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Commercial Food Establishment Plan Submittal Requirements

This sheet outlines the plan submittal requirements for Health, however, may not be all encompassing.

All Submittals

☐ 1. Completed "Health Permit Application" with fees as assessed in the currently adopted Fee Schedule and a copy of the Food Manager Certification.

☐ 2. Site Plan:
- Dumpster enclosure(s) and location.
- Outdoor areas

☐ 3. Floor Plan:
- Identify each room with its function and purpose, including staff lounge, breakrooms, food service areas, bars, outdoor areas, storage, warewash rooms, satellite areas and bar areas. *Note: Food service areas shall be segregated in "non-traditional" food places (churches, daycares, etc.).*
- Identify all equipment and fixtures, as well as their locations.

☐ 4. Manufacturer's Specification Sheets of all equipment.
Refrigeration for children's meals in a daycare setting shall be of commercial grade (NSF approved).

☐ 5. Finish schedules of all areas.

☐ 6. Lighting Plan for food service area.

☐ 7. Grease interceptor calculations and proposed location.

☐ 8. Above-ground grease waste storage container location, where applicable.

☐ 9. Bare Hand Contact Policy, where applicable.
Bare hand contact with ready to eat foods is prohibited if serving a highly susceptible population.

☐ 10. Full menu depicting Consumer Advisory Disclosure and Reminder locations.
Not applicable for establishments serving a highly susceptible population.

New Construction / Extensive Remodel / Change of Food Type
(in addition to Section A above.)

ALL EQUIPMENT, FINISHES & FIXTURES SHALL BE LABELED AS 'NEW' OR 'EXISTING'.

☐ 1. Equipment and Fixture Schedules. Include any counter-top equipment used in food service.
A three-compartment sink is required except where only pre-packaged, individual portioned items are offered and approved.

☐ 2. Elevations.

☐ 3. Water Heater calculations.

Existing Food Establishment with Modifications / Vacant Food Establishment
(in addition to Section A above.)

ALL EQUIPMENT, FINISHES & FIXTURES SHALL BE LABELED AS 'NEW' OR 'EXISTING'.

☐ 1. Manufacturer's Specification Sheets of all proposed NEW equipment.

☐ 2. Water Heater size, if existing is to be used (Submit GPH and KW-BTU).

Change of Owner ONLY (occupied, no modifications, no change of food type)

☐ 1. Submit A.1. and A.3. (above), with a Certificate of Occupancy Application.