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	Menu/Food Preparation steps	Provide a detailed menu of all the food and drinks you will be serving. Provide food preparation steps for all menu items. If using a commissary, explain what food preparation activities will be occurring at the commissary kitchen and what activities will be done at the food service location. <ul style="list-style-type: none"> • All foods must come from an approved source. • No home prepared items allowed. Any changes to the menu must be submitted and approved by ACPH for prior approval.
	Site Plan	Provide a site plan. Site plan must identify the building in relation to streets, sidewalks, parking and garbage area.
	Floor Plan	Provide a complete floor plan of your food establishment including any outdoor cooking or seating area(s) if applicable. Show the location of all equipment (sinks, refrigeration, countertop appliances etc), <ul style="list-style-type: none"> • A plumbing plan must be included showing all indirect drainage. • For remodel of existing establishments - provide a copy of your existing floor plan with all changes highlighted. • Number of seats for patrons. • Storage area for employees' personal items. Any changes to the floor plan submitted, must be pre-approved by ACPH
	Equipment List	Provide make and model numbers of all equipment (including countertop appliances). All food equipment must be commercial grade, (NSF or equivalent).
	Finish and Lighting Schedule	Provide the materials used for all floors, walls, ceilings, counter tops and shelves. <ul style="list-style-type: none"> • Finish surfaces must be smooth, easily cleanable, and non-absorbent in all food preparation; food storage, ware washing areas, and bathrooms. • Grout and concrete must be smooth and sealed to make water resistant and cleanable. Provide list of all light fixtures used in the food establishment. Lighting over any food preparation; food storage, and ware washing areas must be shielded, covered, or shatterproof.
	Garbage Disposal	Provide the dumpster size and location, including its distance from the building. Provide the disposal company name and the frequency of pick-up. Describe the garbage enclosure material and floor surface, (i.e. is the dumpster located on concrete or asphalt, is it sloped to drain or does it have a drain to sewer).
	Clean Up Response Plan	Provide a policy and procedure for effective clean-up of vomit & diarrhea in the food establishment. <i>This must be visibly posted for employees.</i>
	Employee Health Policy	Provide a policy and procedure for food employee illness reporting to ensure steps are taken to preclude transmission of foodborne illness or communicable diseases. <i>This must be visibly posted for employees</i>
	Commissary Kitchen Agreement (if applicable)	if you are not using your own commissary, a written and signed commissary agreement must be provided. The commissary agreement must include a list of all services provided by the commissary, such as restroom use, dry goods storage, use of refrigerator space (including the number of cubic feet of refrigeration space allocated to you), etc.

Plan Review Checklist

Before beginning construction or opening a new establishment, the following must be submitted