

Plan Review Checklist

Food Protection Bureau, Environmental Health Division
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You must submit the following items before the department will complete your plan review:

- Site Plan:** Show the outside areas that immediately surround the building in which you're conducting food service. The site plan should show the dumpster area and indicate finish surfaces such as concrete, asphalt, etc.
- Dimensional Floor Plan:** Show all areas of a food service facility including dining/customer areas, food service, food prep, food storage, warewashing, server areas, mop/janitorial area, and restrooms. The floor plan must be drawn to scale so we can determine distances. You must show distances or provide a scale (1/4 inch = 1 foot).
- Equipment Layout and Schedules:** Show the layout and location of all equipment. This is typically done jointly with the Dimensional Floor Plan. You must clearly label each piece of equipment shown on the layout, or provide a numbering system to clearly identify all equipment. The manufacturer and model number of all food equipment must also be listed to verify compliance with requirements for ANSI/NSF commercial equipment.
- Finish Schedule:** A finish schedule indicates the final finished surface for floors, walls, and ceilings in all areas of the food service establishment. See sample below (your finish surfaces may vary):

Area	Floors	Walls	Ceilings
Food Preparation/Service	Quarry Tile	FRP/Stainless Steel	Vinyl-Clad Ceiling Tile (washable)
Utensil/Warewashing	Quarry Tile	FRP	Washable Tile
Janitorial	Quarry Tile	Tile	Painted Gypsum Board
Food Storage	Sealed Concrete	Painted Gypsum	Painted Gypsum
Toilet Rooms	Tile	Tile/Painted Gypsum	Painted Gypsum
Dining Room	Carpet/Ceramic Tile	Vinyl Wall Covering	Acoustic Ceiling Tile

- Proposed Menu:** A menu that lists all foods prepared or served.
- Mechanical Schedule:** Mechanical schedule for the purposes of the health department should include specifications for exhaust hoods (if any) in the kitchen and exhaust fans for restrooms.
- Plumbing Schedule:** The plumbing schedule must include locations of all plumbing fixtures including floor sinks and drains, and must indicate how all equipment is to be drained. Plans should include drainage of all sinks, ice machines or bins, refrigerator or walk-in cooler condensers, soda pop dispensers, steam tables, salad bars or any other equipment that generates liquid waste.