



Washington County Health Department

1302 Pennsylvania Avenue, Hagerstown, MD 21742

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Food Service Facility Plan Review Application

Date: _____

SELECT ONE:

☐ New Facility

☐ Remodel of Existing Facility

SELECT ONE:

☐ Restaurant

☐ Institution

☐ Retail Market ☐ Mobile Unit

Name of Proposed Food Service Facility: _____

Facility Address: _____

Facility Telephone: _____

Owner/Licensee Name: _____

Owner/Licensee Mailing Address: _____

Owner/Licensee Telephone: _____

Business Owner Name/Address (If Different): _____

Applicant Name: _____

Applicant Title (owner, manager, architect) : _____

Applicant Mailing Address: _____

Applicant Telephone: _____ Fax Number: _____

Email Address: _____

Plans and specifications are to be completed and drawn to scale:

☐ Equipment listing: Manufacturer and model number, descriptive brochure, cut sheet. NSF-approved or equivalent

☐ Floor plan: Drawn to scale or dimension, layout and arrangement of all equipment by an architect and/or engineer

☐ Construction materials and finish schedules: Floors, wall, and ceiling coverings

☐ Plumbing - Indicate each plumbing fixture, illustrate and describe waste drains at required locations

☐ Water supply and sewage disposal plan information: Well, Septic System, Public Water or Public Sewer

☐ Exhaust Hoods/Ventilation: If hoods are needed, submit detailed drawing specification and calculations.

See note: If char-broilers are planned, installation must be in compliance with applicable regulations governing air quality. Include air specifications and drawings.

☐ Lighting Layout: Lighting plan should include layout & arrangement of all layout fixtures

☐ Trash storage: Details explaining type of trash storage to be used, room construction, compactor or container, storage location, and frequency of pickups. Describe facilities for cleaning containers and disposal of the waste water.

☐ Submit a menu and HACCP plan (Hazard Analysis Critical Control Points).

☐ Include Seating capacity

Copy of building permit application must accompany plans.

**Fee: \$100.00 New Food Service Facility
\$50.00 Remodel of Existing Facility**

Applicant Signature: _____ Date: _____

OFFICIAL USE ONLY:

Receipt Number: _____ Date Paid: _____ Amount Paid: _____

ENVIRONMENTAL HEALTH

240-313-3400 Voice • Call 711 for MD Relay TTY • 240-313-3424 Fax
wchd.eh@maryland.gov

GENERAL INFORMATION FOR PLAN REVIEW:

When is a structural plan review required?

Before a food establishment is constructed, remodeled or materially altered, the owner shall ensure that plans and equipment specifications are submitted for food service facility plan review.

What are the fees for structural plan review?

\$100 for a new food service facility. \$50 for a remodel of a pre-existing or closed food service facility. We accept the following forms of payment:



Cash

Check (*Returned check fee \$25)

Food service facility plans must show:

- Layout:** A scaled drawing of the layout of the facility, including arrangement of work areas, location of all food service equipment, restrooms, seating, and outdoor trash storage and disposal areas.
- Equipment:** Provide a list of food service equipment, including the manufacturer name and model number. All food service equipment must meet one or more of the following design standards: National Sanitation Foundation (NSF) or an NSF-equivalent certification from: Underwriters Laboratories (UL); The Etlsempko division of Intertek Group PLC (Intertek ETL SEMKO); Canadian Standards Association (CSA); Baking Industry Sanitation Standards Committee; National Automation Merchandizing Association; or International Association of Milk and Food Sanitarian's "3-A Sanitary Standards."
- Interior Finishes:** A description of the materials to be used for interior finishes including floors, walls and ceilings.
- Electrical:** An electrical diagram showing the type of lighting that will be used.
- HVAC:** The mechanical or HVAC plan, including hoods over cooking equipment.
- Plumbing:** A plumbing plan and riser diagram that includes all related plumbing fixtures and equipment, including the source of water (public or private well) and whether sewerage service is public or an onsite sewage disposal system. The plumbing diagram plan must include details for a grease interceptor.
- Menu:** A listed menu or description of the food to be prepared or served.
- State Plan Review:** Food processing plants, food warehouses and franchise facilities must obtain plan approval from the Office of Food Control, Maryland Department of Health. Contact information is listed below.
- Other:** Other information may be required to determine compliance with applicable State and local laws, regulations and ordinances.

FOR MORE INFORMATION, CONTACT:

Washington County Health Department
Environmental Health Division
1302 Pennsylvania Avenue
Hagerstown, Maryland 21741
240-313-3400

Maryland Department of Health
Office of Food Control
6 Saint Paul Street, Suite 1301
Baltimore, Maryland 21201
410-676-6500

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