

# Town of Bedford

*New Hampshire*

**Fire Department**

**(603) 472-3219**

**Fax (603) 472-4565**

**Bedford Safety Complex**

**55 Constitution Drive**

**Bedford, NH 03110-6008**

**Email: [safety@bedfordnh.org](mailto:safety@bedfordnh.org)**

**Building Department**

**Health Department**

**(603) 472-3838**

**Fax (603) 472-4565**

## **FOOD SERVICE ESTABLISHMENT FLOOR PLAN REVIEW**

Dear Food Service Owner/Operator:

The plan review process is designed to help you construct a facility structured to be compliant with He-P 2300, the *NH Rules for the Sanitary Production and Distribution of Food* (The Food Rules). However, it is not intended to be a complete explanation of these regulations. Standard operating procedures also need to be developed in tandem with the physical facility to address food safety practices. The nature of your food service operation will drive the specific requirements that conform to The Food Rules i.e. amount of food preparation and storage space, the size of refrigerators and sinks, and the arrangement of equipment. Since no two operations are exactly alike each establishment will be reviewed individually.

A plan review is required for all new food service establishments, existing structures that are converted into food service establishments, and remodeled food service establishments. *The plans and specifications*, as outlined on the following pages, *are to be submitted not less than **45 days** before any construction is started*. A plan review fee of \$75.00 is required; make checks payable to: *Town of Bedford*.

Please read this document completely before preparing your submittal, and take special note that *two copies of the drawings are required*. Documents and drawings that are incomplete, illegible, or do not meet requirements could delay the review process and may be returned. If a plan review is required, Food Service Licenses will not be issued until a plan review is completed. He-P 2302.29(g) provides for an administrative fine of \$300.00 for plans not submitted as required by He-P 2302.17.

Information on the regulations of other state agencies or local authorities has not been included. Please contact local town officials prior to constructing or remodeling your establishment.

For additional information on The Food Rules or for further assistance, contact the Health Department at (603) 472-3838 or E-mail: [safety@bedfordnh.org](mailto:safety@bedfordnh.org)

# FLOOR PLAN DRAWING REQUIREMENTS CHECKLIST

- SEND **TWO** COMPLETE COPIES OF THE DRAWINGS.
- DRAW THE PLAN TO SCALE where  $\frac{1}{4}$  " or less equals one foot.
- SHOW ALL AREAS OF THE ESTABLISHMENT ON **ONE** PAGE; use of small-scale insets for large establishments is encouraged.
- DETAIL THE FOOD PREPARATION AREAS AND RESTROOMS showing the location of all fixed and non-fixed equipment; use of separate pages for each area is acceptable.
- NUMBER EACH ITEM ON THE DRAWING AND USE A LEGEND. The legend is a list that explains each piece of equipment as numbered on the floor plan drawing.
- WRITE THE FOLLOWING INFORMATION ON **BOTH COPIES** OF THE DRAWING:
  - Establishment
  - Mailing Address-if different
  - Name of primary contact person
  - Contact phone number

## SUBMIT **ONE** COPY THE FOLLOWING WITH THE PLANS.

- The menu.
- Descriptions of all hot holding equipment (e.g. steam tables) and cold holding equipment (e.g. refrigerators, walk-in units, salad bars).
- A construction material and room finish schedule.
- The detailed explanation of the methods by which potentially hazardous foods will be cooled to **41°F or lower**.
- An explanation of all special operations (e.g. vacuum packaging, salad bar, catering).
- The list of the names, mailing addresses, and phone numbers of all persons accountable for the design and construction of the establishment.
- ENCLOSE A CHECK OR MONEY ORDER for \$75.00 PAYABLE TO:  
***"TOWN OF BEDFORD."***

**NOTE:** If additional rooms of your establishment are to be converted into food preparation areas in the future, a separate floor plan is required for each area.

## EQUIPMENT AND FACILITIES REQUIREMENTS

- **PROVIDE ADEQUATE EQUIPMENT AND SPACE TO:**

Maintain food temperatures of 140°F or higher or 41°F or lower,  
Cool food from 140°F to 70°F within 2 hrs. and 70°F to 41°F within 4 hrs., and  
Reheat food to 165°F within 2 hrs.

- **SINK REQUIREMENTS:**

1. **3-compartment sink** with bays large enough to submerge the largest piece of equipment and a drain board on each side with length and width dimensions equivalent to one bay.
2. **Food Preparation Sink** plumbed with an air gap. The sink must be of seamless design (rounded corners). Establishments using “paper service” exclusively may not be required to have this sink.
3. **Hand washing sink(s)** convenient and accessible throughout each food preparation area and in each restroom.
4. **Utility (mop) sink** located on the same floor as the main kitchen. Plumb a back siphonage device onto the hose bibb if a hose is ever attached.
5. **Dish Machine is an optional piece of equipment.** Must be commercial and meet NSF standards

- **WASTEWATER SYSTEM APPROVAL:** Refer to license application.

**WATER SOURCE APPROVAL:** Refer to license application.

- **COMMERCIAL REFRIGERATION** only is permitted.

- **WOOD INSIDE WALK-IN REFRIGERATION UNITS IS PROHIBITED** including the floor, walls, ceiling, shelving, door, and door frame.

