

CITY OF LONG BEACH



DEPARTMENT OF HEALTH & HUMAN SERVICES



GUIDE TO OPENING



A RESTAURANT OR FOOD FACILITY



City of Long Beach
Department of Health & Human Services
Bureau of Environmental Health
Food Facility Inspection Program





Welcome to Long Beach!

This brochure has been developed to help you plan and open your restaurant or food facility quickly, safely, and smoothly. The City's Department of Health and Human Services (Health Department) knows how important it is to provide you with the information you will need regarding State and local food safety requirements. This brochure specifically addresses information relating to Health Department requirements, and is intended as a general guideline.

For assistance with details on selecting a location for your business, building construction requirements, and obtaining other City permits, please visit the City's Permit Center at **City Hall, 333 W. Ocean Blvd 4th floor**, or by calling **562-570-6194**. You can also find information at www.lbds.info.

Beginning the Process to obtain Long Beach Health Department approval

If there is to be no remodeling or construction of your restaurant or food facility, and there is only a change in ownership:

- 1 Go to the Permit Center at City Hall and complete a business license application. Business Licensing will then notify the Health Department of your application.
- 2 A Health Department representative will contact you to set up a date and time for a health licensing inspection.
- 3 The inspection will be conducted, and any corrections will be documented on an inspection report which is left with the owner or representative. A reinspection will be conducted to make sure all the corrections have been made.
- 4 Once corrections have been made, the health inspector will approve the facility's health permit, and notify Business Licensing of the Health Department approval. An annual health permit is required for all food facility operations. The new facility will be billed for the annual health permit.

If remodeling or constructing a restaurant or food facility, plan submittal is required:

1 Submit three (3) sets of Health Department plans to the Permit Center at **City Hall, 4th floor, 333 W. Ocean Blvd, Long Beach**. These plans should include a plumbing plan, floor plan, finish schedule (floor, wall, ceiling materials), and equipment list/schedule.

A plan check guide is available to help you prepare plans at:
http://www.longbeach.gov/health/eh/food/plan_check.asp

A plan check review fee will apply which covers plan review, corrections, and construction inspections. Contact Health Department plan checker at **562-570-4195** for appropriate fee. *Note: Plans should also be submitted to other City Departments (Fire, Building, etc) at the Permit Center. Also check with zoning and business licensing for requirements.*

2 The Health Department plan checker will review the plans within **20 working days** and corrections may be required. Expedited plan review (within 5 working days) is available. When Health Department plan corrections are to be resubmitted, call **562-570-4195** to make an appointment. When plans are approved by the Health Department, and other City Department approvals are obtained, then remodeling and construction may proceed.

3 The Health Department plan checker will conduct an inspection(s) during remodeling/construction to ensure work is being done according to the approved plans. Health will issue a written inspection report detailing any corrections needed.

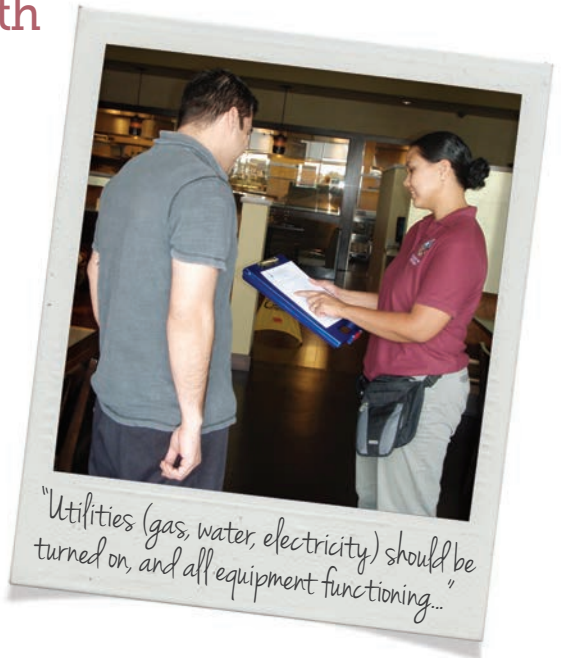
4 A business license application should be completed at the Permit Center.

5 Once Health Department approval is obtained, in addition to all other City Department signoffs/approvals, the business license will be approved. The new facility will be billed for the annual health permit.



What will the Health Inspector be checking during the licensing inspection?

