



Allegany County Health Department

“Promoting Health and Preventing Disease”



Jenelle Mayer, MPH, Health Officer
12501-12503 Willowbrook Road, SE
P.O. Box 1745
Cumberland, MD 21501-1745

301-759-5000 Phone
1-866-909-9629 Toll Free
301-777-5674 Fax
www.alleganyhealthdept.com

Dear Food Service Facility Owner/Operator:

Are you planning to do any of the following?

- A. Construct a new food service facility?
- B. Alter or remodel an existing food service facility?
- C. Change a building previously used for another purpose into a food service facility?

If so, Maryland health regulations require that you submit layout drawings, along with food and beverage equipment specifications (including exhaust hood plans, if applicable) to us for review. The review will be in writing, and **must be done before construction work begins.**

In your drawings please indicate the dimensions of each room; the location of every piece of equipment; the location(s) of restroom(s); and the materials to be used for floors, walls, and ceilings. Equipment specifications, either on the drawings or in a separate list, must include manufacturer’s name and model number. (Cut sheets, if available, considerably speed things up.) Exhaust hood dimensions, duct sizes, and other parameters are listed on the form for that purpose.

The fees for reviewing and processing plans are based upon the total square footage of the food service preparation area(s), as follows:

<250 square feet	\$ 40.00
250 – 500 square feet	\$ 75.00
501 – 1000 square feet	\$ 85.00
1001 – 2500 square feet	\$125.00
>2501 square feet	\$200.00

In addition, should you be doing any modification to an existing hood or installing a new hood, **the fee is \$25.00 per hood review.**

When your plans are received you will be billed for the appropriate fee, which must be paid before the plans can be reviewed. Please make your check payable to “Allegany County Health Department” and mail it to the address at the top of this letter.

We also need to have you fill in and submit to us the **Workman’s Compensation Insurance form** included in this packet. We **cannot** issue a health license to you without your having returned this document to us. (Once your facility has opened for business, this will have to be done on a yearly basis.)

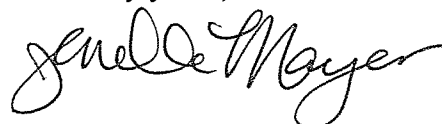
Equal Opportunity Employer
Toll Free Maryland DHMH 1-877-4MD-DHMH
TDD for Disabled Maryland Relay Service 1-800-735-2258

PROCEDURE FOR SUBMITTING PLANS FOR FOOD SERVICE FACILITIES

1. Obtain a copy of Code of Maryland Regulations (“COMAR”) 10.15.03 governing food service facilities, and discuss requirements with an environmental health specialist assigned to food control activities.
2. Verify that the proposed work will confirm to applicable state and local building, plumbing, and zoning requirements.
3. Prior to any construction, alteration or equipment change, submit plans and specifications to include:
 - a. Equipment listing – manufacturer’s name and model number (see attached form and drawings of fabricated equipment).
 - b. Floor plan – should be drawn to scale and illustrate layout and arrangement of all equipment.
 - c. Construction materials and finish schedules for floor, wall and ceiling coverings.
 - d. Plumbing – indicate each plumbing fixture, illustrate and describe waste drains.
 - e. Water supply and sewage disposal – describe proposed method.
 - f. Ventilation – if a hood is required, submit detailed drawing specifications and calculations. If charbroilers are planned, installation must be in compliance with applicable regulations governing air quality, as administered by the Maryland Department of the Environment.
 - g. Lighting – illustrate. See Section .07B of COMAR 10.15.03. Lights above exposed food or utensils must be shielded to prevent broken glass getting into same.
 - h. Trash storage – submit details explaining type of trash storage to be used, room construction, compactor or container, storage location, and frequency of pickups. Describe facilities for cleaning containers and disposal of the waste water.

If you have any questions or need any additional information, please feel free to contact the Food Control Section at 301-759-5046 or 301-759-5048.

Sincerely yours,



Jenelle Mayer, M.P.H.
Health Officer

Submit application to:

Date: _____

**Allegany County Health Department
Environmental Health Division
P. O. Box 1745
Cumberland, MD 21501-1745**

APPLICATION FOR A PERMIT TO OPERATE A PERMANENT FOOD SERVICE FACILITY

Application is hereby made to operate a permanent food service facility in accordance with Code of Maryland Regulations 10.15.03.

