



# Columbia County Department of Health

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Part 14-1 New York State Sanitary Code  
Requirements for full service food establishment, i.e., restaurant, diners,  
cafeteria, hotels, luncheonettes, caterers, pizzerias, taverns.

1. A Columbia County Health Departments permit is required **prior** to opening date.
2. Submit an Application for permit to operate (DOH-3915) 21 days **prior** to opening date. Attach a proposed menu if available.
3. A dedicated, completed segregated space for the proposed food service operation must be provided. Private home kitchens where food is prepared or served for family consumption are prohibited for use as a commercial food service establishment.
4. Private on-site sewage disposal systems must meet New York State Department of Environmental Conservation Standards for waste water treatment where applicable. A design plan or report based on the proposed use/capacity developed by NYS Licensed Professional Engineer may be required for approval.
5. Private on-site potable drinking water supplies, Part 5-1 of the NYS Sanitary Code analyses to determine sanitary quality for drinking will be required. Newly developed water supplies or existing private water supplies with no known sample history will be required to install an approved disinfection treatment system (Ultra-violet light or Chlorination). Additional sampling or treatment requirements may also apply depending on initial sample results, well depth and distance from surface water, other or potential (i.e., buried fuel tanks, close proximity to gas station etc.).
6. Submit a neatly drawn floor plan to scale, showing all kitchen equipment including bars and toilets. Plumbing layout to be included.
7. Provide adequate refrigeration for proposed menu. Refrigeration to operate below 45 degrees Fahrenheit. Provide thermometers for each refrigeration unit.
8. All equipment surfaces, including work tables, shelves, racks, etc. are to be smooth, non-absorbent and easily cleanable. (No openings, cracks, rough, raw wood or painted surfaces).
9. A commercial dishwasher with hot water booster capable reaching of 180°F for hot water sanitizing or a low temperature unit with chemical sanitizing equivalent or a 3-bay sink \*\* with indirect 1" air gap waste drain installed.

\*\* A two-bay sink with commercial dishwasher available may be substituted for a 3-bay sink. In all cases, equipment must be able to accommodate the largest pot, pan or other utensil that will be available.

10. Drain boards or drying racks must be provided to air-dry all equipment and utensils.
11. A commercial hot water heater capable of generating adequate supply of hot water, at a temperature of at least 120°Fahrenheit, to meet peak demands of equipment must be provided. (Further information on calculating these requirements is available upon request.)
12. A separate dedicated employee hand washing sink, with tempered hot running water, soap and paper towel dispensers is required in each separate food service and preparation area.
13. A separate curbed floor or utility mop sink with drain is to be provided for cleaning floor tools and disposal of mop water and similar liquid. The use of lavatories or utensils, equipment or food preparation sinks for this purpose is prohibited.
14. A dipper well with running water overflow and 1" gap in direct waste drain is required if bulk frozen desserts hard ice creams, gelatos or ices are to be served.
15. All cooking equipment must to be hooded (with a minimum 6" equipment over hang on all sides and vented directly to the exterior of the building. Adequate make-up air must be provided for proper operation of commercial type exhaust equipment. Exhaust discharge must be directed, so that it will not create a nuisance. Also, check with local code enforcement for additional requirements (i.e., need for fire suppression system.)
16. Floors in food preparation areas are to be smooth, durable, easily cleanable and non-absorbent. Carpeted and asphalt tiled floors in food preparation areas are prohibited. All floor-to-wall joints are to be sealed with water proof caulk and covered with a coved baseboard. Floor drains are recommended in food preparation and dishwashing areas.
17. Walls in food preparation areas must be smooth, light-colored with non-absorbent finish. No cracks or open seams. Fiber-reinforced panels (FRP), stainless steel, or latex painted sheetrock (not recommended for dishwashing or wet areas) are all acceptable wall coverings.
18. Lighting fixtures in food preparation, service areas, walk-in refrigerators, coolers and display cases must be shielded against breakage.
19. All food in storage areas must be at least 6" inches off the floor to avoid moisture absorption and ease of cleaning underneath.
20. A toilet facility must to be provided for employees. Toilet facilities are to be available to public if on premises consumption of food is provided and 20 or more seats are available. The public is not permitted to walk through any food preparation or service areas to access toilet facilities or for any other purpose.
21. Toilet rooms must be mechanically vented to outside and have self-closing doors provided when adjacent to seating or dining areas.