

County of Sonoma
Department of Health Services
Environmental Health and Safety Section

625 5TH St., Santa Rosa, CA 95404
Phone: 707-565-6565 Fax: 707-565-6525

PLAN CHECK PACKET
for
WINE TASTING ROOM FACILITIES



***All Wine tasting rooms must obtain and maintain either a Retail Food Facility permit or a Wine Tasting Room Exemption to legally operate.**

This Plan Check Packet Includes:

- Procedure for Wine Tasting Room Only Plan Review and Approval
- Local Companies that Draw Food Facility Plans
- Quick Reference for Building Departments
- Flooring Guidelines for Food Establishments
- Hot Water Heater Worksheet
- Plan Review Application
- Wine Tasting Room Exemption Instructions
- Wine Tasting Room Exemption Application

TO: Contractors, Consultants and Facility Owners

SUBJECT: Procedure for **Winery Tasting Room Only** Plan Review and Approval
(No food preparation other than cracker palate cleansers some prepackaged foods may be ok)

BACKGROUND: California Retail Food Code (CalCode) requires plan review prior to construction on all new and remodeled food facilities. The following guidelines are based on CalCode, which should be referred to if there is need for clarification.

This Division will review plans within 20 working days of receipt. Plans are reviewed in the order of the date received. If plans are not approved, a correction notice will be sent to the applicant detailing additional information needed. Plans resubmitted will usually be reviewed within one week. Plans may be submitted via mail and must be accompanied with a completed plan check application and required fees. Plans will not begin the review process until all plan review fee's, application and required copies are submitted.

Upon completion of plan review, two of the three approved sets of plans must be picked up by the applicant. The yellow set of plans is the applicant's copy and shall remain at the construction site. The pink set of plans is to be hand-carried to the Building Department. It is the responsibility of the applicant to submit the pink set of plans to the building department and obtain necessary building permit(s). **The building permit(s) cannot be issued without plan review clearance from this Division.** It is the responsibility of the applicant to obtain a use permit (if required) from the **Planning Department** in their jurisdiction for the proposed use.

All construction of your project must be completed and final construction approval must be granted by this Division and verification of approval from the jurisdictional building department prior to the issuance of the Retail Food Facility Permit. Contact this office at **(707)-565-6565** at least one week prior to your completion date to schedule a construction inspection. The following information is necessary for timely review and approval:

- Complete and sign the **Plan Review application and pay the required fee** (See fee schedule). Projects that have never had a retail food facility permit will be considered new construction. New construction plan review fee begins with a 4 hr prepaid fee based on the current hourly rate; a remodel is based on a 2 hr prepaid fee. Plans will not begin the review process without completion of a plan check application and required fee's. Plan check review, construction inspection(s) and travel fees are separate from the operational permit fee. Plan check fees are a prepaid estimate of time and are based on the current hourly rate fee (See fee schedule). Any additional time over the plan check fees will be invoiced after the project is complete.
- Submit **three sets** of detailed plans and **one set of manufacturers' equipment specification sheets**
- **Scale:** Plans shall be drawn to a minimum scale of 1/4" = 1 foot. Identify each room or area on the plans.
- **Site plan:** Include garbage dumpster pad, janitorial and remote public restrooms if applicable.
- **Floor plans:** Submit plans of the entire facility including plumbing layout, electrical layout, reflected ceiling plan, equipment layout details and equipment elevations. Provide the square footage of food facility.
- **Menu:** Submit a menu or list of foods to be prepared in the food facility. If wine is only to be poured for tasting make reference on the plans. Additional operational health department permits are required for participation in Special Events which are two or more days. Permitted Caterers may prepare and serve food to private event guests under their own health permits.
- **Equipment schedule:** Provide an equipment schedule that corresponds to the manufacturers' equipment specification sheets and the equipment plan view.
- **Finish schedule:** Specify materials and finishes for floors, floor bases, walls, ceiling, shelving and cabinets. This schedule should include the type of material, the color, and the surface finish. Give specific brand names. Samples or specifications of proposed finish materials may be required (see attached handout "Flooring Guideline for Food Establishments"). Wine tasting rooms require approved flooring behind the tasting bar and in the restrooms, janitorial areas, and dishwashing areas.

