

# PLAN REVIEW APPLICATION

For office use only:	
Plan review fee	\$ _____
Permit fee	\$ _____
Total remitted	\$ _____

**Please print clearly**

Facility name _____	New facility _____
Address _____	Remodel project _____
City _____	New owner _____

The Douglas County Health Department requires plans and specification brochures for all new construction and for the remodeling or renovation of existing establishments. The plans and equipment specification brochures are to be submitted to Douglas County Health Department prior to any construction, for review and acceptance prior to purchase and installation. Construction and equipment layouts must be planned together. With good planning, every foodservice and retail store operation can have “built-in sanitation” that benefits the owner(s) and meets current public health regulations.

**The plan review process will NOT begin until all of the following items have been received** by the plan review staff of the Douglas County Health Department. Items A-E from the list below **must be submitted together.**

For office use only:

- \_\_\_\_\_ A. Plan review application
- \_\_\_\_\_ B. Architectural plans
- \_\_\_\_\_ C. Equipment brochures
- \_\_\_\_\_ D. Menu
- \_\_\_\_\_ E. Plan review fees (make check payable to Douglas County Health Department)
- \_\_\_\_\_ F. Plan changes (submit for approval prior to any construction)

Upon plan, equipment and menu approval, a letter will be issued to the applicant authorizing the start of construction.

**Applicant information - please print clearly**

Name _____	Phone _____	
Address _____		
City _____	State _____	Zip _____

## **DOUGLAS COUNTY HEALTH DEPARTMENT FEE SCHEDULE**

### PLAN REVIEW FEES

- \$50.00 New construction or conversion of existing structures.
- \$50.00 Extensive remodel or change of owner.

### REGULAR PERMIT FEES

- \$75.00 Category I
- \$55.00 Category II
- \$40.00 Category III

### SPECIAL FEES

- \$15.00 Per Temporary Event
- \$40.00 Seasonal
- \$20.00 Late fee for annual food permit

NOTE: Regular permits are valid for one year (January 1 - December 31) and are prorated at 50% after July 1st.

# PLAN REQUIREMENTS AND SPECIFICATIONS

New ♦ Remodeled ♦ Change of Ownership  
(Food service establishments and Retail food stores)

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For a complete plan review, architectural drawings, to scale, must be submitted containing the information set forth below. This list, while not necessarily complete, points out principle areas of concern required for our evaluation.

## 1. FLOOR PLAN OPERATION

Designation of various areas: serving, food preparation, dry storage, toilet, seating arrangements, employee break area, etc.

## 2. EQUIPMENT PLAN, SCHEDULE AND BROCHURES

The location of equipment and fixtures shall be shown on plans, along with a numerical equipment schedule. Equipment brochures with the proper numerical listing shall include the manufacturer's name, model number and descriptive information. Used or pre-owned equipment shall be approved prior to purchase or installation. Please specify if equipment will be installed on legs or casters. Equipment on legs may be sealed to the wall.

## 3. EQUIPMENT SPACING AND AISLE SPACE

Stationary equipment shall be spaced four (4) inches apart and six (6) inches or more from the walls, per industry standards, to facilitate cleaning. If equipment is mounted on approved four (4) inch casters and is easily moveable, it may be installed closer together. Please note: Only manufactured food service equipment lines may be sealed together. The minimum aisle space shall be 36 inches wide.

## 4. PLUMBING FIXTURES

Location and type - including drainage provision for floors, utility sinks, evaporators from walk-in coolers, refrigerators, etc. All plumbing shall meet state plumbing codes.

## 5. HOT WATER EQUIPMENT

Manufacturer, type (indicate both regular and booster heaters), model number, storage capacity and recovery rates of both types. Indicate the location of equipment utilizing the hot water and subsequent piping needed. Place hot water heaters, etc., on six (6) inch legs.

## 6. VENTILATION EQUIPMENT

Cooking, dishwashing, storage areas and toilet room. Include the manufacturer, model number rated capacity of the exhaust fans and make-up air system, including hood dimensions, type of material used and the size and location of all duct work. Exhaust hoods must be of corrosive-resistant materials and cannot be painted on the inside.

## 7. FLOORS, WALLS AND CEILINGS

Material and finished surface must be indicated. Concrete block walls, in order to be acceptable, shall be smooth-finished, sealed and painted so that residue may be effectively removed by normal cleaning methods.

## **8. UTILITY LINE, PIPE AND DUCT PLACEMENT**

In remodeled facilities, all exposed line such as, but not limited to, electrical conduit, water supply pipes, drain pipes, vent pipes, fire suppression system pipes, gas pipes, CO2 lines, dish machine chemical feed lines and HVAC duct work shall be spaced one (1) inch away from the wall, ceiling or equipment, one (1) inch apart from one another and six (6) inches above floor level to facilitate cleaning. In new or extensively remodeled facilities, utility service lines, pipes, ducts, etc., shall not be unnecessarily exposed. Placement shall be inside walls, ceilings, floors or sealed chase. If some pipes, etc., are exposed, use proper spacing. Beverage supply lines shall be installed in PVC pipes, spaced one (1) inch off wall or in plastic guttering sealed to the wall. Seal both ends with foam, trim off excess foam when dry, and paint. Note: Please indicate on the plans the placement of the above mentioned items.

## **9. LIGHTING**

Locations, type, size and intensity of illumination (in foot candles or wattage) must be shown. Protective light coverings must be provided in all food preparation, storage, dishwashing and refrigeration areas.

## **10. STORAGE AREAS**

Indicate location and construction details of all food and single service storage areas.

## **11. GARBAGE, REFUSE AND COOKING OIL DISPOSAL**

Indicate type and number of disposal containers or compactors needed, and whether placed or graded, machine-laid asphalt or concrete surfaces.

## **12. SPECIALTY STORAGE**

Indicate where the storage cabinet for cleaners, toxins, and other cleaning items will be located. Show the locations of broom and mop racks and special use cleaning equipment storage. Provide clean linen storage and employee lockers.

## **13. MENU**

A proposed menu and list of supplies for the establishment shall accompany the plan. A list of ingredients may be required.

## **14. OFF-PREMISES CATERING AND/OR DELIVERY**

Requires you to provide a menu and equipment brochures to include food delivery containers and delivery vehicle information.

## **15. FOOD SANITATION CERTIFIED STAFF**

- a) All food service establishments as defined in Section 750.10 shall be under the operational supervision of a certified food service sanitation manager. A minimum of one, full-time certified food service sanitation manager shall be required at each establishment; provided, however:
  - 1.) New food service establishments shall have a certified food service sanitation manager from the initial day of operation to comply or provide documentation of enrollment in an approved course to be completed within three (3) months to comply.
  - 2.) Food service establishments which are not in compliance because of employee turnover or other loss of certified personnel, shall have three (3) months from date of loss of certified personnel to comply.
  - 3.) Retail food establishments are exempt from this requirement.

**Special Note:**

All owners, architects and contractors shall be made aware of the following:

1. Plan modifications and equipment changes shall be approved by this department prior to implementation.
2. Conditions during remodeling may necessitate the closure of your facility until sanitary practices can be properly resumed.
3. Final inspection for the health permit shall take place when all construction is completed, equipment is certified and inspected as operational and then facility is cleaned.
4. When the health permit is issued, food delivery, preparation and service may begin.

An early consultation to review preliminary plans will be to your benefit. Please contact this department to schedule an appointment.

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