

Food Facility Plan Check Flow Chart

Application Process

Scope of Work
New food facility, tenant improvement, remodel of existing permitted facility, menu/process change, new or modified equipment

Submittal
Submit application and respective review fees with 3 sets of plans, menu, equipment specification/cut sheets, and material samples. Ensure that plans contain a clearly stated scope of work

Plan Review

Plan Review

Corrections Required

No

Yes

Revised plans must be submitted reflecting the corrections indicated in the plan review comments.
**Counter or Phone appointments that exceed 15 minutes will require a recheck fee.*

Corrections Required

No Further Corrections Required

Plans Approved

Inspections

Construction Begins

Mid-Construction Inspection (required at 50-80%)

Minor Remodel Projects

Apply for Health Permit

Schedule Final Inspection

Final Inspection (Required at 100%)

Facility is approved to operate

*All plan review and field inspections are conducted with the same Specialist where possible.