- **Plumbing plan:** Show a complete plumbing layout including hot and cold water connections and waste plumbing. Floor sinks must be accessible for cleaning and installed flush with the floor finish. Include specification sheets for all food service sinks. All food service sinks must meet NSF standards.
- **Water heater:** Specify all locations, size and output of the water heater(s). If fixtures are located more than 60 feet from the water heater, a recirculation pump must be installed. See “Guidelines for Sizing Water Heaters” available from this office for additional requirements. Minimum sizing requirements for water heaters will be calculated by the plan checker and stamped on the plans for gas and electric tank style units and on demand/instantaneous style units. **If you are proposing an on demand water heater please include the name and model number.**
- **Restrooms:** Must be provided for use by employees. The fixture requirements are found in the Uniform Plumbing Code (UPC). Food establishments within a retail shopping center need not provide toilet facilities within their boundaries if public restrooms are located within 200 feet of the food/wine establishment. Customer restroom requirements as well as ADA requirements are determined by the local building jurisdiction. Restrooms must have self closing outer doors as well as an exhaust fan or an openable screened window.
- **Hand wash sink(s):** A sink to be used exclusively for hand washing with warm and cold water must be provided within each food preparation and scullery areas and must be equipped with mounted soap and paper towel dispensers. Hand wash sinks are required to be in easily accessible areas. Restroom hand wash sinks are required in addition to wine pouring/glass washing areas. Hands free hand sink faucets must have water temperature set between 100 f-108f to prevent scalding.
- **Utensil/Glass washing:** A 3-compartment stainless steel sink with dual-integral drainboards is required. The sink must be capable of accommodating the largest utensil to be washed. The 3-compartment sink must drain to a floor sink (or other equivalent receptacle) via an indirect connection with a 1-inch airgap above the top rim of the floor sink.
- **Dishwasher/Glass Washer:** A dishwasher or glass washer with high-temp or chemical sanitizer may be added in addition to the 3-compartment sink. The pressurized drain line must drain indirectly to a floor sink via a 1-inch airgap above the top rim of the floor sink.
- **Mop sink:** Provide an approved mop/janitorial sink with hot and cold water through a specialized commercial backflow protection faucet. The sink shall be located so as to prevent contamination of any food preparation areas, food storage areas, utensils, or equipment. A wall or enclosure may be required depending on the location of the mop sink. Provide space for storage of a mop bucket, mop hanger and cleaning supplies. A curbed utility wash-down area may be used in lieu of a mop sink. Mop sink/janitorial areas are required to have acceptable flooring (see handout “Flooring Guideline for Food Establishments”). Mop sinks must be located within 200 feet travel distance from the food/wine establishment.
- **Lighting:** Shatterproof shields are required on lights above food preparation areas, utensil washing areas, and where open food is stored. In areas where food is prepared or utensils are washed, lighting of at least 20 foot-candles is required.
- **Dumpster/Garbage area:** A dumpster pad and enclosure are required in accordance with the local building jurisdiction standards.
- **Water supply:** The water supply shall be from a water system approved by the Health Officer or the State Department of Public Health, Drinking Water Division. Private wells must be permitted and approved by the State Department of Public Health, Drinking Water Division. Provide permit information on all State well systems.
- **Sewage disposal:** The establishment must be connected to a municipal sanitary sewer system or an individual onsite sewage disposal system. If the operation is to be served by an individual onsite sewage disposal system, contact the Sonoma County Permit and Resource Management Department for current requirements.

