**Appendix A - MODEL PLAN REVIEW APPLICATION FOR FOOD ESTABLISHMENTS**

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| **TYPE OF APPLICATION:** □ New □ Remodel □ Conversion | **Projected Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Projected Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TYPE OF FOOD OPERATION:** □ Restaurant □ Institution □ Daycare □ Retail food store □ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **FOOD ESTABLISHMENT INFORMATION** |
| **Name of Establishment:** |
| **Establishment Address:** | **City:** | **State:** | **ZIP:** |
| **OWNERSHIP INFORMATION** |
| **Name of Owner:** |
| **Address:** | **City:** | **State:** | **ZIP:** |
| **Email:** | **Phone Number:** |
| **APPLICANT INFORMATION (e.g., ARCHITECT/ENGINEER)** |
| **Applicant Name:** | **Contact Person:** |
| **Applicant Mailing Address:** | **City:** | **State:** | **ZIP:** |
| **Email:** | **Phone Number:** |
| **FOOD OPERATION INFORMATION** |
| **Hours/Days of Operation*** **Sun:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Mon:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Tues:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Wed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Thurs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Fri:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Sat:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 | **Restaurant Seating Capacity**# of Indoor Seats: \_\_\_\_\_\_\_\_\_# of Outdoor Seats:\_\_\_\_\_\_\_\_Square Feet of Facility:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Type of Service (check all that apply)*** On-site consumption
* Off-site consumption
* Catering
* Single-use utensils
* Multi-use utensils
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | **Employees**Max per shift:\_\_\_\_\_\_\_\_\_\_\_\_**Maximum meals to be served*** Breakfast \_\_\_\_\_\_\_\_\_\_\_\_\_
* Lunch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Dinner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| The following documents must be submitted along with this application:* Proposed menu or complete list of food and beverages to be offered (including seasonal, catering and banquet menus) – ***Standard Operating Procedures or HACCP plans may be required.***
* Plans must be clearly drawn to scale (minimum 11 x 14 inches in size) and include these items below:
* The floor plan must identify: food preparation, serving and seating areas, restrooms, office, employee change room, storage, warewashing, janitorial and trash area. Include location of any outside equipment or facilities (dumpsters, well, septic system-if applicable).
* Provide equipment layout and specifications, clearly numbered and cross-keyed with the equipment list.

*Elevation drawings may be requested by the Regulatory Authority.* * Identify handwashing, warewashing and food preparation sinks.
* Provide plumbing layout showing the sewer lines, cleanouts, floor drains, floor sinks, vents, grease trap or grease interceptor, hot and cold water lines, and direction of flow to sanitary sewer.
* Provide exhaust ventilation layout including location of hood and make-up air returns and ducts, if applicable.
* Lighting plan, indicating the exact foot candles for each area as required by the FDA Food Code (§6-303.11).
* Finish schedule showing floor, coved base, wall and ceilings for each area shown on the plans.

***Note: A color coded flow chart may be requested by the Regulatory Authority demonstrating flow patterns for: food (receiving, storage, preparation, service); dishes (clean, soiled, cleaning, storage); trash (service area, holding, storage, disposal).*** |
| **Signature:** | **Date:** |
| **Print Name:** | **Title:** |