



Rappahannock Area Health District
1320 Central Park Boulevard, Suite 300
Fredericksburg, VA 22401
Office (540) 899-4797
Fax (540) 785-3407

To: Persons Constructing or Remodeling Foodservice Establishments

From: Rappahannock Area Health District Food Team

Re: Food Establishment Plan Review Guide

The Virginia Food Regulations require the submission of plans for review and approval prior to: “the construction of a food establishment; the conversion of an existing structure for use as a food establishment; or the remodeling of a foodservice establishment...” (12 VAC 5-421-3600) The fees are \$40.00 for foodservice plan review and \$40.00 for food service permit application and issuance.

The food plan review process is intended to assist foodservice operators in the approval process for their proposed foodservice establishments, building permit, and foodservice establishment operational permit.

Please refer to the FDA Food Establishment Plan Review Guide in completing the plan review application.

<https://www.fda.gov/food/retail-food-industryregulatory-assistance-training/food-establishment-plan-review-guide>

This Food Establishment Plan Review Guide has been developed to assist permit applicants or permit holders in submitting the information required for a thorough plan review. A good review of plans helps to avoid future problems. By listing and locating equipment on floor plans and diagramming specifications for electrical, mechanical and plumbing systems, potential problems can be spotted while still on paper and modifications made BEFORE costly purchases, installation and construction.

If you have questions about the review process, please call your local Environmental Health Office.

Specific Instructions to Applicants:

1. Fill out the Application for Food Establishment Plan Review
2. Fill out the Application for Food Establishment Permit
3. Provide plans and equipment specifications/schedule
4. Include proposed menu
5. Submit to Local Health Department with applicable fees for review
6. Allow up to 30 business days for initial review of submitted packet