COUNTY OF SONOMA DEPARTMENT OF HEALTH SERVICES
ENVIRONMENTAL HEALTH AND SAFETY SECTION
625 5th St. ♦ Santa Rosa, CA 95404
(707) 565-6565 ♦ www.sonoma-county.org

Local Companies That Draw Food Facility Plans*

ATS Design Group/ Al Turner Studio	(707) 537-8024
Ballinger Restaurant Equipment, Inc.	(707) 544-8924
Castino Restaurant Equipment & Supply	(707) 585-3566
Central Mechanical Co.	(650) 588-0420
Design 4 Dining	(866) 935-7860
Elee Tsai	(707) 575-9990
Henderson Architect	(707) 237-5240
Jim Winkel	(707) 332-0020
Kosar Associates	(707) 887-1286
Mena Architects(only for grocery store plans)	(415) 348-0100
Myers Restaurant Supply, Inc.	(707) 570-1200
Northbay Restaurant Design, Stan Gardiner	(707) 484-6573
O'Malley Wilson Westphal – A/E Alliance	(707) 636-0828
Robert Moore, Architect	(707) 578-8152
Rosenberg's Restaurant Equipment	(707) 542-4271

*The above companies are not endorsed by this Department, and no one company is recommended over another. The companies are in no particular order as to ranking. This list is for informational purposes only, in order to assist the public in the plan check process. This list is a living document and is no way construed to be complete or all-inclusive.

**COUNTY OF SONOMA DEPARTMENT OF HEALTH SERVICES
ENVIRONMENTAL HEALTH DIVISION**
625 5th St. ♦ Santa Rosa, CA 95404
707-565-6565 ♦ FAX 707-565-6525 ♦ www.sonoma-county.org/eh

Quick Reference for Building Departments

City of Cloverdale
126 N. Cloverdale Blvd.
Cloverdale, CA 95425

Community Development
707-894-1701
www.cloverdale.net

City of Cotati
201 W. Sierra Ave.
Cotati, CA 94931

Building Department
707-665-3636
www.ci.cotati.ca.us

City of Healdsburg
435 Allan Ct
Healdsburg, CA 95448

Community Development
707-431-3346
www.ci.healdsburg.ca.us

City of Petaluma
11 English St.
Petaluma, CA 94952

Community Development
707-778-4301
www.cityofpetaluma.net

City of Rohnert Park
130 Avram Ave.
Rohnert Park, CA 94928

Development Services- Building
707-588-2240
www.ci.rohnert-park.ca.us

City of Santa Rosa
100 Santa Rosa Ave.
Santa Rosa, CA 95401

Community Development
707-543-3200
<http://ci.santa-rosa.ca.us>

City of Sebastopol
7120 Bodega Ave.
Sebastopol, CA 95472

Building Department
707-823-8597
<http://ci.sebastopol.ca.us>

City of Sonoma
1 The Plaza
Sonoma, CA 95416

Building Department
707-933-2205
www.sonomacity.org

Town of Windsor
9291 Old Redwood Hwy.
Windsor, CA 95492

Building Department
707-838-5341
www.ci.windsor.ca.us

Permit & Resource Management Dept
2550 Ventura Ave., Santa Rosa, CA 95403
Unincorporated Sonoma County
Forestville
Guerneville
Bodega Bay
Bodega
Occidental
Graton
Geyserville
Penngrove

PRMD- Building Department
707-565-1900
www.sonoma-county.org/prmd

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FLOORING GUIDELINE FOR FOOD ESTABLISHMENTS

When installing a new floor or replacing an existing floor contact this office to assure the floor and base meet the current requirements.

The California Retail Food Code (CalCode) Section 114268 states the following:

- (a) *Except in sales areas and as otherwise specified in subdivision (d), the floor surfaces in all areas in which FOOD is prepared, prepackaged, or stored, where any UTENSIL is washed, where REFUSE or garbage is stored, where janitorial facilities are located in all toilet and handwashing areas shall be SMOOTH and of DURABLE CONSTRUCTION and nonabsorbent material that is EASILY CLEANABLE*
- (b) *Floor surfaces shall be covered at the juncture of the floor and wall with a 3/8 inch minimum radius coving and shall extend up the wall at least 4 inches, except in areas where FOOD is stored only in unopened bottles, cans, cartons, sacks or other original shipping containers.*

The following floor types will meet the above CalCode requirements:

Full kitchens (containing cooking equipment), **sculleries, meat or fish preparation areas, bars, bakeries**, and any areas with a power wash down:

1. Quarry tile (any color) with a 4" quarry tile coved base. Epoxy grout is recommended.
2. Seamless troweled on epoxy floor (not paint) 1/4 inch minimum thickness with a 4" self-coved base.
3. 100% homogenous vinyl flooring recommended by the manufacturer for use in commercial kitchens. The floor must have heat-welded seams and a 4" self-coved base.