(PLEASE PRINT OR TYPE)

FACILITY NAME _____

MAILING ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

OWNER OF BUSINESS _____

PHONE NUMBERS: FOOD SERVICE FACILITY _____ **OWNER** _____

FORMER NAME _____

TYPE OF FACILITY _____ **CATERING** _____

EXACT LOCATION _____

NORMAL HOURS/DAY OPEN FOR BUSINESS _____

Check Applicable Blocks:

Water Supply Public Private

Sewerage Public Private

**FEE: \$300 per year for a high-priority facility
\$225 per year for a medium-priority facility
\$150 per year for a low-priority facility**

NOTE: The priority level of your facility will be determined by the HACCP requirements of the food-service facility regulations, after you have submitted the appropriate information about your menu items and your methods of food-handling. You will be invoiced for the appropriate fee after the above information has been received and reviewed by this office. All checks are to be made payable to the Allegany County Health Department.

Signature of Applicant: _____ **Position:** _____

Official Use Only:

I.D. Number: _____ Issue Date: _____ Expiration Date: _____



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Statement of Workmen's Compensation Insurance

Maryland Health-General Code Annotated Section 1-202 requires that before any license or permit be issued under the Health-General Article to an employer to engage in an activity in which the employer may employ any individual, the employer must file with the issuing authority a certificate of compliance with the State workmen's compensation laws indicating the employer's workmen's compensation insurance policy or binder number.

Circle the number of the option below which applies to you, provide the requested information, sign and date the form, and return it promptly:

1. I have workmen's compensation insurance.

Insurance Company _____

Policy or Binder number _____

2. A waiver has been received from the Workmen's Compensation Commission. (ATTACH A COPY OF THE WAIVER).

3. As provided by Maryland Annotated Code Article 101, I am exempt from having Workmen's Compensation Commission. (ATTACH A COPY OF THE CERTIFICATE OF COMPLIANCE).

4. I am self-insured. Approval of self-insurance has been received from the Workmen's Compensation Commission. (ATTACH A COPY OF THE CERTIFICATE OF COMPLIANCE).

5. I am self-employed. I have no paid employees. I employ only family members.

_____ Date

_____ Signature

_____ Food Facility Name

_____ Title

_____ Food Facility Address

_____ Type of License

=====

FOR OFFICE USE ONLY

New Permit/License _____ Approved _____ Denied _____ Hold _____

Reason _____

By: _____

Date: _____

MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

**GUIDELINE FOR CONDUCTING A HAZARD ANALYSIS
CRITICAL CONTROL POINT (HACCP) PLAN REVIEW**

The Maryland law and regulations require that certain information be provided to the Health Department when a food service facility is being constructed, whether it is a new facility or one being remodeled. General requirements for the submittal of the equipment listing, finish schedules, etc. have long been established, but regulations enacted during 1991 require certain new information. This guideline is to assist you in providing the information needed by the Health Department to evaluate the proposed foodhandling and preparation procedures to determine potential health risks.

1. Provide a copy of the menu or a written description of the foods which will be prepared and served.
2. Place an "X" next to the type of food service system which most accurately describes the system or systems you will use.

<input type="checkbox"/>	Cook	Serve			
<input type="checkbox"/>	Cook	Hot hold	Serve		
<input type="checkbox"/>	Cook	Chill	Reheat	Hot hold	Serve
<input type="checkbox"/>	Cold Hold	Serve			
<input type="checkbox"/>	Commercially packaged food only (except for beverages)				
<input type="checkbox"/>	Other. Please describe _____				

This facility is best described as:

Fast food	<input type="checkbox"/>	Banquet service	<input type="checkbox"/>
Cafeteria	<input type="checkbox"/>	Catering on-site	<input type="checkbox"/>
Table service	<input type="checkbox"/>	Catering off-site	<input type="checkbox"/>
Delicatessen	<input type="checkbox"/>	Hospital/Institution	<input type="checkbox"/>
Tavern	<input type="checkbox"/>	School/college	<input type="checkbox"/>
Grocery	<input type="checkbox"/>	Mobile truck/cart	<input type="checkbox"/>

