

Permanent Retail Food Plan Review Required Documents

- The Plan Review Application form, completed and signed.
- A menu or product list, including all prepared and/or perishable packaged food you will sell. If you have separate delivery or catering menus, include these as well. You do not need to include ingredients or recipes.
- A floor plan of the facility with all sinks, hoods, and equipment labeled. Label locations of floor sinks, backflow prevention devices, and indicate which fixtures are indirectly connected to wastewater. This plan can be hand drawn.
- A site plan showing buildings, parking areas, streets, dumpsters, and if applicable, septic systems or wells. This plan can be hand drawn.
- Specification sheets or make and model information for all food equipment.
- A Vomit and Diarrhea Clean Up Plan.
- A master cleaning scheduling for the entire facility and all equipment.

If applicable:

- A HACCP plan for specialized processes, including pickling, sous-vide, or juicing.
- A commissary agreement if you have one.
- A bathroom agreement if the facility does not have its own bathroom.
- A delivery menu if you have a separate one.
- A catering menu if you have a separate one.