



PLAN REVIEW CHECKLIST

Please note that incomplete submittals will not be accepted.

Required for Submittal:

- 1) Completed Plan Review Application
- 2) Construction Plans (2 complete sets, drawn-to-scale in ink)
- 3) Plan Review Fee payment

CONSTRUCTION PLAN COMPONENTS	
Building Permit Application	
Sheet index of all major plan components and scope of work	
Existing Floor Plan	
Proposed Floor Plan	
All equipment drawn on floor plan	
3-Compartment sink with dual-integral drainboards <i>Large enough to accommodate the immersion of the largest equipment and utensils</i>	
Handwashing sink(s) <i>Sufficient in number and conveniently located for accessibility</i>	
Food preparation sink(s) <i>Minimum size of 18"x18"x12" with integral 18"x18" drainboard</i>	
Mop sink(s) <i>Faucet with approved back flow prevention device/vacuum breaker</i>	
<ul style="list-style-type: none"> • Mop rack • Chemical storage shelf 	
Dry food storage area	
Storage area for garbage, recycling, and compost collection bins	
Finish Schedule (Required for all rooms including walk-in boxes)	
<ul style="list-style-type: none"> • Floors, walls, and ceilings surfaces shall be durable, smooth, nonabsorbent, and easily cleanable in all ware-washing, food preparation, janitorial, employee restrooms, open food storage, and garbage storage areas. • 3/8"inch radius cove base continuous with the finished floor and extends a minimum of 4" inches up the wall. • Physical samples are required to be submitted prior to purchase and installation. 	
Mechanical Floor Plan with HVAC schedule and labeled HVAC floor plan and/or roof plan	
Plumbing Floor Plan with all floor sinks and floor drains labeled.	
Restrooms Toilet facilities that are provided for use by consumers, guests, or invitees shall be in a location where consumers, guests, and invitees do not pass through food preparation, food storage, or utensil washing areas to reach the toilet facilities.	
<ul style="list-style-type: none"> • Soap and paper towel dispensers or automatic hand dryers • Self-closing device on restroom doors 	
OTHER	
<ul style="list-style-type: none"> • Menu • Equipment Specification Sheets <ol style="list-style-type: none"> I. All Water Heaters II. All Dishmachines III. Other equipment (refrigeration, cooking, ventilation, etc.) 	