



Food Facility Plan Submittal Checklist

Food Facility Name: _____ Date _____

Address: _____

Project contact name: _____ Phone: _____

Email address: _____ Project Number: _____

The intent of this form is to assist you in determining the acceptability of the proposed plans for official review and is NOT a substitute for a full and detailed review by a Plan Check Specialist.

Chart to be Completed Prior to Plan Submittal

Menu	Yes Sheet #	No	N/A
1. A proposed/current menu of all foods to be offered to customers including: desserts, beverages, bar menu, and catering menu (separate document)			
Office Use:			
Plan Components: Layout – Elevations – Schedules			
2. One (1) complete set of plans drawn at scale.			
3. Sheet index of all major plan components and scope of work.			
4. Vicinity layout include: building location and major cross-streets			
5. General floor plan for the entire facility			
Office Use:			
6. Numbered food-service equipment plan at minimum scale of ¼ inch: 1 foot			
a. Numbered food-service equipment schedule			
b. Provide all original Manufacturer Specification Sheets (Cut Sheets) for each equipment item listed in the Equipment Schedule. Match the Cut Sheets numbers with the Equipment Schedule and Equipment Plan using the same numbering/ID system. If Equipment Schedule consists of more than (10) equipment items, provide bound Equipment Cut Sheets. Ensure ANSI sanitation e.g. NSF, ETL Sanitation, UL Sanitation/EPH.			
c. Shop drawings for all custom equipment. Provide documentation of certification to applicable ANSI sanitation standards e.g. NSF, ETL Sanitation, UL Sanitation/EPH.			
d. Food-service equipment elevations including: Floor, cove base, wall, and ceiling			
Office Use:			
7. Handwashing facility (sink) locations			
8. Manual warewashing facility --3-compartment sink location (required for any operation with open food preparation) that can accommodate the largest utensil to be washed. Dual, integral drainboards and an indirect drain to a floor sink are required. Show location or provide shelves where all equipment and utensils will be air-dried.			
a. If warewashing (dishwashing) machines are utilized provide: Type-II hood details, Manufacturer Cut Sheets, and plumbing details. Provide integral drainboards or position under or adjacent to 3-compartment sink.			

Plan Components: Layout – Elevations – Schedules Cont'd	Yes Sheet #	No	N/A
9. Food preparation facilities:			
a. Food preparation sink location. Required when food is cut, washed, soaked or thawed. Minimum size of 18"x18"x12" with integral 18"x18" drainboard and an indirect drain to a floor sink.			
b. All food facilities with menu items that require food preparation must show adequate space and necessary equipment for this task (i.e. prep tables, prep counters, sandwich prep cases)			
10. Dry storage facility location with 96 linear feet of free standing shelving shown on plans. (Minimum of 18 inches wide and not exceeding 5 tiers)			
11. Refrigeration location including: Walk-in unit, reach-in unit, food prep units, and freezers			
Office Use:			
12. Room/area finish schedule including: Floor, cove base, wall, and ceiling for all areas where food or food-service equipment/utensils are handled, including: walk-in units, toilet rooms, and janitorial facility.			
a. Physical finish samples for approval (see guide for required samples)			
Office Use:			
14. Hood mechanical (shop) drawings showing specifications for exhaust and make-up air (MUA) fans including performance curves.			
a. Air balance schedule			
b. Exhaust Ventilation Systems Form for each hood (separate document)			
Office Use:			
15. Potable water plumbing layout - hot & cold water supply specified or shown for all fixtures			
a. Hot water demand calculations			
b. Water heater sizing details and cut sheets.			
c. Water heater installation elevation: On a six (6) inch stand or a solid four (4) inch curb, strapped with overflow drainage.			
16. Wastewater plumbing layout			
a. Locations of all floor sinks/drains. Show routes of drain lines from each equipment.			
b. Grease trap/interceptor location and capacity.			
Office Use:			
17. Toilet room floor layout			
18. Janitorial facility location			
Office Use:			
19. Employee locker location			
20. Lighting: "Shatter resistant light fixtures" statement. Minimum 20 ft-candles at food prep; 10 ft-candles in storage; 50 ft-candles where employee safety is a factor.			
21. Indoor refuse/recyclable/returnable (RRR) storage area location			
22. Dumpster enclosure location			
Office Use:			
Freshwater Source & Wastewater Disposal			
23. Source of freshwater: <input type="checkbox"/> City water <input type="checkbox"/> Well*			
24. Disposal of wastewater: <input type="checkbox"/> Public sanitary system <input type="checkbox"/> Onsite Septic System*			
<i>* Any facility on a septic system or well must be approved by the CPD Land Use Program.</i>			

These items have been included in the plans being submitted at this time. It is understood that **omissions of any required information will result in a delay of the plan approval.**

Signature: _____ **Title:** _____ **Date:** _____