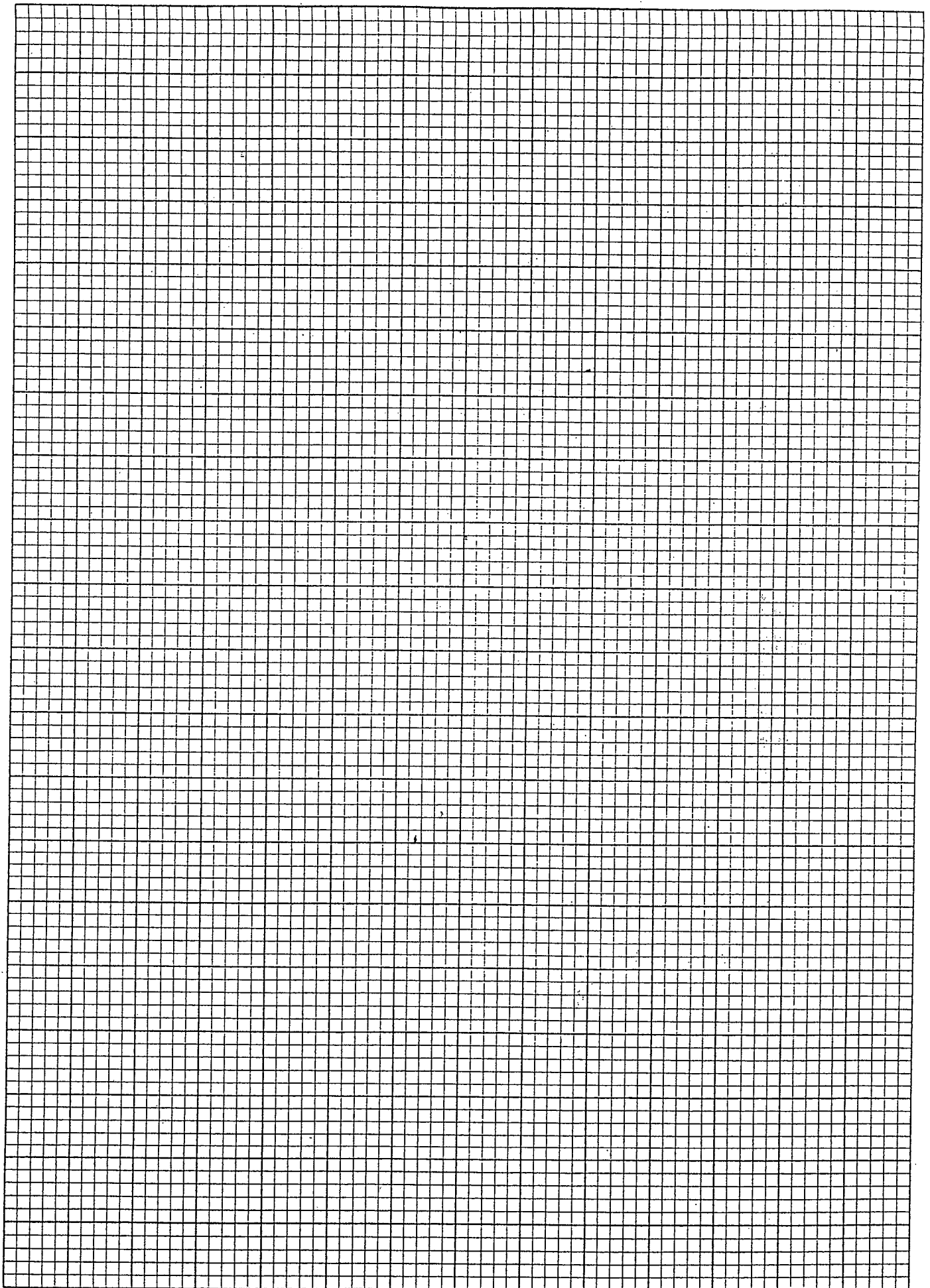
(PLEASE COMPLETE AND RETURN WITH APPLICATION)

