



### **CMHD Plan Review**

All new and remodeled food service establishments must complete a plan review **prior to construction** to ensure all Montana Administrative Rules and federal requirements are met.

Montana Administrative Rules for Food Service Establishments, Title 37, Chapter 10, Subchapter 241, requires a copy of construction plans and specifications be submitted prior to undertaking construction of a new retail food establishment, and as a condition of obtaining a license to operate; and prior to remodeling an existing establishment to expand or add food processing or food service facilities. This requirement is in addition to the local building and plumbing permits.

The Plan Review application must be completed and submitted along with applicable fee, construction plans and an expected completion date.

The applicant shall make an appointment with a CMHD sanitarian to review the application and construction plans. Call 406-535-7466 to schedule your appointment today.

## **MORE RESOURCES**

**Montana Department of Health & Human Services, Food & Consumer Safety Section**  
**Web site:** <http://www.dphhs.mt.gov/PHSD/Food-consumer/food-safe-index.shtml>

You must obtain a building permit from the state for any new construction or remodeling work done to your kitchen facility. Contact:

**Darrell Aaby,**  
**State Building Inspector,**  
**406-439-2551**  
daaby@mt.gov

Abbey serves the Fergus, Golden Valley, Judith Basin, Musselshell, Petroleum, and Wheatland counties as well as several other counties throughout the state.

You must obtain plumbing and mechanical permits from the state for any new or remodeled work done to your kitchen facility. Contact:

**Brian French,**  
**State Plumbing & Mechanical Inspector,**  
**406-439-2260**  
bfrench2@mt.gov

Brian serves the Fergus, Golden Valley, Judith Basin, Musselshell, Petroleum and Wheatland counties, as well as several other central and eastern Montana counties.

### **Central Montana Health District Environmental Health Office**

Phone: 406-535-7466  
Fax: 406-535-3984  
300 1st Ave N, #201  
Lewistown, MT 59457



## **BUILDING A COMMERCIALY LICENSED KITCHEN**



Phone: 406-535-7466  
[www.centralmontanahealthdistrict.org  
/envirohealth](http://www.centralmontanahealthdistrict.org/envirohealth)

# COMMERCIALLY LICENSED KITCHEN REQUIREMENTS

Montana's retail food establishments are regulated by the Montana Department of Public Health & Human Services' Food and Consumer Safety Section's Food Service Establishments Administrative Rule.



The Administrative Rule was created to establish minimum standards to protect the health, safety and general welfare of the people of Montana pursuant to the authority granted under Montana Code Annotated, (MCA) 50-50-103.

The general objective of the rules include:

1. Prevent food borne illness;
2. Correct and prevent conditions that may adversely affect persons utilizing food establishments;
3. Provide minimum public standards for the design, construction, operation and maintenance of food service establishments; and
4. Meet consumer expectations of the safety of food service establishments.

Food service establishments in Montana must also obtain a license from their local health districts and participate in a health inspection at least once a year.

## Kitchen Essentials Checklist

Item Description	
1.	Three-basin sink for washing, rinsing and sanitizing equipment, utensils, cookware, etc.
2.	Sink dedicated for food preparation (menu-specific requirement).
3.	Sink dedicated for handwashing, with soap and single-use towels or paper towels.
4.	Adequate refrigeration for menu (ask sanitarian for recommendation).
5.	Smooth walls, ceiling and flooring that can be easily cleaned.
6.	Air gap beneath the sinks in the plumbing so sewage cannot back up into sinks.
7.	Covers over lights to protect food from the chance of broken light bulbs.
8.	Self-draining drainboards on both sides of the 3-basin sink.
9.	Type 1 kitchen hood to collect grease-laden vapors produced when frying food (menu-specific requirement).
10.	Adequate food storage that is clean, dry, not exposed to contamination and at least six (6) inches above the floor.



## Other Considerations

**Food Contact Surfaces:** Must be easily cleanable, smooth and free of breaks, open seams, cracks, chips, pits and similar imperfections, as well as free of difficult to clean internal corners or crevices.

**Water Supply:** Enough potable water for the needs of the food service establishment must be provided from a source constructed and operated in accordance with Title 75, Chapter 6, MCA, and ARM Title 17, Chapter 38, Subchapters 1 and 2, applicable to public water and wastewater systems.

**Plumbing:** Must be installed and maintained in a manner which prevents cross-contamination between potable water and any non-potable or questionable water supply. Plumbing must be inspected by state inspector.

**Floors:** Floors and floor coverings must be constructed of smooth, durable material such as sealed concrete, terrazzo, ceramic tile, durable grades of linoleum or plastic and shall be maintained in good repair.

**Lighting:** Permanently fixed artificial light sources must be installed to provide at least 50 foot-candles of light on all food prep surfaces.

Download the Food Service Establishments Administrative Rule from [http://www.cmhd-mt.org/pdf/food-service\\_establishments\\_administrative\\_rule.pdf](http://www.cmhd-mt.org/pdf/food-service_establishments_administrative_rule.pdf).