

NAME OF PROJECT: \_\_\_\_\_

**Introduction** Plans accepted by the Environmental Health Plan Check Section are required to include certain pertinent information. If this information is not provided, the plan check review cannot be completed.

**Checklist for food establishment submittals** The following is a checklist of information needed at plan check submittal. Provide the page number(s) where information has been provided,

INFORMATION	PAGE #
<p><b>One (1) set</b> of plans for initial submittal.  <b>NOTE:</b> Three (3) identical sets will be needed at time of final approval.</p>	
<p><b>Site Plan</b> with refuse storage area showing on plan; outdoor refuse storage area or enclosure with non-absorbent material: easily cleanable, durable and sloped to sanitary sewer drain.</p>	
<p><b>Title Sheet:</b>  <input type="checkbox"/> Name of establishment  <input type="checkbox"/> Address of establishment  <input type="checkbox"/> Owner or contractors address  <input type="checkbox"/> Contract phone number</p>	
<p><b>Floor Plan</b> showing all equipment (<b>minimum ¼" = 1 ft.</b>) All equipment shall be labeled to correspond with equipment schedule.</p>	
<p><b>Make, Manufacture, and Model Number or Specification</b> Sheets for all food equipment.   <b>NOTE:</b> Provide specification sheets numbered to match plans. All food equipment must be certified or classified for sanitation by ANSI certified program.</p>	
<p><b>Plumbing Plan (minimum ¼" = 1 ft.):</b>  <input type="checkbox"/> Hot and cold water lines  <input type="checkbox"/> Waste lines: Label all floor sinks and drains. Show which equipment drains indirectly or directly to sewer.  <input type="checkbox"/> Water heater information (Size, Recovery Rate, BTUS or KWS)</p>	
<p><b>Restrooms</b> shall be accessible without going through prep, warewashing, or food storage areas unless Route of Access complies with the exception (Separation of 3 ft. from food prep and with a Rail/Wall 3 ft. in height).</p>	
<p><b>Warewashing:</b>  <input type="checkbox"/> Multi-use kitchen and/or customer utensils.  <input type="checkbox"/> Three-(3)-compartment-sink with attached drainboards, indirectly connected to sewer (minimum requirement).  <input type="checkbox"/> Dishwasher w/ pre-rinse facilities.</p>	

Continued

**Checklist for  
food  
establishment  
submittals,**  
continued

INFORMATION	PAGE #
<b>Handwashing Sink</b> located in <u>each</u> prep area.	
<b>Mop Sink</b>	
<p><b>Prep Sink:</b> Minimum 18" x 18" x 12" with one 18" attached drainboard or an 18" prep table adjacent to the prep sink. Indirect waste connection to floor sink.</p> <p><b>NOTE:</b> Any washing, thawing or soaking of food items requires a prep sink. Not required when food items are pre-packaged or pre-prepared at another approved facility.</p>	
<b>Light Plan (minimum 1/4" = 1 ft.)</b> - all overhead lighting.	
<b>Ventilation Plan (minimum 1/4" = 1 ft.)</b> - HVAC supply & return locations.	
<p><b>Exhaust Hood:</b> Detailed drawings, specifications, and calculations. 100% make-up air required and electrically interconnected with exhaust system. Air balance schedule required if make-up air does not equal hood exhaust.</p>	
<p><b>Finish Schedule</b> for all rooms and walk-in boxes.- Samples may be required.</p> <p><input type="checkbox"/> Floors: smooth, durable and non-absorbent.</p> <p><input type="checkbox"/> Cove base: min. 4" high w/ 3/8" radius integral w/ floor.</p> <p><input type="checkbox"/> <u>Walls</u> shall be smooth, washable in: warewashing areas, food prep areas, janitorial areas, employee restrooms and open food storage areas.</p> <p><input type="checkbox"/> <u>Ceiling</u> shall be smooth, washable in warewashing areas, food prep areas, janitorial areas, employee restrooms and open food storage areas.</p>	
<p><b>Storage Areas:</b></p> <p><input type="checkbox"/> Storage of food (Minimum 144 square feet (sq. ft.) for restaurant, 72 sq. ft. for such small facilities as bars, produce dept., beverage only, etc. More storage may be required in facilities with more than 100 seats or greater than 400 sq. ft. of prep area)</p> <p><input type="checkbox"/> Employee clothing and/or personal effects (lockers, designated cupboards)</p> <p><input type="checkbox"/> Cleaning agents, supplies, and poisons (enclosed shelving)</p>	
<p><b>Utilities:</b> Water provided by _____ Sanitary sewer provided by _____</p>	