



Public Health
Prevent. Promote. Protect.

Frederick County Health Department

Frederick County Health Department - Environmental Health Services

Food Control Office - Plan Review Submission Form

350 Monetvue Lane, Frederick, MD 21702

301-600-2542 · Fax 301-600-3180

<http://www.frederickcountymd.gov>

FoodControl@FrederickCountyMD.gov

Project Information

Project Name:

Project Address:

Project Description:

Facility Type:

Check All that Apply:

- New Construction
- Remodel
- Equipment Changes
- HACCP Update
- Transfer Ownership Only

No Changes to Facility

- Restaurant
- Carry-Out Only
- Bakery Only
- Mobile Unit
- Institution

- Retail Market
- Tasting Room
- Catering
- Other:

- Liquor License Onsite
 - Full
 - Beer/Wine Only
- Outdoor Dinning Onsite
 - Dogs Permitted on Patio
- Retail Sales
- Wholesale

If selling to other businesses for resale (wholesale), what is the % of wholesale vs retail. _____

Will 2 or more facilities will be built from this plan in MD? If YES, submit plans to MDH Facility & Process Review: 410-767-8400 or <https://health.maryland.gov/phpa/OEHFP/OFPCHS/Pages/plan-review.aspx>

Site Information

Water Supply: Public Private (Well)

Sewage Disposal System: Public Private (Septic)

Contact Information

Applicant:

Company:

Address:

Position:

- Owner
- Architect
- Contractor/G.C.
- Expediter
- HACCP Coordinator

Phone:

Email(s):

Below items marked with an (*) are required documents for plan review. Incomplete submittals will delay your review.

- 1 full set drawings (site and facility layout) *
- Plumbing diagram*
- Finish schedule*
- Equipment schedule*
- Equipment specification sheets (numbered to correspond to list/plan) *
- Reflected ceiling plan*
- Exhaust hood drawings/calculations*
- Menu*
- HACCP Plan (with HACCP Review Fee) *

- Mechanical plan (air balance)
- Roof plan/venting
- Electrical plan
- Elevation drawings (if available)
- List of products, recipes, test/lab results, sample Labels (if offering packaged products)
- Product flow (manufacturing/ wholesale process)
- Standard Operating Procedures (SOPs)

**** Additional Documents may be requested during the review.**

Plan review fees per current fee schedule must be submitted with packet. Health.FrederickCountyMD.gov/EHSfees
Make check or money order payable to Frederick County Health Department. VISA, MasterCard, Discover, and Cash payments accepted in the office only.

Applicant Signature:

Date:

Office Use Only: Fee. Pd.: _____

Entered: _____