

Food Facility Plan Check Flow Chart

Plan Check Inquiry (phone/email or in person)

Before building a new food facility or a minor remodel of existing permitted facility, menu/process change, new or modified equipment, please review the [Food Plan Check Resource Guide](#) and then complete the [Food Plan Check Application](#). Also contact the local Building/Planning Departments for their requirements.

Submittal

Submit plan check application and respective fee with one set of necessary plans clearly stating scope of work, equipment specification/cut sheets, and documents to Environmental Health office. Also submit a set of plans to the local Building Department.

Plan Review

Once the plans and required documents have been received, the Environmental Health Specialist will review the plans within 20 working days.

Corrections Required?

No

Yes

If the plans are incomplete or modifications are needed, the required changes will be summarized in the *Food Facility Plan Review Correction Notification* document provided to the customer.

Corrections
Required

Corrections
Submitted

No Further
Corrections Required

The Environmental Health Specialist will provide an *Approval of Food Facility Plans Received and Reviewed* document to customer and to the local Building Department.

Construction Begins

Pre-Final Inspection (if requested)
(Not ready for final, but to check finishes, plumbing, etc.)

Final Inspection, if passed, then submit [Application for Permit to Operate a Food Facility](#) prior to opening.