



Instructions for Opening a Food Establishment

1. Submit one set of plans, the completed Plan Review Application (accompanied by a \$210 fee), Health Permit Application (accompanied by a \$130 fee), and specification sheets for all establishments.
2. Upon completion of the plan review, you will receive written notification approving or denying the plans as submitted.
3. Prior to opening, a construction inspection will be conducted at the facility to ensure compliance with the approved plans and Food Code.
4. A pre-opening inspection will be conducted by a Public Health Specialist. After this inspection is completed, your Public Health Specialist will advise you if you are permitted to open.

Approximate time for plan approval – 20 **working** days



Plan Review Application Instructions

1. Print and complete the application. Answer all questions. Incomplete applications will be returned.
2. Submit plan sheets that contain the following information:
 - a. Finish schedule that includes a statement that all surfaces will meet 70% Light Reflective Value or greater.
 - b. Floorplan layout showing all equipment and its placement.
 - c. All equipment to be numbered on the floorplan.
 - d. Corresponding specification sheets on each piece of equipment.
 - e. All specification sheets to be linked to the piece of equipment shown on the plan sheet with the same reference number.
 - f. Electrical diagram that shows light locations and type of illumination used. Indicate each bulb location and if it is shatterproof or shielded.
 - g. Two-dimensional plumbing layout.
 - h. Three-dimensional plumbing layout that shows where direct and indirect connections are used for each of the corresponding pieces of equipment and lavatory facilities. Also show the grease traps and mopsinks.
3. Submit the proposed menu.
4. Submit all applicable fees.
5. Approximate time for plan review and approval is 20 **working** days.

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DIVISION OF ENVIRONMENTAL PROTECTION – CENTRAL

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