



## INFORMATION FOR SUBMISSION OF PLANS FOR A FOOD ESTABLISHMENT

Nevada Revised Statute 446.930 and Nevada Administrative Code 446.955 requires that properly prepared plans and specifications be submitted to the health authority for review and approval when a food establishment is newly constructed, extensively remodeled, or if an existing structure is converted into a food establishment before any work has begun. Plan review fees are also charged for food establishments inside of schools and institutions.

The Food Establishment Plan Review Application is provided for your use in meeting the statutory requirements. It is our goal to facilitate the plan review process in the most timely and efficient manner. This application considers all food establishment types. Some of the items on the list may not apply to your specific operation. If they are not relevant, ***please do not leave them blank***. If you do so, it will be assumed that there is information that you have failed to provide. Rather, mark N/A or not applicable to those items that do not apply to your planned business operation.

When submitting plans to the Environmental Health Section, only one set is required. It is suggested that you make a copy of your application for yourself. Submit the application and plans to the field office in your area. If you are in doubt, please call the Carson City office and you will be directed to the office in which your plan review will take place. Plan review fees are due and payable at the time you submit your plans. They are calculated based on your annual permit fee, plus an additional \$498.00. Plans are reviewed on a first come, first served basis.

### Plan Approvals

Plan approval will be issued in writing. You will need to notify the appropriate EHS field office at least one week in advance of the day you wish to open. A final construction inspection must be conducted by EHS staff to verify construction according to approved plans. You may not open until you have completed an application for your health permit, all fees have been paid in full, and the final construction inspection is completed.

### Plan Rejections

If your plans are not approved, a reason will be given in writing. Revisions will be needed either in the form of a new set of plans or revised individual sheets. Respond to all plan review questions from the Environmental Health Section in writing.

No changes or revisions in your plans may be made after approval is given without notifying the EHS program. It is the permit holder's responsibility to inform contractors and sub-contractors about plan changes that may affect construction.

### Materials Needed for the Plan Review

- One Set of Plans (architectural, plumbing, mechanical and electrical) to include a finish schedule and equipment schedule.
- Equipment specification sheets for all equipment (NSF and Custom)
- Plan Review Application

The following information may be required. Please check with an Environmental Health Specialist

- Samples of labels
- Standard Operating Procedures for processing a food, worker and plant sanitation.
- Hazards Analysis Critical Control Plan

**Thank you and good luck with your future business endeavor!  
The Environmental Health Section looks forward to working with you.**