



Note: Bolded items are required for Administrative Completeness determination when applicable to project.

Facilities Serving Food- fixed food establishments

8-201.11 when plan are required.

A LICENSE applicant or LICENSE HOLDER shall submit to the REGULATORY AUTHORITY properly prepared plans and specifications for review and approval before:

(A) The construction of a FOOD ESTABLISHMENT;

(B) The conversion of an existing structure for use as a FOOD ESTABLISHMENT; or

(C) The remodeling of a FOOD ESTABLISHMENT or a change of type of FOOD ESTABLISHMENT or FOOD operation as described in A.A.C.R9-8-103(A)(6)-(7) if the REGULATORY AUTHORITY determines that plans and specifications are necessary to ensure compliance with this Code.

What items do I need for my submittal?

- Food establishment plans and specifications shall include but not be limited to the following information to demonstrate code conformance:
- **Provide scaled drawings of the work to be done. Complete specifications to supplement the drawings.**
- Identify the Scope of work to be completed.
- **Intended menu listing all food items sold or served, including items that may be sold or served in the future**
- **Layout of premises—indicate water/sewer connections, garbage/compactor area, toilet rooms, etc.**
- **Plumbing layout - indicate sinks, floor sinks, drains, grease interceptor, and hot and cold water lines. Specify if water and sewage are public or private.**
- **Electrical - show breaker boxes and receptacles, lighting and reflected ceiling -indicate the type of lights and shielding, and ceiling finish.**
- **Mechanical ventilation - include method, location, type of hoods and type and location of exhaust fans.**
- **Finish schedule - show type of construction and finishing of floors, walls and ceilings.**

- **Equipment layout - Show all equipment to be installed, including the make and model number. Have specification sheets available upon request, but include specification sheets for specialty or unusual equipment**

How do I apply and pay for the review application?

The owner or owner's agent shall submit application for the CHFS review at the Consumer Health and Food Safety office located at 3950 S Country Club RD. The fee for plan review for fixed food establishments is \$480.00. Minor remodel fee \$66.00.. All application fees shall be collected prior to conducting the review upon application submittal. Fees may be paid by check via mail, via phone, or in person at our office. Reviews will be completed at the Consumer Health and Food Safety office.

A CHFS Environmental Health Specialist will complete the administrative review within ten (10) business days.

Applicants shall provide the following information.

Establishment Owner's name and contact information (including email address)

Project description

Business name

Project Address

Who do I contact with Questions or concerns?

- CHFS Environmental Health Specialist will be available at the Consumer Health and Food Safety office every Monday, Wednesday, and Friday from 9:00 AM to 11:00 AM or by appointment.
- When there are questions concerning a CHFS plan review or inspections contact Health Department at 724-7908.

Plan review is required for;

A new or remodeled establishment, or a change of ownership of an existing establishment with equipment or menu changes, or an establishment which has been closed for six months or more.