Limited food preparation areas, service areas such as delicatessens, sandwich shops, espresso shops, wine bars, areas behind service counters, employee change areas and janitorial rooms:

1. Those floors listed above for full kitchens.
2. The minimum flooring required is a commercial grade sheet vinyl having chemically-welded seams with a 4" self-coved base.

Restrooms (employee or customer use)

1. Those floors listed for full kitchens and limited food preparation areas
2. Ceramic tile with 4 inch coved base tile

Dry storage areas (all prepackaged, no open food containers, no food preparation, no sinks, no refrigerators and no ice machines):

1. Those floors listed for full service kitchens and limited food preparation areas.
2. The minimum flooring required is vinyl composition tile (VCT) with a 4" vinyl/rubber top set coved base.

Walk-in refrigerators and freezers:

1. Metal floor and coved base installed as part of the NSF or equivalent walk-in.
2. Quarry tile with a quarry tile coved base or metal cove base provided by the manufacturer. Epoxy grout is recommended.
3. Seamless troweled on epoxy (not paint) minimum ¼ inch thick, 3/8 inch coved base supplied by the walk-in manufacturer.
4. New smooth, sealed concrete with 4" coved concrete base, quarry tile cove base **or** metal coved base supplied by the walk-in manufacturer.

****Dining area flooring materials are up to the discretion of the ownership.**

Mixed use or self serve area requirements will be based on Limited food preparation flooring requirements shown above.

Floor Drains

Upon new construction or extensive remodeling, floor drains shall be installed as follows:

1. In floors that are water-flushed for cleaning.
2. In areas where pressure spray methods for cleaning equipment are used.

In rest rooms, floor drains are recommended, but not required.

Floor Sinks

For new construction or additions where floor sinks are required the floor sinks may be either raised or flush mounted. Please verify with the building jurisdiction for their requirements.

*Floor sinks must have adequate grates to prevent injury and be accessible for regular cleaning.

****Please submit samples of new materials not listed for review and approval prior to installation.**

If you have further questions, contact John Anderson, Environmental Health Specialist III, at (707) 565-6547, FAX (707) 565-6525 or e-mail john.anderson@sonoma-county.org

HOT WATER HEATER WORKSHEET

ESTABLISHMENT _____ Date _____

ADDRESS _____

<i>Fill In Applicable Fixtures</i>	# Units	x	GPH =	Total GPH	GPM
3-Compartment Sink (_____ " x _____ " x _____ ")	3 (basins)		_____	= _____	_____
<u>*Pre-Rinse Unit for 3- comp sink</u>	_____		_____	= _____	_____
<u>Bar 3- Compartment Sink</u>	_____		_____	= _____	_____
<u>Hand Sink(s) including restrooms</u>	_____		_____	= _____	_____
<u>*Prep. Sink w/ faucet or pre rinse</u>	_____		_____	= _____	_____
<u>Dishwasher #1</u>	_____		_____	= _____	_____
<u>Dishwasher #2</u>	_____		_____	= _____	_____
<u>Mop Sink w/ backflow faucet</u>	_____		_____	= _____	_____
<u>Pre- Rinse w/ scrap tray</u>	_____		_____	= _____	_____
_____	_____		_____	= _____	_____

*Compare the pre-rinse GPH to the GPH for the sink fixture, use only the largest value.

