



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>

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
- Delivery Only
- Full-Service

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

Scope of Project:

Will 2 or more facilities be built from this plan in MD? Yes No

If yes, submit plans to DHMH Facility & Process Review. 410-767-8400. <http://ideha.dhmh.maryland.gov>

Site Information

Water Supply: Public Private (Well) Sewage Disposal System: Public Private (Septic)

Contact Information

Name:

Company:

Address:

Position:

Phone:

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

Email:

The Following Must Be Provided, If Applicable. Incomplete Submittals Will Delay Your Review.

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> 1 set drawings (full set), site and facility layout <input type="checkbox"/> Plumbing diagram <input type="checkbox"/> Finish schedule <input type="checkbox"/> Equipment schedule <input type="checkbox"/> Equipment specification sheets (numbered to correspond to list/plan) <input type="checkbox"/> Electrical plan <input type="checkbox"/> Reflected ceiling plan <input type="checkbox"/> Exhaust hood drawings/calculations | <ul style="list-style-type: none"> <input type="checkbox"/> Mechanical plan (air balance) <input type="checkbox"/> Roof plan/venting <input type="checkbox"/> Elevation drawings (if available or required) <input type="checkbox"/> Menu <input type="checkbox"/> HACCP Plan (\$75.00 Review Fee) <input type="checkbox"/> List of products, recipes, test/lab results, sample Labels (if requested/required based on menu review) <input type="checkbox"/> Product flow (Processing) (if requested/required based on menu review) <input type="checkbox"/> Standard Operating Procedures (SOPs) (if requested/required based on menu review) |
|---|--|

Payment (Submit with Application) Plan Review Fee: \$100.00. Make check or money order payable to Frederick County Health Department. VISA, MasterCard, and Cash payments accepted **in office only**.

Applicant Signature:

Date: