

## PLAN REVIEW vs. FOOD FACILITY CODE EVALUATION Questionnaire

The purpose of this questionnaire is to determine if the proposed ownership change will require the applicant to go through the PLAN REVIEW process or if it needs to go through a FOOD FACILITY CODE EVALUATION process. **The project must go through the PLAN REVIEW process if any of the boxes below are checked yes.**

REQUESTOR:	
FACILITY ADDRESS:	
CITY/STATE/ZIP CODE:	
PHONE #.:	FA #:

Yes No  
  **The facility has NEVER obtained an Environmental Health Permit to Operate for its previous or current business use.**

Yes No  
  **To your knowledge, the previous use of the food facility was limited to prepackaged non-potentially hazardous food and beverages (e.g. chips, jerky, bottled/canned sodas, etc.) AND now you intend to cook food (from raw state of meat or vegetables).**

Yes No  
  **Facility has a current permit to operate as a market or a prepackaged food facility with no food handling and is proposing to add a deli or other services that would require the preparation of food.**

Yes No  
  **If facility currently holds an incidental retail food market permit, will the pre-packaged non-potentially hazardous food storage/display area be increased greater than 300 sq. ft.?**

Yes No  
  **Adding Equipment to the Food Facility?**  
*(Check all that apply)*

- Exhaust hood
- Cooking equipment
- Walk-in refrigeration unit
- Sink
- Water heater
- Ice machine
- Dish or glass washer
- Equipment requiring modification to electrical or plumbing
- Dishwasher

Yes No  
  **Changing Equipment in the Food Facility?**  
*(Check all that apply)*

- Exhaust hood
- Walk-in refrigeration unit
- Dishwasher
- Water heater
- Equipment requiring modification to electrical or plumbing

Yes No  
  **Will food equipment be added that will require modifications to the following:**  
*(Check all that apply)*

- Floors
- Walls
- Ceiling
- Electrical Connections
- Plumbing Connections

Yes No  
  **Will any of the following areas be added to the facility?**  
*(Check all that apply)*

- Food preparation area
- Cook line
- Storage area
- Warewashing station
- Waitress station
- Employee locker room
- Restroom
- Trash enclosure
- Bar

**NOTE:** This checklist is not intended to capture all situations that will require a project to go through the plan review process. During the course of a facility evaluation, the inspector may find that due to facility alterations or menu changes, the facility will be required to complete the plan review process.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_