NAME OF ESTARI ISHME	ENT:			
NAME OF ESTABLISHME				
LOCATION/ADDRESS:				
PLEASE RETAIN THIS SHEET AND HOLD FOR THE FINAL INSPECTION AND APPROVAL TO OPERATE FROM THE HEALTH DEPARTMENT.				
PLEASE HAVE THE FOLLOWI	NG AGENCY REPRESENTATIVE SIGN OFF ON			
THE FOLLOWING LINE(S) NEX	XT TO THEIR AGENCY WHEN THEY COMPLETE			
THEIR INSPECTION AND APPI	ROVAL OF YOUR FACILITY.			
I have submitted plans/app	plications to the authorities listed below: (Check Off)			
O Zoning:	(765) 747-7740			
O Sanitary Sewage System:	<u>(765) 747-4896</u>			
O Fire Department:	<u>(765) 747-4876</u>			
O Building Commissioner: (765) 747-4862				
O Indiana State Fire and or Building Commission: planreview@dhs.in.gov (317)-232-6422				
O Private Well – Water: Indiana Depart	artment of Environmental Management:(800) 451-6027			
O Private Sewage System: Indiana Sta	ate Department of Health: (317) 233-7811			
O Weights and Measure:	(765) 747-7714			
ZONING AND PLANNING:	DATE: Agency Representative Signature			
BUILDING COMMISSIONER:	DATE: Agency Representative Signature			
FIRE DEPARTMENT:	DATE: Agency Representative Signature			
SANITARY SEWAGE DISTRICT: (PRIVATE OR PUBLIC)	DATE: Agency Representative Signature			
WATER (IF PRIVATE WELL):	Agency Representative Signature DATE:			
OTHER: Specify Agency	DATE: Agency Representative Signature			

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DELAWARE COUNTY HEALTH DEPARTMENT 125 NORTH MULBERRY STREET

MUNCIE, INDIANA 47305

PHONE #: (765)747-7721 FAX #: (765)747-7747 dchealth@co.delaware.in.us www.co.delaware.in.us

DATE SUE	BMITTED AND P	AID: \$				
NAME OF ESTABLISHMENT:						
LOCATIO	N/ADDRESS:					
ANTICIPA	TED DATE OF C	PENING:				
(Check one)	New Construction:	Existing/Remodel: New Ownership/Only:				
	APPLICAT	ION FOR PLAN REVIEW				
]	Please complete the followi	ng, as is applicable to the retail food establishment.				
Owner/Corporati	on Information:	Engineer/Architect Information:				
Name:		Name:				
	ber:					
	s:					
Establishment In	formation:					
Establishment N	Name:					
		Title:				
		Contact Telephone #:				
Establishment N	Mailing Address, City, State	, Zip:				

Projected Date for Start of Project:
Projected Date for Completion of Project:
Hours of Operation: Days of Operation:
Contents and Specifications for Facility and Operating Plans as required in Section 110 of 410 IAC 7-24:
(Please check items submitted for review)
☐ Proposed menu (including seasonal, off-site and banquet menus).
☐ Anticipated volume of food to be stored, prepared, and sold or served.
☐ Proposed layout, mechanical schematics, construction materials, and finish schedules.
☐ Proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities,
and installation specifications.
☐ Evidence that standard procedures that ensure compliance with ISDH Rule 410 IAC 7-24 are developed or
are being developed.
☐ Plan review questionnaire completed and submitted to the regulatory authority.
☐ Please list any other information that may be required by the regulatory authority for the proper review of
the proposed construction, conversion or modification, and procedures for operating a retail food
establishment in the comment section listed below.
Additional Information:
Signature of Applicant:
Print Name of Applicant:
Relationship to Project:
Date Signed:
Note: If all the required information is not submitted to the regulatory authority, it may delay the review process of your plans and possibly delay construction.
OFFICE USE ONLY:
Date Received: By:

Instructions for the Plan Review Questionnaire Form

The enclosed questionnaire was designed for the operator and/or architect to utilize in the plan review process.

The questionnaire is designed in 2 parts. Part one is the Standard Sanitary Operating Procedures (SSOP's).

Please feel free to contact your local health department for further assistance when completing the questionnaire.

