PLAN REVIEW/FOOD SERVICE APPLICATION CHECKLIST

Dear applicant,

Please make sure to enclose all of the following documents upon submission of your plan review and food service application. These documents are all needed to ensure that we can examine your plan review in a timely manner.

1. \_\_\_\_\_ Certified Food Protection Manager Certification
2. \_\_\_\_\_ Employee Health Policy
3. \_\_\_\_\_ Vomit and Diarrheal Cleanup and Procedures
4. \_\_\_\_\_ A completed plan review packet & food service application with signatures
5. \_\_\_\_\_ Proposed Menu (include seasonal items, off-site and sample catering menus)
6. \_\_\_\_\_ Manufacturer Specification sheets for each piece of equipment shown on the plan
7. \_\_\_\_\_ Plan drawn to scale of food establishment interior showing location of equipment

and plumbing in the food preparation and storage areas

1. \_\_\_\_\_ List of all Equipment