

Plan Review Checklist

Use the following chart to keep track of documents that are needed in the plan review process

✓	ITEM TO SUBMIT	ITEM DESCRIPTION
	<u>Application Form</u>	Include contact information (i.e. email or phone number) of individual designated to answer questions or make changes to plans when they arise.
	Fee	Plan review fee must be submitted with all plan review materials. The license fee is a separate fee and is due before the opening of the establishment.
	Proposed Menu	Menu must be submitted to allow health department the ability to determine the processes and type of operation the establishment will need to accommodate. The menu may be a rough draft of foods served at the establishment. Consumer advisories must be placed on the menu for foods that will be served undercooked.
	Site Plan	Plan must indicate the exterior dimensions of the building, outside garbage storage area and containers, and exterior storage areas. On-site water well and on-site disposal data must be provided.
	Scaled Drawings	A plan of all food service areas must be provided with dimensions or scale. The dimensions or scale may be permitted on the floor plan.
	Floor Plan	This plan must indicate the layout of equipment. With numbered equipment list to correspond with layout and equipment specifications.
	Hand Sinks	Hand sinks must be labeled on floor plans.
	Other Sinks	All sinks must be labeled for their intended use on the floor plan. This includes but is not limited to: dish washing, food preparation, dump, utility, and mop sinks.
	Plumbing Plan	All sinks, hot and cold water outlets, hot water equipment, water heater, sewer drains, grease traps, and floor drains/sinks must be indicated on the plumbing plan. Backflow prevention must also be indicated on the plumbing plan.
	Water Heater	Work with a licensed plumber to determine the appropriate size water heater for your facility.
	Lighting Plan	This plan must detail the location of lighting and how lights will be protected from shattering.
	Room Finish Schedule	Materials, finishes, and paint type of the floors, walls and ceiling, for all interior rooms must be provided. The MDARD Plan Review Worksheet provides a schedule that may be used if a plan is not provided.

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	Specification Sheets	Specification sheets (numbered from floor plan) indicating the make, model number, and equipment materials must be provided for all equipment (i.e. prep tables, cooking equipment, shelving, sinks, etc.). Construction materials for custom made equipment must be provided.
	MDARD Plan Review Worksheet	The Worksheet must be filled out completely. Items in the worksheet not part of the establishment's operation may be marked as not applicable. Items described in the Standard Operating Procedures may be marked as "in SOPs".
	Meal Estimates	A proposed estimate of the number of meals to be served daily, helps in determining if the amount of storage space proposed will be sufficient.
	Standard Operating Procedures	Procedures must be submitted detailing how food safety practices will be followed. HACCP plans must be provided and approved for any special processes (only required under certain circumstances, such as reduced oxygen packaging, curing meats, etc). Refer to SOP checklist for guidance .
	Certified Manager	A certified manager must be hired with the establishment by the time of the pre-opening inspection. Unless exempt provide a copy of a certificate or mark in the worksheet a certificated manager will be employed.