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**Food Facility Plan Review Guidelines  
NEW or REMODEL Projects**

You have requested information to begin the process of establishing a food service operation in Lewis & Clark County. **THIS PROCESS MAY TAKE 30 DAYS BEFORE YOU CAN BEGIN WORK ON YOUR FOOD SERVICE.**

The steps you need to take are as follows:

1. Review plan review materials and develop your plan completely on paper and obtain approval before any equipment or materials are purchased. We are happy to meet with you to discuss your project and design. Call 447-8361 for an appointment.
2. Submit the required plan review information along with the appropriate plan review fee payable to the Lewis & Clark County Health Department.
3. After plan approval, begin construction or remodeling. When completed call for inspection and licensing approval.

Plans submitted for review need to include the following:

1. Provide the proposed menu, including seasonal, off-site (catering), and banquet menus.
2. Provide plans that are a minimum of 11 x 14 inches in size, including the layout of the floor plan accurately drawn to a minimum scale of ¼ inch = 1 foot.
3. Show the location of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. Submit drawings of self-service hot and cold holding units with sneeze guards.
  - a. Choose commercial grade equipment.
  - b. Provide a food equipment schedule to include manufacturer and model numbers. Providing specification sheets on the equipment allows for faster review.
4. Handwashing sinks must be conveniently located in each food prep and utensil washing area.
5. Provide food preparation sinks for washing produce, using ice baths, and other food preparation needs. This sink must have an indirect connection to the sewer.
6. Provide a 3 compartment sink for utensil washing. The compartments must be large enough for the largest utensil.
7. Provide a mop sink for disposal of mop water, washing garbage cans and floor mats. The easiest mop sinks to use are curbed drains. Provide facilities for hanging wet mops and storage of cleaning supplies.

8. Part of the review process is a calculation for adequate storage capacity. This determination is made by using the maximum number of meals to be served, the number of days of operation per week, and the total number of deliveries planned. Use numbers that show a plan for success. Overflowing refrigerators and storage areas can lead to food borne illness.
9. Provide detailed plumbing schedule that includes location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, and wastewater line connections. All food equipment with wastewater lines must have an indirect connection to the sewer.
10. Designate other areas that will be used for storage rooms, garbage rooms, toilet rooms, and basements used for storage or food preparation. Include an area set aside for storing personal belongings (coats, purses, backpacks, etc.).
11. Provide a site plan that indicates streets, garbage areas, entrances, exits, loading/unloading areas and docks.

If your project is located **outside the city limits**, then the following additional information is required.

#### Wastewater

1. Contact Lewis & Clark County Permit Coordinator for information regarding any subdivision approvals, recorded covenants or other restrictions for the proposed development.
2. Contact Lewis & Clark County Environmental Health Services to identify any current wastewater systems, capacity restrictions or needed modifications and/or construction.
3. Submit a copy of the wastewater permit and subdivision approval for your project with the plan review application.

#### Well Water

1. If you will serve 25 or more people for 60 days per year, you must be licensed as a public water supply. Contact Montana Department of Environmental Quality for approval and licensing of the water supply.
2. If the water system is nonpublic, then the non-public water and wastewater application must be submitted for review.
3. Provide current (within 30 days) bacteriological water sample results for the proposed water supply.
4. Provide nitrate + nitrite water sample for your proposed water supply current in the last year.

**Other agencies** may have requirements that you must meet. Contact the following agencies for review and approval for your project depending on your proposed facility location.

#### City Limits

**City of Helena Community Development  
Building Division**  
316 N. Park Room 435  
Helena, MT 59623  
(406) 447-8437

**City of Helena Fire Inspection**  
300 Neill Avenue  
Helena, MT 59601  
(406) 447-8472

**City of East Helena**  
City Hall  
7 E. Main  
East Helena, MT 59635  
(406) 227-5321

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Lewis & Clark County

**Building Codes Bureau**

PO Box 200517  
Helena, MT 59620-0517  
(406) 841-2040

On-Site Wastewater

**Subdivision Approval**

Christal Ness – Permit Coordinator  
316 N. Park Room 230  
Helena, MT 59623  
447-8392

Non-Municipal Water System

**Public Water Supply:**

MT Department of Environmental Quality  
1520 E. Sixth Ave  
PO Box 200901  
Helena, MT 59620  
444-4400

**Department of Justice**

**Fire Prevention & Investigation Section**

2225 11th Ave.  
Helena, MT 59601  
(406) 444-2050

**Environmental Health Division**

316 N. Park Room 230  
Helena, MT 59623  
447-8351

**Non-public Water Supply-** if you do not meet the definition of PWS, then you must meet minimum standards defined in Food and Consumer Safety Circular #1 and complete the non-public water and wastewater application form.