City of Edina Health Department
4801 West 50th Street
Edina, MN 55424
(952) 826-0370
(952) 826-0390 (Fax)

Food Establishment Plan Review Application

Please Print or Type:

Establishment Name: _____

Establishment Address: _____

Owner

Name: _____

Address: _____

Phone: _____ Email: _____

Primary Contact for Plan Review Approval Process:

Name: _____

Address: _____

Phone: _____ Email: _____

Primary Contact on Job Site (if different than above):

Name: _____

Address: _____

Phone: _____ Email: _____

Plan Review Fee Schedule:

New Food Establishment : 150% of Annual License Fee (Fee Schedule attached)
Remodel of Existing Establishment (less than 50% of the facility) : 100% of Annual License Fee
Minimum Fee = $125.00

Fee must be submitted to Health Department prior to approval.

Submit for review:

- ☐ Complete menu, including plans for any future additions or unique food processes.
- ☐ Hours of Operation: _____ to _____
- ☐ One complete set of plans with **numbered** equipment.
- ☐ **Numbered** specification sheets of all equipment, including manufacturer, model number, and listings.
- ☐ Number of seats in establishment _____
- ☐ Approximate number of meals per day _____
- ☐ Completed Plan Review Application
- ☐ Plan Review Fee (see attached fee schedule)

Hot Water Supply: Note: Maximum temperature at handsinks is 130°F.

Water Heater Make and Model: _____

1. Water Heater recovery at 100°F rise _____ gal/hr.
2. Water Heater storage tank size _____ gallons

Total = _____ max. supply

Water Usage: Dishwasher make and model _____.

General purpose hot water usage _____gal/hr.
Dishwasher hot water usage _____gal/hr.*
Total = _____peak usage.

Usage and supply must be approximately equal if dishwasher peak usage lasts more than one hour.

Storage Space:

	Number of Meals per Day	Number of Days of Storage	Shelving Floor Area Needed*	Floor Area Provided On Plan*
Dry Storage =	.05X____	X_____	=_____sq.ft.	_____ sq.ft.
Walk-In Cooler =	.05X____	X_____	=_____sq.ft.	_____ sq.ft.
Walk-In Freezer =	.02X____	X_____	=_____sq.ft.	_____ sq.ft.

*assuming shelving sets are three-tiered

Additional information about requirements for construction or remodeling a food service facility can be found online at the links listed below:

Minnesota Department of Health Website: www.health.state.mn.us/divs/eh/food/license/summary.htm
City of Edina Website: www.cityofedina.com

FINISH REQUIREMENTS (Kitchen Areas)

Floors:	Quarry tile floor with coved quarry tile base and hydroment grouting (**maximum grout width** = ¼") Epoxy grout may be advisable in greasy areas.
Walls:	Ceramic tile or fiberglass board (FRP)
Ceilings:	Smooth, non-absorbent washable finish. Air grilles/diffusers must be easily washable and/or easily removable. Small holes in grilles not permitted.
Lighting:	Adequate illumination for cleanup, reading food dates, etc.

Food Contact Surfaces	Minimum 70 foot candles
Other Surfaces and equipment	Minimum 30 foot candles
Storage Area & Coolers	Minimum 20 foot candles at 30 inches from the floor

Lighting must be recessed or enclosed and protected from breakage. Extra lighting for cleanup period is required in dimly lit dining rooms or bars.

FOOD SERVICE EQUIPMENT (See MN Food Code for Complete Rules)

All equipment must meet NSF standards and be on minimum 6 inch legs or casters, and installed to facilitate cleaning. Enclosed bases are not acceptable. Bakery equipment to be BISSC approved. Gas equipment to be installed with approved quick disconnects and restrainer cables. Custom equipment and cabinetry must meet NSF standards. Minimize exposed pipes and conduits. Used equipment must be identified as such in plans submitted, **must** have the NSF seal, and must be in like-new condition. Aisle space between equipment lines must be 30 inches minimum. Countertop equipment must be on 4" legs or easily movable.

Sinks:

Handwash Sink	Conveniently located; single lever or wrist type faucet handles recommended
Warewash Sink	Three compartment with two integral drainboards, 18" minimum width
Food Preparation/ Vegetable Sink	Minimum one compartment with integral drainboard
Janitorial Sink	Separate from food prep area

Dishwashing Equipment:

Commercial dishwasher: Hot water machine requires drying space for three dish racks minimum. Low temperature machine requires drying space for five dish racks, and visual or audible warning device for monitoring sanitizing agent. Commercial ventilation required, except for under-counter models. Allow adequate staging for dirty dishes.