Utilities (gas, water, electricity) should be turned on, and all equipment functioning, prior to the inspection. Food does not have to be stocked at facility at the time of inspection. However, the facility should be clean, pest free, and ready to operate.



Equipment:

Installation of properly installed and functioning commercial equipment including but not limited to:

- Fully stocked wall mounted soap & paper towels dispensers.
- Hand wash, three compartment utensil wash, food preparation, and mop sinks with hot and cold running water. Food prep sink should drain to a floor sink via legal air gap.
- Adequately sized commercial water heater.
- Commercial exhaust hood for cooking equipment. All cooking equipment must fit under the hood. Limited cooking without a hood may be allowed if approved by the Health Department.
- Commercial/NSF/ANSI approved equipment (including microwaves, blenders, toasters, refrigerators, & freezers).
- All unused/ inoperable equipment must be repaired and placed into use, or removed completely from the facility.
- A grease trap or grease recovery device may be required by the Water Department depending on the types of foods prepared.

Facility:

- Floors, walls, and ceilings in good repair and of approved materials.
- Self closing device on all external doors leading to outside.
- Overhead air curtain over delivery door leading to outside.
- Self closing device on the restroom doors.
- Facilities constructed on or after January 1, 2004, that provides space for consumption of food on the premises, must provide customer restrooms.
- Employee lockers must be provided for storage of employee personal items if more than five employees.

Food Storage:

- All cold holding units (refrigerators, etc) should keep foods at 41 degrees F or colder and have a thermometer.
- All hot holding units (steam tables, ovens, etc) should keep foods at 135 degrees F or hotter and have a thermometer.
- Several NSF approved probe thermometers should be available at the facility for taking food temperatures. Employees should be trained on thermometer use and calibration.
- Provide 32 linear feet of approved shelving for dry food storage for each 100 square feet of floor space.

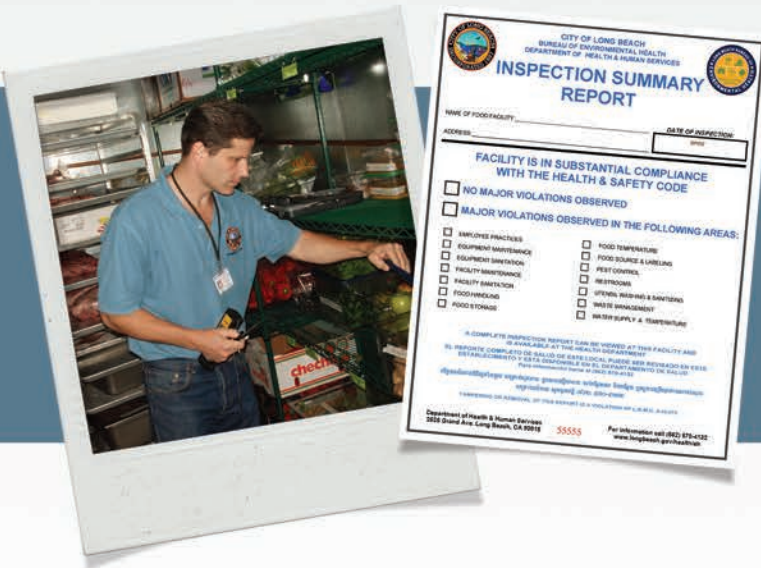
Equipment Sanitation:

- Sanitizing solution and test strips should be available for manual sanitizing of utensils.
- Provide sanitizer buckets for the storage of wiping cloths.

Training:

- One certified food manager per facility is required if handling unpackaged, perishable food.
- All employees who handle, store, or prepare food must have a Certified Food Handler Card. Some types of businesses are exempted from this requirement. Facility must always have a designated Person in Charge who has several duties, including monitoring employee illnesses and facility operations.

List is not all inclusive



The City of Long Beach posts a summary of the inspection results after each routine inspection. This posting is called an ISR (Inspection Summary Report) and was approved by City Council in 1999. The ISR indicates the major violations found during a routine inspection. The ISR is posted in a conspicuous place for public view.

The Health Department looks forward to working with you to make your business a success!!

If you have any questions, please contact us.

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FIND US ON THE WEB AT

<http://www.longbeach.gov/health/eh/food/default.asp>

EMAIL US AT

foodinspectors@longbeach.gov

LIKE US ON FACEBOOK

[facebook.com/lbdhhs](https://www.facebook.com/lbdhhs)