



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 | |
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| 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.) | |