This part should be completed by the owner/operator of the facility. SSOP's are procedures that will help your operation to be in compliance with the Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24. The referenced section numbers at the end of each question will help you in answering the questionnaire. The following bulleted items are the sections covered under part one: ☐ Food (will the food be received in a safe and sanitary manner) ☐ Food Preparation (limits/restricts the amount of pathogen growth in food) ☐ Hot and Cold Holding (keeps pathogens from growing in food) ☐ Sanitization (ensure the proper amount and application of sanitizer levels) ☐ Poisonous or Toxic Materials and Personal Care Items (covers the storage and use of these items) ☐ Miscellaneous (covers registration/permitting and food handling in the home) Part two is the physical facility requirements. This part may need to be completed by the architect/contractor/engineer, since these requirements are more of a technical basis. The following bulleted items are the sections covered under part two: ☐ Warewashing/Dishwashing (covers the proper use and capacity of your equipment) ☐ Water Supply (is the water potable/drinkable) ☐ Waste Water/Sewage Disposal (is the sewage system in compliance) ☐ Plumbing (covers backflow, hot water capacity, hoses, and grease traps) ☐ Handwashing/Toilet Facilities (quantity, door closure, and ventilation) □ Room Finish Schedule (covers the interior of the kitchen and ensures that the materials are made to be smooth and easily cleanable) ☐ Personal Belongings (prevents contamination of food from employees) ☐ Equipment (requires all equipment materials be food-grade quality and approved for use in a commercial kitchen) ☐ Insect and Rodent Harborage (prevents insects and rodent activity) ☐ Reuse and Recyclables (covers the storage and disposal)

The Plan Review Application Form must be completed and submitted with the accompanying questionnaire.

☐ Lighting (minimum amount of light needed to conduct operations)

Instructions:

- 1. Please answer the following questions and return this form and the application to our office.
- 2. If you have any questions please call (765) 747-7721.
- 3. This questionnaire is not designed as a complete list of requirements but should be used as a guideline only.
- 4. The sanitation requirements noted in this document are specified under the

Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24.

5. Please use this rule as it pertains to section numbers referenced at the end of each question.

It is required that you provide a set of plans that are a minimum of **11 X 14** inches in size including the layout of the entire floor plan of the facility.

The set of plans must show any and all pieces of cooking equipment, refrigeration units, hot and cold holding units, sinks, dishware washing, mop sinks, restrooms, dry storage, door entries, and any other equipment being used for your food service operation.

Number of seats:	Total square feet	of the facility:	
Number of floors on which opera	tions are conducted: _		(include basement, etc.)
Maximum meals to be served:	Breakfast	Lunch	Dinner
	(approximate number)		
7	Гуре of service: (с	check all that a	pply)
Sit down meals:	Mobile vendor: _		Take out:
Caterer:	Other:		
Who (job title) will be your certif	ied food handler? (Tit	le 410 IAC 7-22)	(Title 410 IAC 7-24 sect.118)
Title:			
			icate #:
How will employees be trained in	food safety? (sect. 11	19):	
The following procedures/quest	ions should be consid	dered before any	further planning/construction
begins or continues to ensure th	at special considerat	tion is given to the	ese standard sanitary operating
procedures (SSOP's).			
This section should be completed	by the operator.		
Please indicate (by either checking	ng or completing the a	nswers) whether o	r not a section applies to your
operation.			
FOOD			
1. Please provide a list of all plan	ned food vendors. (see	ct. 142)	
1. Please provide a list of all plan	ned food vendors. (see	ct. 142)	
1. Please provide a list of all plan	ned food vendors. (see	ct. 142)	
1. Please provide a list of all plan	ned food vendors. (see	ct. 142)	

Dry	?
No	-
cts to be shelf stable?	If so, have
No	_NA
3) foods? (sect. 195)	
hat are ready-to-eat ar	nd will not be
	No cts to be shelf stable?No 3) foods? (sect. 195)

·	fined under sect. 72). (sect. 191)
9. Will all produce be was	hed prior to use? (sect. 175) YesNoNA
-	e to minimize the amount of time potentially hazardous foods will be kept in the 41°F-135°F) during preparation. (sect. 189)
11. Provide a list of the typused to thaw the food. (e.government) PROCESS Refrigeration	pes of food that will need to be thawed before cooking and the process that will be g. frozen meat) (sect. 199) TYPES OF FOOD
Running water less than 70°F	
Microwave as part of the cooking process	
Cook from frozen	
Other (describe)	
Comments:	

12. Provide a list of the types	of food that will need to be cooled and the process that will be used to cool each
of these foods. (e.g. leftovers). (sects. 189, 190)
<u>PROCESS</u>	TYPES OF FOOD
Shallow pans under refrigeration	
Ice and water bath	
Reduced volume (quartering a large roast)	
Ice paddles	
Rapid chill devices (blast freezer)	
Other (describe)	
	Yes No NA le for ensuring the buffet is protected from contamination? (sect. 181)
HOT AND COLD HOL 15. Will "Time as a Public Hor cold)?	LDING ealth Control" (see sect. 193) be used for potentially hazardous food(s) (either hot
Yes No	_ NA
Note: These procedures mus	st be submitted and approved by the Health Department before their use.
over easy, made from scratch	will be offered to the public in an undercooked form (sushi, rare hamburgers, eggs a Caesar dressing, etc.)? Yes No NA umer advisory statement. (sect. 196)

