

APPLICATION FOR A FOOD SERVICE FACILITY PLAN REVIEW

Borough of State College, College Township, Ferguson Township and Patton Township

State College Neighborhood and Community Services Department

243 South Allen Street, State College, PA 16801

(814) 234-7191 (phone) – (814) 234-7197 (fax)

healthdept@statecollegepa.us

PREPLANNING

Thoroughly review the rules and regulations pertaining to the specific type of food service facility proposed prior to and during preparation of plans. Applicable laws may include PA Act 70, the Food Act and PA Act 369, the Public Eating and Drinking Places Law. Regulations governing food safety in retail food facilities are found at Title 7 Part III Chapter 46, PA [Food Code](#) (accessible at eatsafepa.com under the Bureau of Food Safety and Laboratory Services in the legal library). Discuss any questions regarding licensing or registration and requirements for plan review with the State College Neighborhood and Community Services Department. This application is required whether the establishment is new, being remodeled or changing ownership.

PLANS

For a new establishment or a remodel of an existing establishment, a complete floor plan must be submitted showing the location of restrooms, the placement of all food service equipment and a list of all the finishes on countertops, floors, walls and ceilings. Plans must show all areas of the facility including food preparation areas, food storage areas, ware washing areas, dining areas and any other areas used in the facility. Indicate dressing/locker rooms or storage areas for employee's personal effects (some type of storage facilities for personal items is required). In addition, a description and a copy of the menu must be included. Plans are *not* required for a change of ownership application.

EQUIPMENT

A list of all equipment must be included as an addendum to the plans showing the manufacturer and the model for all equipment. Equipment must meet the minimum requirement as stated in [Food Code](#), Subchapters 4-1, and 4-2 of the PA Model Food Code (accessible at eatsafepa.com under the Bureau of Food Safety and Laboratory Services in the legal library). A set of detailed shop drawings may be required to determine compliance with these standards. Food equipment that has been unaltered and has been certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program shall be deemed in compliance with the sections of the PA Model Food Code as listed above.

LICENSE AND CERTIFIED SANITATION SUPERVISOR

Prior to opening for business, the food facility must be inspected and approved by the Neighborhood and Community Services Department. In addition to the operating license, all food facilities must have, within 90 days from the date of opening, at least one employee certified in a nationally recognized sanitation supervisor program. Information on certification is available from the Neighborhood and Community Services Department. The certified food employee must be the "person in charge" when at the facility and accessible at all times (in person or by phone) during the facility's hours of operation. Individuals may be the certified employee at only one licensed establishment.

RESTROOMS, HAND SINKS AND UTILITY SINKS

A restroom is required for employees, as well as a dedicated hand sink for hand washing in all food preparation areas. A hand sink readily available to patrons is also required. At least one utility sink is required for disposal of water used in cleaning the establishment.

CONSUMER ADVISORY

If there will be ready to eat animal-derived foods in a raw or undercooked form (examples: sushi, rare steak, sunny side up eggs, raw egg coddled dressing), then a consumer advisory must be provided to patrons. A sample of the facility's compliance with the consumer advisory section of Food Code Subchapter 3-603.11 should be submitted with this plan. Your action plan to comply with this section or the actual menu showing compliance with this section is acceptable. Both *disclosure* of the specific food items affected and a *reminder* of the risks must be contained in the consumer advisory to be approved. [Guidelines](#) are available to aid you in the development of this advisory (for more information visit eatsafepa.com under the Bureau of Food Safety and Laboratory Services in the legal library).

FEES

The appropriate fee must accompany the application, otherwise the submission will be considered incomplete and the required review will be suspended until the fee is submitted. Please make checks payable to the Borough of State College.

Municipality	Facility Plan Review	Change of Ownership ONLY
Borough of State College	\$250.00	\$80.00
College Township	\$150.00	\$50.00
Ferguson Township	\$150.00	\$50.00
Patton Township	\$165.00	\$50.00

MISCELLANEOUS ITEMS

The facility owner must make arrangements with a company or individual that has been approved by the Neighborhood and Community Services Department to remove grease from any grease storage containers (including grease traps) and to clean the hood ventilation system as necessary.

