

## Food Facility Plan Check Quick Start Checklist

This checklist is designed to help you plan your food facility plan check process. Follow the 5 steps:

### **Step One: Planning & Research. Before submitting a plan check to Environmental Health Services:**

- Consult Planning & Development, Zoning, or other local jurisdiction to make sure your planned activity is allowed at your proposed facility's location.
  - Is your proposed facility served by a public water system?
  - If not, contact EHS Technical Services to discuss the requirements for a public water system.
- Is your proposed facility served by a sanitary district (sewer system)?
  - If so, contact them to see if a grease trap or grease interceptor will be required for your proposed facility.
  - If not, contact EHS Technical Services to discuss the requirements for a septic system for your proposed facility.
- Read the EHS guide titled "Opening a Food Facility." It contains an overview of the plan check, permit application, and EHS regulatory process.

### **Step Two: Preparing Your Application. When preparing your plan check application for Environmental Health Services:**

- Complete the Plan Check Application, found on the EHS website. Be sure to include:
  - A completed, signed application;
  - One copy of the floor plans of your proposed facility, drawn to scale (Two (2) additional sets will be required prior to final plan approval);
  - Cut sheets and specifications for all finishes and equipment;
  - A proposed menu
  - Additional information that EHS may require:
    - A current air balance report for any existing mechanical ventilation exhaust system (hood);
    - Plumbing, ventilation and/or electrical schematics
- Pay the plan check application fee when you submit your plan check application.
- Read and understand the plan check fee process.
  - In addition to the plan check application fee, you will be charged the EHS hourly rate for all work done by EHS staff on your plan check, including but not limited to plan review, email correspondence, phone calls, meetings, inspections and research.
  - You will receive a monthly bill with your current plan check charges.

- EHS will stop work on plan checks with overdue plan check billing accounts.

### **Step Three: During the Plan Check Process**

- EHS will review your submitted plans and will contact you with any questions or if more information is needed
- To reduce the time your project's plan check takes, please:
  - Respond promptly and completely to requests for information or clarification from EHS
  - Minimize email back-and-forth with EHS by batching questions and information whenever possible
  - Be mindful that EHS charges all plan review activities at an hourly rate.
- Do not begin renovations or remodeling until your plans have been approved by:
  - EHS **AND**
  - Any other agencies (Building Department, Planning & Zoning, etc.)
- You may request a second opinion on any EHS plan check requirements at no additional cost by contacting your plan checker.
- When your plans are approved, your plan checker will contact you and will provide you with:
  - Approved, stamped copies of your plans
  - Your final plan check invoice

### **Step Four: Construction. You may begin your construction or renovation after your plans are approved by EHS and any other necessary agencies (Planning, Building, etc.):**

- Talk to your plan checker to understand and schedule required construction inspections
  - Contact EHS to schedule construction inspections at **least 48 hours in advance**
- If during construction you need to make changes to your plans, equipment, or finishes, receive written approval from EHS **before** making any changes.
- Make any required changes / corrections as directed by your EHS inspector or plan checker
- Receive written approval from EHS prior to stocking, training or beginning operations

### **Step Five: Apply for your health permit & open. Once your project is complete and you have passed your final construction inspection, before you start operating or open to the public:**

- Pay all outstanding plan check fees
- Apply for an annual health permit with EHS by:
  - Completing an EHS Food Facility Health Permit Application
  - Paying the appropriate EHS Annual Permit Fee
- Receive written approval to operate before opening
- Review the EHS Restaurant Self-Inspection Checklist to be prepared for your first inspection

**Any questions? Contact your plan checker or the EHS offices for more assistance.**