Total GPH= _____
Tank Units

Total GPM= _____
Instantaneous

_____ Total GPH x _____ % (See sizing requirements below) = _____ GPH required

Formula for Gas water heaters

_____ GPH required x 60° rise x 11 = _____ **Total BTU input**

Formula for Electric water heaters

_____ GPH required x .149 = _____ **Total KW input**

SIZING REQUIREMENTS FOR STORAGE WATER HEATERS (not instantaneous water heaters)

- Food facilities with multi service eating utensils, heavy use (serving 3 meals a day) 100% GPH required
- Food facilities with multi service eating utensils, moderate use 90% GPH required
- Food facilities with single-service eating utensils, or don't use utensils at all 80% GPH required
- Food facilities that sell **only** prepackaged foods. A water heater with a minimum storage capacity of 10 gallons must be provided.

HOT WATER HEATER WORKSHEET

Three(3)- compartment utensil sinks

18" x 18" 14 gallons per compartment
24" x 24" 25 gallons per compartment

Custom sink sizes can be calculated using the following formula:

Length (ft) x Width (ft) x Depth (ft) x 7.5 = gallons per compartment

Bar 3- Compartment sinks

6 gallons per compartment

Hand sinks

5 gallons per sink

Pre-Rinse units

Hand spray type 45 gallons
Other type: Refer to manufacturer's
 Specifications for the equipment

Clothes Washers

9 and 12lb. Washers 45 gallons
16 lb. Washers 60 gallons

Prep Sinks

5 gallons per sink

Employee Shower

20 gallons per shower

Janitorial(Mop) Sinks and Mat washing areas

15 gallons per sink or facility

Other fixtures that use hot water

Refer to manufacturer's specifications for the equipment or NSF® listing.

Instantaneous Water Heaters (On- Demand)

Instantaneous water heaters must be sized to provide hot water at a **60 degree rise at 120°F** and at a rate of at least **2 GPM to each sink (hand sinks must receive at least ½ GPM)**. NSF listings are used to determine the minimum GPM hot water demand for commercial dishwashers.

Refer to the instantaneous water heater unit manual to verify sizing.

For additional information on sizing and installation of water heaters, see *Guidelines for Sizing Water Heaters* available at the Division of Environmental Health.

**If more than one water heater is proposed for the facility please identify the units and connections.

All approved plans are stamped with the Minimum Requirements for tank style gas, tank style electric, and instantaneous water heater units.

Wine/Beer Tasting Room Exemption Instructions

***All Wine tasting rooms must obtain and maintain either a Retail Food Facility permit or a Wine Tasting Room Exemption to legally operate.**

(For locations that have an Alcoholic Beverage Control (ABC) 02 Winegrowers License or 01 Beer Manufacturer License and are selling/tasting only their own wines/beers, and may only offer for sale non-potentially hazardous bottled beverages such as water and soda.)

Per Senate Bill 241, the requirements for obtaining an exemption for premises set aside for wine/beer tasting has changed as of October 11, 2009 and October 1, 2011. As of this date, charging a fee for wine/beer tasting is no longer a factor in the wine tasting exemption process. (*CalCode, Section 113789(c)(5)(12)*)

Please submit the following information to obtain a Wine Tasting Room Exemption letter from the County of Sonoma Department of Health Services, Environmental Health and Safety Section:

1. Complete and sign a Wine/Beer Tasting Room Exemption Application to agree to the conditions and submit a 1-hour review fee based on the current fiscal year food-hourly rate \$139. (See fee schedule at: <http://www.sonoma-county.org/health/services/pdf/fees.pdf>).
2. Submit a copy of a Wine Growers (ABC license 02) or Beer Manufacturer (ABC 01 license) for the tasting room site address. Only the wines/beers produced under this license may be sold with a wine/beer tasting room exemption.

These wine/beer tasting room exemptions will typically be reviewed within one week but within a maximum of 20 working days of receipt. Wine/Beer tasting room exemptions are reviewed in the order of the date received. If the exemption is not approved, a correction notice will be sent to the applicant detailing additional information needed. Resubmitted wine/beer tasting exemptions will usually be reviewed within one week. Wine/Beer tasting exemptions may be submitted via mail and must be accompanied with a completed wine/beer tasting room exemption application and required fee. The review process will not begin until the fee and application are submitted. Once the wine/beer tasting room exemption proposal is reviewed and approved, a letter of Wine/Beer Tasting Exemption will be sent by mail.

The original approved Wine/Beer Tasting Exemption letter or a copy must remain at the wine/beer tasting facility and be available for review upon request.

NOTE: The wine/beer tasting exemption shall be void should sales of foods beyond crackers and/or beverages that are not prepackaged non-potentially hazardous take place for onsite or offsite consumption. At that time this Department will require a permit for a retail food facility. A review of building plans and construction final approval will be required prior to issuance of the retail food facility permit.

Plan Review and Approval may still be required by the building jurisdiction for construction or remodel of the wine/beer tasting room facility. Please check with your building department for requirements. Standard plan review fees apply for this separate submittal. If you have any questions, please contact John Anderson, Environmental Health Specialist III at (707) 565-6547 or john.anderson@sonoma-county.org.

ALSO NOTE: A retail food facility permit shall be required for participation in Community Events that are two or more days in length where additional food(s) beyond crackers and non-potentially hazardous beverages are offered to the public, and therefore, the wine/beer tasting exemption shall not apply. Contact the office at (707) 565-6565 to speak to the Community Event Program Lead for more information regarding community events. <http://www.sonoma-county.org/health/services/foodbooth.asp>

Main Environmental Health office number 707-565-6565

COUNTY OF SONOMA DEPARTMENT OF HEALTH SERVICES

PUBLIC HEALTH DIVISION
ENVIRONMENTAL HEALTH & SAFETY SECTION
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www.sonoma-county.org/environmental

SR# _____

Wine/Beer Tasting Room Exemption Application

APPLICANT: Complete all areas below (please print or type), sign and date below, and submit to the Environmental Health and Safety Section with applicable fee of \$139.

Business Name: _____ Phone _____

Site Address: _____ Suite _____

Business City: _____ State _____ Zip _____ AP# _____

Owner name(s): _____

Mailing address (if different from above)

Business Street/PO Box: _____ Suite _____

Business City: _____ State _____ Zip _____ Phone _____

Email Address: _____

PLEASE SUBMIT PAYMENT WITH THIS APPLICATION ALONG WITH A COPY OF AN ALCOHOL BEVERAGE CONTROL 01 BEER MANUFACTURER LICENSE or 02 WINE GROWER LICENSE

Proposed opening date: _____

By signing below, I agree to not offer for sale, food or unapproved beverages for onsite or offsite consumption (with the exception of the actual wine/beer tasting, approved non-potentially hazardous beverages, and/or crackers for clearing the palette between tasting different wines/beers). Some examples of approved non-potentially hazardous beverages include bottled/canned soda, ice tea and water that are prepackaged and do not require refrigeration. Only the beers/wines produced under this submitted ABC license may be sold with a wine/beer tasting room exemption. (CalCode, Section 113789(c)(5)(12))

I understand that the wine/beer tasting exemption shall be void should sales of foods beyond crackers and/or beverages that are not prepackaged non-potentially hazardous take place for onsite or offsite consumption. If this should occur, this Department shall require a permit for a retail food facility. A review of the building plans and construction final approval will be required prior to issuance of the retail food facility permit.

The wine/beer tasting room exemption is not transferable upon change of ownership and is valid only for the location/facility listed above. The cost for reviewing/processing the wine/beer tasting room exemption typically takes about one hour and is based on the current fiscal year food-hourly rate (See fee schedule at: http://www.sonoma-county.org/health/services/pdf/fees.pdf)

I (We) agree to operate in compliance with all applicable statutes, orders, quarantines, rules or regulations prescribed by state law; a state officer or department; or the Public Health Officer for Sonoma County.

Date _____ Signature(s): _____

Print name(s): _____

For office use only: Category 3395 District _____ PR # _____ Issued _____ REHS approval _____

Amount rec'd \$ _____ [] Cash [] Check/Credit Card Check/Credit Card Trans# _____ Date rec'd _____ By _____