- **FLOORS, WALLS, CEILINGS, SHELVING, AND CUPBOARDS** in all food preparation areas and restrooms are to have a smooth and sealed exterior and be free of any unnecessary cracks and crevices. Finish the interiors of all shelving and cupboards in these areas, and finish the wall below all counters and lounge bars.

- **RESTROOMS** are to have mechanical ventilation, self-closing doors, and a covered waste receptacle if used by female patrons or employees.

Provide **one restroom** for up to **24 indoor seats**.

Provide **two restrooms** for **25 or more indoor seats**.

- **SHIELD THE LIGHTS** in all areas with open food and equipment washing facilities.

- **INSTALL SCREENING** or air curtains on all service windows and all doors and windows that are to be kept open.

- **PROVIDE A CLEANABLE SURFACE FOR ALL DUMPSTERS** or garbage cans that are stored outside. Reinforced concrete or rolled asphalt is acceptable.

## **State Departments**

### **Septic system Approval**

271-3501  
Dept. of Environmental Services (DES)  
Subsurface Septic System Bureau

### **Water Testing**

(private system)  
271-3445 or 271-3446  
(community system)  
271-3139  
NH DES  
29 Hazen Dr.  
PO Box 95  
Concord, NH 03301  
[www.des.state.nh.us](http://www.des.state.nh.us)

### **Rooms and Meals Tax**

271-3701  
Department of Revenue Administration  
Collections Division  
45 Chenell Drive  
PO Box 454  
Concord, NH 03302-0454  
[www.revenue.nh.gov](http://www.revenue.nh.gov)

### **Liquor License**

271-3755  
NH Liquor Commission  
Storrs Street  
PO Box 503  
Concord, NH 03302-0503  
[www.state.nh.us/liquor](http://www.state.nh.us/liquor)

### **Business Name Registration**

Corporate Section  
271-3242  
Business Information Line  
271-3246  
Department of State  
107 North Main Street  
Room 204  
Concord, NH 03301  
[www.nh.gov/sos](http://www.nh.gov/sos)

### **Labor Regulations**

271-3170  
Department of Labor  
95 Pleasant Street  
PO Box 2076  
Concord, NH 03302-2076  
[www.labor.state.nh.us](http://www.labor.state.nh.us)

## **Plumbing Board**

271-3267  
2 Industrial Park Dr.  
PO Box 1386  
Concord, NH 03302-1386  
[www.state.nh.us/plumbing](http://www.state.nh.us/plumbing)

## **Bureau of Weights and Measures**

271-3700  
NH Department of Agriculture  
25 Capitol Street  
PO Box 2042  
Concord, NH 03302-2042  
[www.agriculture.nh.gov](http://www.agriculture.nh.gov)

## **Handicapped Access**

271-2773  
Commission on Disability  
57 Regional Drive  
Concord, NH 03301  
[www.state.nh.us/disability](http://www.state.nh.us/disability)

## **Smoking Regulations**

271-8949 (complaints)  
271-6891 (information)  
Tobacco Prevention & Control Program  
29 Hazen Drive  
Concord, NH 03301  
[www.dhhs.nh.gov/atod/isa.htm](http://www.dhhs.nh.gov/atod/isa.htm)

## **Lobster License**

271-3422  
NH Fish and Game Department  
Licensing Division  
11 Hazen Drive  
Concord, NH 03301  
[www.wildlife.state.nh.us](http://www.wildlife.state.nh.us)

## **State-Issued Advertising Signs**

271-2107  
Department of Transportation  
7 Hazen Drive  
Attn: Bureau of Traffic  
PO Box 483  
Concord, NH 03302-0483  
[www.nh.gov/dot](http://www.nh.gov/dot)

## **New Hampshire Lottery 271-3391**

NH Sweepstakes Commission  
14 Integra Drive  
PO Box 1208  
Concord, NH 03302-1208  
[www.nhlottery.org](http://www.nhlottery.org)

## **General Information 271-2144**

NH State Library Reference Desk  
20 Park St.  
Concord, NH 03301  
[www.state.nh.us/nhs/](http://www.state.nh.us/nhs/)

## TOWN DEPARTMENTS

### **Town Manager's Office**

472-5242

24 North Amherst Rd.

Bedford, NH 03110

- Sunday Business License
- Special Event Sign Permit
- Entertainment License
- Hawkers and Vendors License

### **Planning and Zoning**

472-8104

24 North Amherst Rd.

Bedford, NH 03110

- Review of all residential and commercial development proposals.
- Site plan Modifications
- Staff support to the Planning Board, Zoning Board of Adjustment, and Conservation Commission.

### **Building Department**

472-3838

- Reviews construction plans
- Issues permits for: Building, Remodeling, Plumbing, Electrical, and Demolition.

### **Fire Department**

Emergency Tel: 911

Dispatch: 472-5113

Administration: 472-3219

Fire Prevention Bureau 472-3219

Plan Reviews

Fire Alarm, Sprinkler, Hood/Suppression,  
Tank Installation/removal and Storage

**Town Website with all Department Links**

[www.bedfordnh.org](http://www.bedfordnh.org)