ARKANSAS DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH PROTECTION-FOOD SERVICE SECTION
501-661-2171

PLAN REVIEW GUIDELINES
For Food-Related Establishments

This booklet includes an example of a floor plan example, checklists of code requirements for different types of establishments, and an application for plan review called the Project Cost Estimate Worksheet. Send the completed Project Cost Estimate Worksheet and a check or money order with the floor plans of the establishment. Plans are seen by appointment or may be mailed. For appointments, call 501-661-2171.

Mail plans to:

Environmental Health Protection
Arkansas Department of Health
Slot 46
4815 West Markham
Little Rock AR 72205

Attn: Plan Review

Food Service Section does not review PLUMBING PLANS. If you have plumbing plans that need approval, plans must be submitted to Protective Health Codes. Contact a plumbing inspector if you have questions about plumbing approval. The plumbing plan review office can be reached at 501-661-2642**.**

For faster review time, include the following information with the plans:

Project Cost Estimate Worksheet and fee
Establishment name and street address
Source of water
Wastewater disposal
Floor plan showing all kitchen equipment
Other items, such as finish materials for walls, ceilings and floors, as shown on the checklist

NOTE: Wells used for food establishments must comply with applicable regulations. Contact the Engineering Section of the Department of Health at 501-661-2623 for further information.

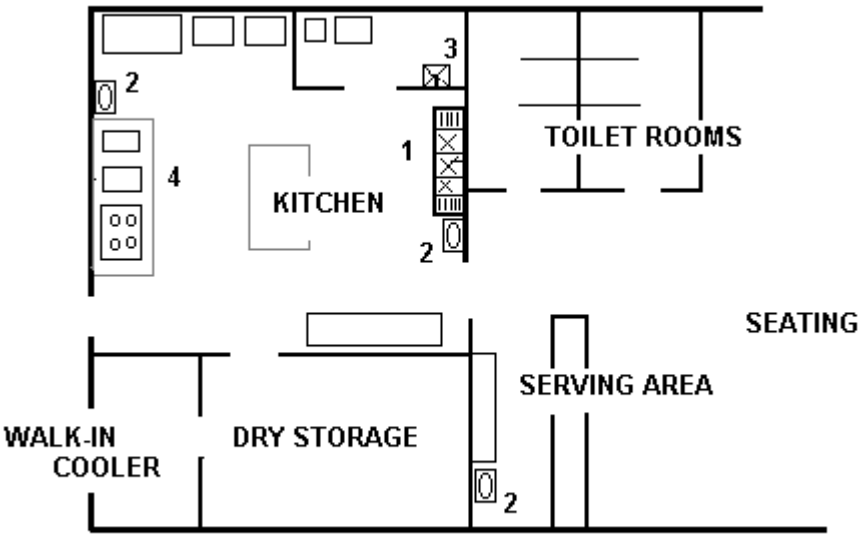
Written approval from the county Environmental Health Specialist must be provided for wastewater disposal other than public utilities (for example, septic systems).

The approval letter will be mailed or given to you at the time of the review. The original plans and a copy of the letter will be sent to the county Environmental Health Specialist at your county health department. **A pre-operational inspection is required.**

Copies of the applicable regulations can be obtained at your local health unit or on the web at www.healthyarkansas.com/rules_regs/table_of_contents.htm

EXAMPLE

Name of Establishment
Physical address
Name of owner
Mailing address
Telephone number



Legend

1- 3-compartment sink with 2 drain boards

2- Hand washing lavatory

3- Service sink

4- Cooking equipment

Source of water: City water
Sewage disposal: City sewer

Toilet Rooms have closers on doors and ventilation to outside air.

Lights in all food preparation and utensil washing areas are shielded.

