



PLAN REVIEW CHECKLIST

In order to complete a timely review of your project, the information listed below should be included with the plan. Plans may take up to 20 days to review. This checklist is intended to serve as a general overview of plan requirements and should not be considered all inclusive.

PROJECT NAME: _____

ADDRESS: _____

CONTACT NAME/NUMBER: _____

INFORMATION REQUIRED	YES	NO	N/A
Complete Plan Review and Health permit applications			
Provide 3 sets of plans			
Provide 1 set of equipment specification sheets			
FLOOR PLAN			
Floor plan: minimum ¼" = 1 ft. scale			
All equipment must be labeled to correspond with equipment schedule			
PLUMBING PLAN			
Plumbing Plan: minimum ¼" = 1 ft. scale			
Hot and cold water lines			
Waste lines: Label all floor sinks and drains. Show which equipment drains indirectly or directly to sewer			
Water heater information (size, recovery rate, BTUS or KWS) use hot water demand calculation			
RESTROOMS			
Restrooms shall be accessible without going through the food prep, ware washing, or food storage areas unless route of access complies with the exception. (separation of 3 ft. from food prep and with rail/wall 3 feet in height).			
Provide ADA requirements.			
Provide soap and single service paper towel dispensers.			

Provide self-closing device on doors.			
WAREWASHING			
Dishwasher (Note: hot temp dishwasher requires a type II hood)			
Multi-use kitchen and/or customer utensils			
Three (3) compartment sink with integral drain boards on both sides of the sink, indirectly connected to sewer* (Building Department may request to be directly connected to sewer – Uniform Plumbing Code Section 704.3)			
HANDWASHING SINK			

Must be located in each food preparation area.			
Provide wall mounted dispenser for soap and single service paper towels.			
JANITORIAL/MOP SINK			
Provide faucet with approved back flow prevention device/vacuum breaker.			
PREPARATION SINK			
Minimum 18" x 18" x 12" with at least one integral drain board, and must drain indirectly (air gap) to a floor sink. (Building Department may request to be directly connected to sewer – Uniform Plumbing Code Section 704.3)			
Floor sinks must be flushed to floor surface unless otherwise noted by local Building Department.			
Note: any washing, thawing or soaking of food items requires a prep sink. It is not required when food items are pre-packaged.			
LIGHTING			
Light Plan Minimum ¼" = 1 ft.			
Food preparation lighting must be covered with shatter proof covers.			
VENTILATION PLAN			
Minimum 1/4 " = 1 ft.			
Exhaust Hood: Detailed drawings, specifications, and calculations. 100% make up air is recommended and electrically interconnected with exhaust system. Air balance schedule required if make-up air does not equal hood exhaust.			
FINISH SCHEDULE			
Required for all rooms including walk-in boxes.			
Floors must be smooth, durable and non-absorbent.			
Cove base minimum 4" high with 3/8 inch radius integral with floor.			

Wall & ceiling surfaces are smooth, washable in ware washing areas, food preparation areas, janitorial areas, employee restrooms, and open food storage areas.			
STORAGE AREAS			
Storage of food (minimum 25% of the square footage (sq. ft.) of the kitchen/prep areas for restaurant etc. Additional storage may be required in facilities with more than 100 seats or greater than 400 sq. ft. of prep area.			
Employee clothing and/or personal effects (lockers, designated personal storage areas)			
Cleaning agents, supplies, and chemicals (enclosed shelving)			
Other storage areas, i.e. remote storage			
FOR MOBILE FOOD FACILITIES			
Refer to Mobile food facilities section.			
OTHER			
Proposed menu			
COMMENTS:			