17. Who (line cook, kitchen manager, etc.) will be assigned the responsibility of taking food temperatures and at
what steps will temperatures be taken (cooking, cooling, reheating, and hot holding)? (sect. 119)
18. Describe how cross-contamination of raw meats and ready-to-eat foods will be prevented in a refrigeration
unit(s) (i.e. walk in coolers, under the counter coolers). (sect. 173)
19. Describe the storage of different types of raw meat and seafood in the same unit, and how cross-
contamination will be prevented. (sect. 173)
SANITIZATION
20. Who will be assigned the responsibility of ensuring the correct amount of sanitizer will be used? (sect. 119)
21. What type of chemical sanitizer(s) will the facility use? (sect. 294)
22. Will the facility have test kits/papers on site for all types of chemical sanitizers? (sect. 291)
Yes No NA
23. How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be
submerged in a sink or put through a dishwasher be sanitized? (sect. 303)

POISONOUS OR TOXIC MATERIALS AND PERSONAL CARE ITEMS

24. Where will poisonous or toxic materials be stored (including the ones for retail sale)? (sect. 439)					
25. Will the facility us	se a hand sanitizer?	(sect. 131) Yes	No	If so, what brand?	
26. Will the facility er and that they are appli			are "Approved fo	or Use in Food Establishments"	
27. Will all spray bott	les be clearly label	ed? (sect. 438) Yes _	N	0	
28. Where will first ai	d supplies be store	d? (sect. 421)			
MISCELLANEO	US				
29. Will any part of th	e retail food establ	ishment open directly	y into any part o	f any living or sleeping quarters?	
(sect. 423) Yes	No	NA			
30. Has the facility reg	gistered or applied	for a permit from the	regulatory auth	ority? (sect. 107) Yes No	
Comments:					

The following list of questions should be generally completed by the architect/contractor/engineer.

WAREWASHING/DISHWASHING

31. Dishw	ashing methods (sec	t. 269) (check one or b	both):	
3 (Compartment Sink _	Dishma	achine	<u></u>
32. If a 3 c	compartment sink is	used, which sanitizing	g method will you u	ise:
Но	ot Water	Chemical	?	
33. If a dis	shmachine is used, w	thich sanitizing metho	d will you use:	
Но	ot Water	Chemical	?	
If hot water	er, do you have a boo	oster heater? Yes	No	NA
If hot water	er, how will you ensu	are that the unit is sani	itizing the utensils?	2 (sects. 258, 303)
34. Does y	your chemical dishm	achine have an alarm	that indicates wher	n more chemical sanitizer needs to be
added? (se	ect. 281) Yes	No	_	
·	,			
35. What t	type of alarm will be	used to detect when the	he sanitizer is too l	ow? Sound Visual
	ypo or warm will oo			
36. Can th	e largest piece of equ	uipment be submerged	d into the 3 compar	tment sink or dishmachine? (sect. 270)
	No	-	•	,
37. Does t	he facility plan to us	e alternative manual w	varewashing equip	ment? (sect. 270)
Yes	No	NA		
		cedure and written po	olicy for review.	

for either the 3 compartment sink or the dishmachine? (sect. 289) Please describe below.
Tot ethief the 3 compartment sink of the distillacinne: (sect. 209) Flease describe below.
WATER SUPPLY
39. Is the water supply public () or private ()? If public, skip question #40.
40. If private, has the source been tested? (sect. 327) Yes No
If so, when was the last test (Date) and did you send us a copy of the
lab results? Yes No
IF PRIVATE WELL, YOU WILL BE REQUIRED TO REGISTER WITH INDIANA DEPARTMENT OF
ENVIRONMENTAL MANAGEMENT – DIVISION OF WATER QUALITY - (800) 451-6027
WASTE WATER/SEWAGE DISPOSAL
41. Is the sewage disposal system public () or private ()? If public, skip question #42.
42. Has the waste treatment system been approved by the state or local septic inspector? (sect. 376)
Yes No Please provide a copy of the approval.
DI LIMBING
PLUMBING
43. Are hot and cold water fixtures provided at every sink? (sect. 330) Yes No
44. If a water supply hose is to be used for potable water, is it made from food-grade materials? (sect. 364) Yes No
100110

46. The following technical information is needed on the proposed plumbing. This section is best completed by a licensed plumber, or engineer. (sect. 336)

Circle 1 for the type of backsiphonage device used for water supply and sewage disposal