FINISH SCHEDULE EXAMPLE

Room	Floor	Walls	Ceilings
Food prep	Sealed smooth concrete	Painted gyp board	Vinyl-faced gyp board
Toilet rooms	Vinyl tile	Painted gyp board	Painted gyp board
Dry storage	Sealed smooth concrete	Painted gyp board	Painted gyp board

USE ADDITIONAL SHEETS OF PAPER IF NECESSARY

RETAIL CHECKLIST

REFER TO APPROPRIATE REGULATION

Establishment: _____

Street address: _____ City: _____

PLANS MUST BE APPROVED BEFORE BEGINNING CONSTRUCTION OR REMODELING	Check off	Food Service	Prepackaged	Mobile, Seasonal	Salvage
WATER - APPROVED SOURCE (Indicate source, e.g., Public water)		X	X	X	X
WASTE WATER DISPOSAL - APPROVED DISPOSAL (Establishment using septic system must be accompanied by statement from the county Environmental Health Specialist)		X	X	X	X
FINISH MATERIALS - SMOOTH, WASHABLE WHERE REQUIRED		X	X	X	X
HAND WASHING FACILITIES - Location as specified in 5-204.11		X		X	X
WARE WASHING EQUIPMENT - 3-COMPARTMENT SINK WITH 2 DRAINBOARDS		X		X	X
MECHANICAL WARE WASHING EQUIPMENT MUST COMPLY WITH CHAPTER 4		X			
LIGHTING - ADEQUATE; SHATTERPROOF		X		X	X
VENTILATION - TOILET ROOMS; EXHAUST HOODS (Compliant with HVACR code)		X	X	X	X
TOILET ROOMS - SELF-CLOSING DOORS		X	X	X	X
FOOD STORAGE - HOT AND COLD HOLDING EQUIPMENT		X	X	X	
SERVICE SINK		X	X		X
SOLID WASTE STORAGE - FOOD CODE SECTION 5-501.11		X	X		
SERVICE WINDOWS AND OUTER OPENINGS - FOOD CODE SECTION 6-202.15		X	X	X	
FOOD GUARDS - Food on display, e.g., salad bars - Food Code Section 3-306.11		X	X	X	
MOBILE - PUSHCART - SEASONAL - COFFEE KIOSK					
PERMANENTLY MOUNTED WATER AND WASTEWATER TANKS				X	
WRITTEN AGREEMENT WITH WASTE WATER DISPOSAL SITE				X	

PLUMBING PLANS MUST BE SUBMITTED TO PROTECTIVE HEALTH CODE SECTION
WRITTEN APPROVAL MUST ACCOMPANY PLANS ON SEPTIC SYSTEMS
PRIVATE WELLS MUST BE APPROVED BY ENGINEERING DIVISION

EHS signature:_____Date:_____

WHOLESALE CHECKLIST
REFER TO APPROPRIATE REGULATION

Establishment: _____
Street address: _____ City: _____

PLANS MUST BE APPROVED BEFORE BEGINNING CONSTRUCTION OR REMODELING	Check off	Food Processing	Food Salvage	Water Bottling
WATER - APPROVED SOURCE (Indicate source, e.g., Public water)		X	X	X
WASTE WATER DISPOSAL - APPROVED DISPOSAL (Establishments using septic systems must be accompanied by statement from the county Environmental Health Specialist)		X	X	X
FINISH MATERIALS - SMOOTH, WASHABLE WHERE REQUIRED		X	X	X
HAND WASHING FACILITIES - Adequate, conveniently located		X	X	X
UTENSIL & EQUIPMENT WASHING EQUIPMENT, e.g., 3-compartment sink		X	X	
UTENSIL & EQUIPMENT WASHING EQUIPMENT - 2-compartment sink				X
LIGHTING - ADEQUATE; SHATTERPROOF		X	X	X
VENTILATION - TOILET ROOMS; EXHAUST HOODS (Compliant with HVACR code)		X		
TOILET ROOMS - SELF-CLOSING DOORS		X	X	X

PLUMBING PLANS MUST BE SUBMITTED TO PROTECTIVE HEALTH CODE SECTION
WRITTEN APPROVAL MUST ACCOMPANY PLANS ON SEPTIC SYSTEMS
PRIVATE WELLS MUST BE APPROVED BY ENGINEERING DIVISION

EHS signature:_____Date:_____