



PORTSMOUTH HEALTH DEPARTMENT PLAN REVIEW PROCESS CHART

Applicant Initiates Contact with the PHD to Obtain Permit Application and Plan Review Guide.

Plan Submission and Review by PHD

Complete plans, as outlined on the Menu Guide, must be submitted at least 30 days prior to target opening date. If plans are not approved initially, additional time will be required

Approval Letter

Disapproval Letter

Resubmittal with acceptable revision to the PHD – **Allow 2-3 additional days for processing**

Approval Letter

Applicant contacts PHD for any courtesy, pre-opening and/or final inspection for both new construction and change of owner establishments. (Note: Courtesy inspections can be requested anytime throughout the Plan Review Process.)