<u>Fixture</u>	Water	Supply	, -			Sewage Disposal
Dishwasher	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
Ice Machine(s)	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
Mop/Service Sink	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
3 Compartment Sink	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
2 Compartment Sink	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
1 Compartment Sink	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
Hand Sink(s)	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
Dipper Well	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
Hose Connections	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
Asian Wok/Stove	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
Toilet(s)	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
Kettle(s)	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
Thermalizer	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
Overhead Spray Hose	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
Other Spray Hose(s)	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect
Other:	AVB	PVB	VDC	НВ	Air Gap	Air Break Air Gap Direct Connect
Other:	AVB	PVB	VDC	HB	Air Gap	Air Break Air Gap Direct Connect

A	VB=Atmospheric V	Vacuum Breaker	HB=Hose Bib Vacuum Breaker		
PV	B=Pressure Vacu	um Breaker	VDC=Vented Double Check Valv		
47. Has co	ontact been made t	o the municipality to	to determine if a grease trap is require	d?	
Yes	No	NA			

48. What would be the frequency of cleaning for the grease trap? (sect. 378)

HANDWASHING/TOILET FACILITIES

49. Handwashing sinks are required in			_	
50. Are all toilet room doors self-clos	ing where applic	eable? (sect. 352) Yes _	No	
51. Are all toilet rooms equipped with	n adequate ventil	ation? (sect. 309) Yes	No	
ROOM FINISH SCHEDULE	(What the int	terior of the facility	y will look like	.)
52. Please indicate which materials (i.	.e. quarry tile, sta	ainless steel=SS, plastic	c cove molding, e	tc.) will be used
in the following areas. (sect. 402)	1 501 5 51			
(QT = Quarry Tile, SS = Stainless Ste		_		6533 B. 6
AREA	FLOOR	COVING	WALL	CEILING
KITCHEN				
CONSUMER SELF SERVICE				
SERVING LINE				
BAR				
FOOD STORAGE				
OTHER STORAGE				
TOILET ROOMS				
GARBAGE STORAGE MOP/SERVICE SINK AREA				
DISHWASHING				
OTHER OTHER				
UTHER				
PERSONAL BELONGINGS				
53. Are separate dressing rooms/locke	ers provided? (se	ct. 417) Yes N	Jo NA	

54. Describe the storage location for employees' coats, purses, medicines and, lunches. (sects. 418, 422)
55. Where is the designated area for employees to eat, drink, and use tobacco? (sect. 136)
EQUIPMENT
56. Will all of the equipment meet the design and construction for the American National Standards Institute (ANSI) standards or meet section 205? Yes No
57. Will the utensils and food storage containers be made from food-grade quality materials? (sect. 205) Yes No
58. Will any pieces of used equipment be utilized? (sect. 106) Yes No NA If so, please list equipment types:
59. Is the ventilation hood system sufficient for the needs of the facility? (sect. 307) Yes No NA
60. Will all of the equipment used for the storage of potentially hazardous foods be able to meet the minimum
temperature requirements (frozen food 0°F, cold food 41°F, hot food 135°F)?
Yes No NA

61. Please list equipment types for the hot and cold holding of foods; also during serving or transporting. (sect. 187)
62. Will each refrigeration unit have a thermometer? (sect. 256) Yes No
63. What types of counter protective guards for food (sneeze guards) will be used for consumer self-service? (sect. 179)
INSECT AND RODENT HARBORAGE
64. Will all outside doors be self-closing, when applicable, and rodent/insect proof? (sect. 413) Yes No
65. Will screens be provided on any open windows/doors to the outside? (sect. 413) Yes No
66. Will air curtains be installed (made from either plastic or mechanical); if so, where on outer openings? (sect. 413)
67. Will all pipes and electrical conduit chases be sealed (i.e. ventilation systems, exhaust and intake be protected)?
(sect. 414) Yes No
68. Is the area around the building clear of unnecessary debris, brush, and other harborage conditions?
(sect. 426) Yes No

69. Do you plan to use a pest control service?	Yes No Frequency
Company	
REFUSE AND RECYCLABLES	
70. Describe the surface (for refuse/recyclables	s) that the outside dumpster will be located on? (sect. 382)
71. Where will recyclables be stored prior to pi	-
LIGHTING	
72. What are the foot candles of light for the fo	ollowing areas? (sect. 411)
Food prep areas	Dishwashing areas
Dry storage areas	Restrooms and walk-in refrigeration units
Comments:	

PLAN REVIEW NOTES:

(The next 2 pages are reserved for the Plan Review Coordinator)

NAME OF ESTABLISHMENT:	
ADDRESS:	
CONTACT PERSON:	
CONTACT PHONE #:	
DATE PAID AND SUBMITTED:	