

Oregon Department of Agriculture – Food Safety Division
635 Capital Street NE, Salem, Oregon, 97301 (503) 986-4720

Plan Review Requirements

OAR-603-025-0030 (3) requires that a copy of construction plans and specifications be submitted prior to undertaking construction of a new retail food establishment, and as a condition of obtaining a license to operate; and prior to remodeling an existing establishment to expand or add food processing or food service facilities. This requirement is in addition to the local building and plumbing permits. (All plumbing and building permits should be signed off before the final inspection.) The plans, along with a statement of an expected completion date, shall be submitted to the department for review and comment as to sanitation and food maintenance. In addition a pre-operational inspection is required to determine compliance with the reviewed plans, specifications and rule requirements. Please contact your area Food Safety Specialist at least five business days before you are ready for this inspection.

Contents of the Plans and Specifications

603-25-0030 (8-201.12) The plans and specifications for a food establishment, should include the type of operation, type of food preparation, and foods prepared, the following information to demonstrate conformance with Code provisions:

- (A) Intended menu; (foods that will be prepared)
- (B) Anticipated volume of food to be stored, prepared, and sold or served; (ballpark figures)
- (C) Floor plan, drawn to scale, with equipment list and location. Include location and finish of any tables and counters, plumbing plan with fixture list and location, mechanical schematics, construction materials, and finish schedules;
- (D) Proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities, and installation specifications; and
Other information that may be required by the regulatory authority for the proper review of the proposed construction, conversion or modification, and procedures for operating a food establishment.
- (E) Floor, wall and ceiling finish schedule and material list.
- (F) Water source. __City__Private__Other. If private, or other, provide a brief description

Restrooms 603-25-020 (9), 603-25-0030

Toilet and handwashing facilities shall be plumbed with the state plumbing code, in good repair and conveniently located. Restroom doors shall be self-closing and not open directly into a room where foods are exposed for sale. In facilities that provide seating, public restrooms are required per Oregon Structure Specially Code. The public shall not pass through food preparation, storage or utensil washing areas.

Handwash Facilities 603-25-0020 (9), 603-25-0030

Handwashing facilities provided with properly plumbed hot and cold running water, soap, single-service towel dispensers, and waste container are required. Handsink shall be located to allow convenient use by employees in food preparation, food dispensing, and warewashing areas; and in, or immediately adjacent to, toilet rooms

Dishwashing Facilities 603-25-0030

Dishwashing facilities must be comprised of a commercial dishwasher or a 3-compartment sink large enough to totally immerse most equipment and utensils. Adequate drain boards, racks or utensil tables shall be provided for storage and handling

of soiled utensils prior to cleaning and for cleaned utensils following sanitizing. This includes adequate racks or tables for air drying of sanitized utensils and equipment.

Floors 603-25-0020 (3)

Floors in a food establishment shall be easily cleanable, smooth and of tight construction. All floors shall be of nonabsorbent materials. When subject to flood-type cleaning, floors shall be sloped to drain with drains in compliance with the Oregon Plumbing Code. Joints at wall/floor junctions shall be coved and tight.

Walls & Ceilings 603-250-0020 (4)

The surface of walls and ceilings in all display, storage and processing/preparation rooms in a food establishment shall be in good repair, of a light color, smooth and easily cleanable.

Doors/Windows 603-25-0020 (5)

Openings to the outside shall be effectively protected against the entry of rodents. Outside openings shall be protected against the entry of insects by tight fitting, self-closing doors; closed windows; screening; controlled air currents; or other means. Screen doors shall be self-closing, and screens for windows and other openings to the outside shall be tight fitting and free of breaks. Screening material shall not be less than 16 mesh to the inch.

Lighting 603-25-0020 (6), 603-25-0030

Permanently fixed artificial light sources shall be installed to provide at least 20-foot candles (220 lux) of light on all food preparation surfaces and at ware-washing work levels. Light bulbs, fixtures, skylights or other glass fixtures suspended over exposed foods, and those over equipment cleaning or storage facilities, shall be shielded, coated or otherwise shatter resistant.

Ventilation 603-25-0030

All rooms shall have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes. Ventilation systems shall be installed and operated according to law and when vented to outside, shall not create a harmful or unlawful discharge. All systems must comply with the State Fire Marshall Codes.

Equipment Installation 603-25-0030

All equipment must be installed as to be moveable or designed to be cleaned in place (CIP). Storage shelves must also be smooth, impervious, easily cleanable, and six inches off the floor. Unfinished wood is not acceptable.

Miscellaneous 603-25-0020

A separate storage area is required for mops; brooms and cleaning supply storage. Installation of a mop sink or utility sink is required. Adequate clothing, lockers and/or dressing rooms are required for storage of soiled linens, clothes, and employees' personal items (shoes, coats, purses, etc.)

Garbage 603-25-0030

Garbage containers, dumpsters, and compactor systems located outside shall be stored on or above a smooth surface of nonabsorbent material, such as concrete or machine-laid asphalt that is kept clean and maintained in good repair. Wastewater from these units is required to flow into a sanitary sewer, not into storm sewers.