

## Commercial Food Establishment Plan Submittal Requirements

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### **A. New Construction / Extensive Remodel / Change of Food Type:**

1. Food service details including dumpster enclosure and full floor plan with all equipment depicted. Food service includes outside caterers, places of worship, and daycare centers – including those that serve only juice, water and/or dry snacks. Note: food service areas must be segregated.
2. Identify each room with function and purpose, including staff lounge and break rooms.
3. Equipment and fixture schedules. Include each piece of 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.
4. Satellite areas, outdoor areas, bar/equipment and elevations must be depicted.
5. Manufacturer's specification sheets of all equipment. (Refrigeration for all children's meals in a Daycare setting must be commercial grade, i.e. NSF approved).
6. Finish schedules of all areas.
7. Grease interceptor calculations and proposed location.
8. Water heater calculations.
9. Above ground grease waste storage container location, where applicable.
10. Reflected ceiling plan.
11. Bare Hand Contact policy (if used). Bare hand contact with ready to eat foods is prohibited if serving a highly susceptible population.
12. Full menu depicting Consumer Advisory-disclosure and reminder locations (not applicable for establishments serving a highly susceptible population).
13. Completed "Food Establishment Permit Application" submitted with correct fees and copy of Food Manager Certification.

### **B. Existing Food Establishment with Modifications / Purchase of Vacant Food Establishment: ALL EXISTING AND NEW EQUIPMENT, FINISHES, AND FIXTURES MUST BE LABELED AS "NEW" OR "EXISTING".**

1. Food service details, including full floor plan, with all equipment and fixtures depicted. Identify all food service areas, bars, outdoor areas, storage, and ware wash rooms.
2. Manufacturer's specification sheets of all proposed new equipment.
3. Finish schedules of all areas.
4. Grease interceptor size and location identified.
5. Water heater size if existing is to be used (Submit GPH and KW-BTU).
6. Where applicable, note above ground grease waste storage container location.
7. Where applicable, submit Bare Hand Contact policy. Bare hand contact with ready to eat foods is prohibited if serving a highly susceptible population.
8. Full menu depicting Consumer Advisory-disclosure and reminder locations (not applicable for establishments serving a highly susceptible population).
9. Completed "Food Establishment Permit Application" submitted with correct fees and copy of Food Manager Certification.

### **C. Change of Owner ONLY (occupied, no Modifications, no Change of Food Type):**

1. Submit B.1. (above), with a "Food Establishment Permit Application", all applicable fees, and a copy of "Food Manager Certification" with the Certificate of Occupancy Application.

Note: Other information may be required. Food Establishment's Submittal Requirements (above) are in addition to information required by the Building Department.

<b>Health Permit Type</b>	<b>District Fee</b>
Cafeteria	\$500.00
Catering	\$500.00
Concession	\$50.00
Convenience Store	\$250.00
Daycare	\$300.00
Grocery Store	\$650.00
Limited Food	\$100.00
Private	\$500.00
Kiosk	\$200.00
Restaurant	\$650.00
School/City	\$0.00
Other	\$500.00
<b>Health Permit Services</b>	<b>District Fee</b>
Health Final	\$150.00
Health Re-Inspection	\$75.00
Investigative Inspection	\$175.00
Food-Borne Illness Investigation	\$40.00 HR
Health - Expedited	\$200.00
Initial Plan Review (Pre-Permit)	\$150.00
Construction Inspection (No Score given, Prior to CO)	\$150.00
Construction Re-Inspection – Expedited (No Score given, Prior to CO)	\$300.00