Three compartment sink with two 18 inch integral drainboards and a booster heater or chemical sanitizers. Sanitizer dispenser system recommended.

Provide N.S.F.-approved commercial water heater appropriately sized for operation. State storage capacity, gallons/hour recovery rate, and dishwasher's hot water gallons/hour demand rate. Recirculation line must be provided if distance between booster heater and dishwasher is more than 5 feet. The same recirculation guide applies to low temperature dishwashers.

Provide test papers or testing kit for chemical sanitizers.

Water softener strongly recommended for Edina water.

Refrigeration:

Mechanical refrigeration of 41°F or less is required for all potentially hazardous foods. Cold wall or equivalent design required for cold rails/wells, with separate shutoff for defrosting. All must meet NSF standard 7.

If large amounts of food are pre-cooked then cooled, add shelves to allow more shallow pans, and locate cool-off station near blower. Cooling to 41°F required in 6 hours.

Walk-in coolers/freezers; interior finish and shelving to be stainless steel or aluminum; galvanized and chrome finishes not approved. Stainless steel or quarry tile coved base required.

Walk-in Cooler Shelving Sizing: 0.05 SQ. FT. X TOTAL MEALS PER DAY X NUMBER OF DAYS OF STORAGE = FLOOR SPACE OF SHELVING (assume 3-tiered shelving)

Walk-in Freezer Shelving Sizing: 0.02 SQ. FT. X TOTAL MEALS PER DAY X NUMBER OF DAYS OF STORAGE = FLOOR SPACE OF SHELVING (assume 3-tiered shelving)

Salad bars require floor drain, mechanical refrigeration 9 inch deep cold wall or equal, approved food shields, and located on a quarry tile floor which extends 3 feet beyond the edge of the salad bar.

Dipperwells:

Required at ice cream dipping freezers, or anywhere utensils are stored wet.

Exhaust Hoods & Ventilation: see www.mda.state.mn.us/dairyfood/ventbuide.pdf for detailed guide

NSF approved exhaust hood required over equipment producing significant grease, heat, or steam. Lights required over cooking equipment. 6 inch minimum clear overhang required, not counting gutters, if any.

Makeup air: 55°F minimum; only 20% can go into short circuit hoods.

Makeup air: must not disrupt exhaust hood capture.

Wait Stations:

Counter may be plastic laminated; also, interior surfaces must be plastic laminated so there is no exposed wood. The counter top must have a post-formed back splash. In all areas where food equipment involves wear, a stainless steel finish is required.

All disposable utensils, cups and containers must be dispensed through NSF approved dispensing sleeves.

Equipment and Utensil Storage:

Separate storage area for clean equipment and utensils needed, on NSF approved shelving at least 6 inches off the floor.

Bar Equipment:

Hand wash sink required with soap and towels.

Glasswasher or three-compartment sink with 2 integral drainboards. Separate dump sinks are required. Glass washer needs alarm for chemical sanitizer.

Beverage guns mounted offset from ice bins and clean glass storage areas.

Store ice for consumption separate from ice used for cooling. Cold plates must be integral with bottom.

Liquor, wine, beer storage must not adversely affect food related operation.

Beverage Equipment:

Beverage lines installed through the floor must be cased and such casing extended four to six inches above the floor and sealed.

P-trap required for drains from ice bins.

Carbonators must not be located on a plastic laminated surface and must be 6" off floor.

Backflow preventer is required at carbonator; approved models are: Watts 9BD, Carmun 77-6050-00, and Chudnow S470-D-VV.

GENERAL REQUIREMENTS

Dry Goods Food Storeroom (Separate from Kitchen):

Floor	Minimum vinyl tile finish with coving
Walls	Minimum epoxy painted sheetrock
Ceiling	Smooth, non-absorbent, washable finish
Shelving	0.05 SQ. FT. X TOTAL MEALS PER DAY X NUMBER OF DAYS OF STORAGE = FLOOR SPACE OF SHELVING (assume 3-tiered shelving)

Chemical Storage:

Chemical area separated from food area.
Janitorial room or garbage room may be used.

