit Application should be submitted and the appropriate fee(s) must be paid before an Environmental Health Permit-To-Operate (open) is issued. For additional information on fees, call City Treasury at (505) 924-3375. For information on Permit Application, call Environmental Health Consumer Health Protection Division at (505) 768-2600.

Variance Request Procedures

- A variance may be granted from the requirements provided in the Food Sanitation Ordinance, if it is found, upon presentation of adequate proof, that compliance with a specific part of the ordinance will impose an undue economic burden or hardship upon a business and that granting the variance will not result in a condition injurious to health or safety.
- Any person seeking a variance must do so in writing, stating the reason for the variance request and length of time for which the variance is desired.
- All variance requests will be referred to the Environmental Health Consumer Health Protection Division Manager and will be acted upon within ten (10) working days.
- Under no circumstances will verbal variance requests be considered.



City of Albuquerque Environmental Health Department
Consumer Health Protection Division
One Civic Plaza
Albuquerque, NM 87103
(505) 768-2600 TY: (505) 768-2482
www.cabq.gov/envhealth
Fax: (505) 768-2698

