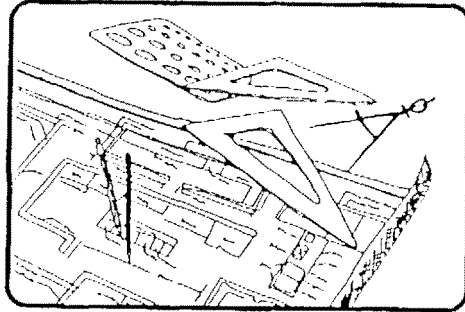


PLAN REVIEW PROCESS: A PLAN RIGHT, BUILD RIGHT GUIDE



□ WHY HAVE A PLAN REVIEW?

The purpose of a plan review is to verify that your facility's structure and equipment and their capacities are in compliance with the *Champaign-Urbana Food Service and Retail Food Store Sanitation Rules and Regulations*. The rules and regulations were designed toward the prevention of foodborne illness and the meeting of consumer expectations for a safe and sanitary food service.

□ WHEN ARE PLANS REQUIRED?

A permit applicant or permit holder shall submit to the Champaign-Urbana Public Health District a plan review package for:

- A) Construction of a food service establishment, mobile food unit or retail food store.
- B) The conversion of an existing structure for use as a food service establishment, mobile food unit or retail food store.
- C) The remodeling of a food service establishment, mobile food unit or retail food store.
- D) Change of ownership. Contact the Champaign-Urbana Public Health District immediately, as permits are not transferrable.

□ HOW LONG DOES THE PLAN REVIEW PROCESS TAKE?

Since plans and specifications are usually handled on a first come, first served basis, it is important that you allow time for the plan review process when scheduling your project. Normally, turn-around time in plan review is thirty (30) working days. However, it can lengthen if your plans are incomplete or in conflict with design rules.

□ **WHAT SHOULD I SUBMIT FOR A PLAN REVIEW?**

The contents of the plans and specifications for a food service establishment, mobile food unit or retail food store should include the following:

- A) Plan review application;
- B) One set of architectural plans to scale, containing mechanical, plumbing, electrical & HVAC schematics, construction materials, finish schedules and equipment layout;
- C) Equipment specification sheets to include proposed equipment types, manufacturers, model numbers, dimensions, performance capabilities, and installation specifications;
- D) Previously owned equipment can be used only if it is inspected and approved prior to installation;
- E) Intended menu;
- F) Anticipated volume of food to be stored, prepared and sold or served;
- G) Written standard operating procedures that reflect the knowledge and implement the requirements of the applicable rules and regulations, indicating how practices would assure that:
 - 1) Food is received from approved sources.
 - 2) Food is managed so that the safety and integrity of the product from the time of delivery to the establishment, throughout its storage, preparation, and transportation to the point of sale or service to the consumer is protected.
 - 3) Potentially hazardous food is maintained, including freezing, cold handling, cooking, hot holding, cooling, reheating, and serving in conformance with temperature and time requirements.
 - 4) Warewashing is effective, including assurance that the chemical solutions and exposure times necessary for cleaning and sanitizing utensils and food-contact surfaces of equipment are provided.

□ **HOW MUCH DOES A PLAN REVIEW COST?**

Please see the plan review fee schedule (separate document).

□ **WHEN SHOULD I CONTACT THE HEALTH DISTRICT CONCERNING QUESTIONS ABOUT THE PLAN REVIEW, BUILDING SITE CONSTRUCTION, OR SCHEDULING A CONSTRUCTION SURVEY?**

At any time during our business hours of 8:00 a.m. to 4:00 p.m., Monday through Friday.

□ **HOW WILL I KNOW MY PLANS ARE APPROVED?**

When a letter of design approval has been issued.

□ WHEN CAN I BEGIN CONSTRUCTION?

When you receive the letter of design approval.

□ WHAT IS A CONSTRUCTION SURVEY?

A construction survey is an inspection to verify that the food establishment is constructed and equipped in accordance with the approved plans and approved modifications of those plans, and is in compliance with all applicable rules and regulations.

□ WHEN IS THE FINAL PERMIT ISSUED?

The Champaign-Urbana Public Health District shall conduct the final inspection for permit when all construction is completed, construction materials are removed, facility is cleaned, equipment is cleaned and sanitized, operational and approved for use.

□ CAN I HAVE ANY REMAINING ITEMS NOT COMPLETED AT THE TIME OF THE FINAL INSPECTION?

No. It is expected that you will be in total compliance for the final inspection for permit.

□ WHEN CAN I START TO HAVE FOOD DELIVERED AND TRAIN THE STAFF?

When the permit is issued after the final inspection.

□ WILL I BE REQUIRED TO CLOSE MY ESTABLISHMENT DURING REMODELING?

Possibly.

**GOOD LUCK AND THANK YOU FOR YOUR COOPERATION IN MAKING
CHAMPAIGN-URBANA FOOD ESTABLISHMENTS SAFER AND CLEANER PLACES TO EAT AND WORK.**

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