It is the responsibility of the establishment owner to notify the Neighborhood and Community Services Department of all structural or equipment changes. There may be an additional application and fee required for any changes.

Staff requires thirty (30) days to review the submission. Please have all requisite documents to the Neighborhood and Community Services Department at least thirty (30) days prior to beginning construction.

OTHER AGENCIES TO CONTACT

CENTRE REGION CODE ADMINISTRATION

2643 Gateway Drive
State College, PA 16801
(814) 231-3056 (phone)
(814)231-3088 (fax)

www.crcog.net

All new restaurant applicants must contact Centre Region Code Administration for plan approval and to schedule inspections.

STATE COLLEGE BOROUGH

FINANCE DEPARTMENT

243 South Allen Street
State College, PA 16801
(814) 278-4766 (phone)
(814) 234-7148 (fax)

accounting@statecollegepa.us

All new Borough restaurant applicants must set up their refuse collection service with the Finance Department

LOCAL ZONING OFFICES

BOROUGH OF STATE COLLEGE

243 South Allen Street
State College, PA 16801
(814) 234-7109 (phone)
(814) 234-7197 (fax)

planningdept@statecollegepa.us

FERGUSON TOWNSHIP

3147 Research Drive
State College, PA 16801
(814) 238-4651 (phone)
(814) 238-3454 (fax)

www.twp.ferguson.pa.us

COLLEGE TOWNSHIP

1481 East College Avenue
State College, PA 16801
(814) 231-3021 (phone)
(814) 231-3020 (fax)

www.collegetownship.com

PATTON TOWNSHIP

100 Patton Plaza
State College, PA 16803
(814) 234-0271 (phone)
(814) 238-7790 (fax)

www.twp.patton.pa.us

All new restaurant applicants must contact the appropriate zoning office to verify that all zoning regulations are complied with.

LOCAL ENGINEERING OFFICES

BOROUGH OF STATE COLLEGE

243 South Allen Street
State College, PA 16801
(814) 234-7140 (phone)
(814) 234-7197 (fax)

publicworksdept@statecollegepa.us

FERGUSON TOWNSHIP

3147 Research Drive
State College, PA 16801
(814) 238-4651 (phone)
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Borough of State College, College Township, Ferguson Township and Patton Township

Name of Establishment: _____

Address: _____

Municipality: State College Borough [] College Township []
 Ferguson Township [] Patton Township []

Name of Owner or Responsible Party: _____

Address: _____

Office Phone: _____ Cell Phone: _____

E-mail Address: _____

Name of Architect: _____

Address: _____

Basic Type of Work Planned: New [] Remodel [] Food Truck/Cart []

Plan Review Fee: _____ Check #: _____

See Table for applicable fees

Change of Ownership ONLY (No physical changes to the establishment) []

Change of Ownership Fee: _____ Check # _____

See Table for applicable fees

Briefly describe the type of food service operation proposed:

Describe the proposed menu and attach a copy (A consumer advisory must be on menus or table tents if serving potentially hazardous foods):

Name of Certified Sanitation Supervisor: _____

Projected number of seats: _____

Anticipated starting date of construction: _____

Signature: _____ Date: _____

Note – the annual operating license fee is a separate fee and is based on seating capacity and will be issued at the time of the final inspection.

Submit application, fee, plans, and equipment cut sheets, if applicable, to the State College Neighborhood and Community Services Department at 243 S. Allen St., State College, PA 16801.

Contact the State College Neighborhood and Community Services Department at (814) 234-7191 or healthdept@statecollegepa.us with any questions.

Last updated: 9/25/2018

https://statecollegepa-my.sharepoint.com/personal/bodonnell_statecollegepa_us/Documents/Restaurants/Applications and Inspection Forms/Application for a Food Service Facility Plan Review rev 1.doc