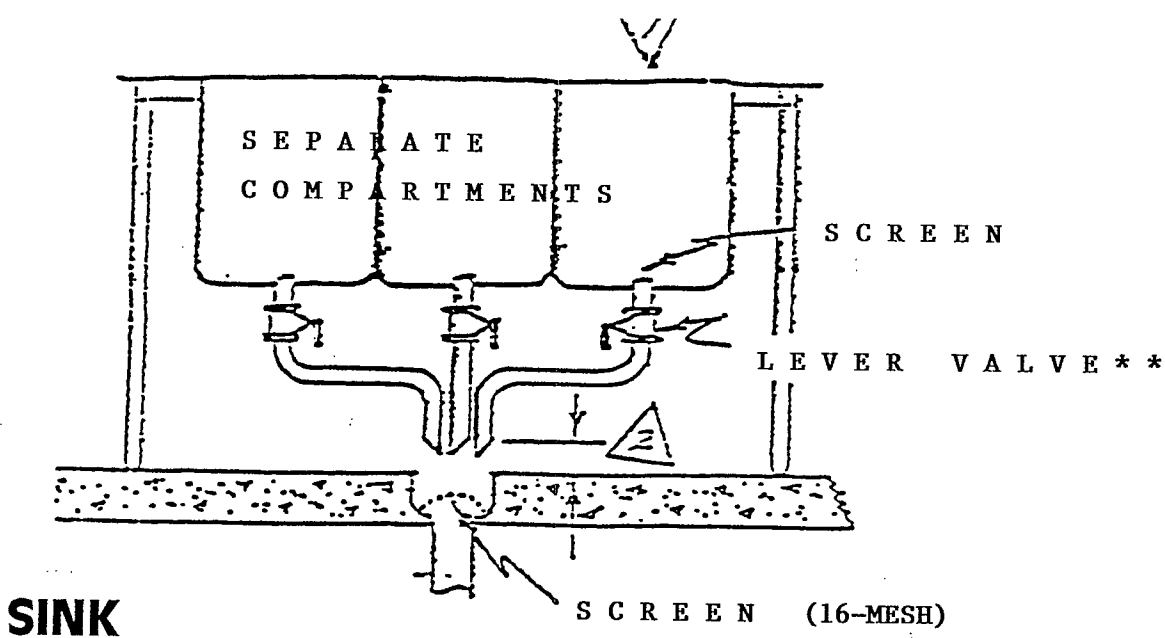
EQUIPMENT LIST

Include each piece of food service equipment by Manufacturer and Model number, if catalogue unit. Give description of construction for custom-built equipment. If drawing to illustrate construction is needed, you will be notified.

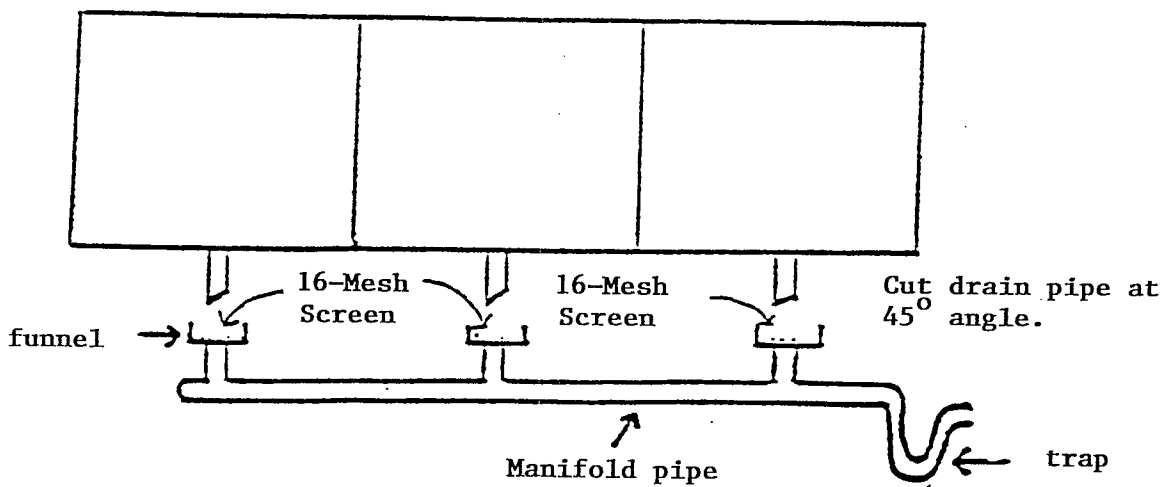
New equipment shall comply with design standards of the Maryland State Department of Health. In general, the design standards of the State Department of Health are the same as the applicable standards of the National Sanitation Foundation, Commercial Refrigeration Manufacturers' Association and Bakery Industry Sanitation Standards Committee. Where these standards are in conflict with State laws, codes or regulations; the State laws, codes or regulations will prevail. As the plan review personnel for illustrations of design standards appropriate to the plans submitted.

<u>ITEM #</u>	<u>MANUFACTURER</u>	<u>MODEL #</u>	(Leave blank) <u>REMARKS</u>
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** These lever valves are not required; but are recommended.



Do not insert drain pipes into funnels.

Make sure manifold pipe has a trap somewhere, and is large enough to accommodate the drain water from the vats.

INDIRECT WASTE LINES