



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 Dining 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: _____