Employee Facilities:

Individual lockers or space for coats, etc. needed. Lockers must have enclosed or solid base.
Break area separate from food handling and storage areas. Exhaust fan required.
Toilet facilities: Doors must be self-closing and not louvered. Covered waste receptacles required for women's rest rooms. Exhaust fan required. Two restrooms required when five or more employees are on duty.

Waste Handling:

Indoor garbage room must have a minimum of smooth block walls, a sealed concrete floor, hot and cold running water, a floor drain and minimum heat.
Identify kitchen garbage container locations.
Minnesota State codes require that space be provided for storage of recyclable materials.
Identify location and method for washing garbage cans and floor mats.
Grease traps must be approved type and have approved service plan.

Laundry Facilities:

Located in a separate room to include both washer and dryer. Clean linen stored on NSF approved shelving 6 inches above the floor.

Smoke Free Compliance:

Facility must comply with Minnesota Clean Indoor Air Act regarding signage.
Facility must comply with the Hennepin County Smoke Free Ordinance.

General Codes:

Building must conform to the Edina Zoning, Signage, Licensing and Food Codes and Minnesota State Building, Plumbing, Mechanical, Fire and Electrical codes. Obtain all necessary permits and licenses for the establishment.
No exposed piping, electrical, gas, water or sewer lines. Trough all overhead waste lines in food production and storage areas. Floor sinks may not be used except as agreed.
Floor drains must be commercial grade Josam 30000E1 or equal.
No food will be permitted on the premises until final inspections from building, plumbing, mechanical, electrical and health departments have been completed.
Project must comply with corrected plans, plan review letter, and this Guide. Any deviations must be approved in writing. Call for all final inspections at least 7 days before planned opening.

Edina Health Department Fee Schedule

4801 West 50th Street
Edina, MN 55424-1394
Phone: (952) 927-8861
Fax: (952) 826-0390

INSTRUCTIONS:
Use the schedule below for calculating license fee. Food and/or lodging establishments **must** include the $150.00 base fee in calculating the fee. The total fee is obtained by adding the total from Schedule "**A**" and the total from Schedule "**B**". Use Schedule "B" only if it applies to the proposed business. Businesses opening after Oct. 1st will pay 50% of license fee for annual license. Licenses expire on March 31st annually.

Schedule A Check all that apply	Amount	Fee Calculation	**Schedule B (if applicable)** Other:	Amount	Fee Calculation
Base Fee (Schedule A only)	$150.00	**$150.00**	Indoor Swimming Pool Number Pools _____X	470.00	=
Low Risk Food	110.00				
Medium Risk Food	380.00		Outdoor Swimming Pool Number Pools _____X	330.00	=
High Risk Food	610.00				
Alcohol Service From Bar	130.00		Whirlpool No. Pools _____X	170.00	=
Beer or Wine Table Service	55.00		Food Vending Machines Number Machines _____X	15.00	=
Food Vehicle	138.00				
Additional Facility____ X	150.00	=	Amusement Location	15.00	
Boarding & Lodging House	105.00		Amusement Devices Number Machines _____X	15.00	=
Supervised Group Home	45.00				
Lodging: Hotel, Motel, or Lodging House.	105.00		Tobacco Sales	365.00	
			Pushcart	200.00	
Lodging Number Rooms _____ X	8.00	=			=
	TOTAL **A**	$		TOTAL **B**	$

Submit this total with application: **Total A** _____ plus **Total B** _____ = **Total Fee $**_____

Lodging Establishments: Are you registered for Chapter 144D, Housing with Services? _____

DEFINITIONS:

Low, Medium and High Risk: Food establishments as defined in Minnesota Statutes 157.

Alcohol Service From Bar: Food establishment where alcoholic mixed drinks are served or where beer or wine are served from a bar.

Beer or Wine Table Service: Food establishment which serves only beer or wine to customers seated at tables.

Additional Facility: Food service or operation which is separate, distinct or unique from the central or main food establishment, as determined by the Health Authority.

Supervised Group Home: Food establishment which includes sleeping accommodations for five (5) or more regular boarders and no more than ten (10) regular boarders for periods of one week or more and which provides supervision for the boarders and is registered for special services pursuant to Minnesota Statutes 144D.

Lodging: Hotel, Motel or Lodging house as defined in Minnesota Statutes 157.

Boarding and Lodging House: Establishment which includes boarding and lodging for five (5) or more regular boarders but no more than ten (10) regular boarders for periods of one week or more.