



625 Robert Street North, St. Paul, MN 55155-2538
www.mda.state.mn.us

Dairy and Food Inspection Division, 651-201-6027

Retail Food Store Plan Review Application

Submit to MDA 30 days before construction begins

ESTABLISHMENT INFORMATION:		
Legal Name	DBA (if different)	
Establishment Address		
City	State	Zip
County	Business Phone	

CONTACT INFORMATION:		
Submitter Name		
Mailing Address		
City	State	Zip
Contact Phone	Cell Phone	
Email Address		
Secondary Contact		
Contact Phone	Email Address	

Plan Review Fee: (fee is based on square footage of remodeled area or newly constructed facility)		
Square Footage of New or Remodeled Structure Return this form with your plans, specifications, & check payable to: MINNESOTA DEPARTMENT OF AGRICULTURE ATTENTION: Cashier 625 Robert Street North St. Paul, MN 55155-2538	Square Footage	Fee
	Less than 5,000	\$200.00
	5,000 - 24,999	\$275.00
	Over 25,000	\$425.00
Amount Due		# 600425-3200
Direct all inquires to the Plan Review Officer at 651-201-6027		FEES ARE NON-REFUNDABLE

Type of Project:	Type of Operation (check one):		Water & Sewer (check all that apply):	
New construction	Bakery	Mobile Unit/Seasonal Stand	Private Water	Municipal Water
Remodel	Convenience Store	Prepackaged Food ONLY		
Conversion of an Existing Structure to a Food Establishment	Grocery Store	Other (Please describe)		
	Retail Tap Room/Distillery			

Applicant's Signature	Office Use Only
Applicant's Name (Please Print)	

Proposed construction start date		Proposed construction end date	
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Description of Project: (Must be completed)

Plan submittals may take up to 30 days to review, incomplete submittals may take longer.

The following items are required:

- | | |
|---|--|
| Plan Review Application Form | Plan Review Fee |
| Equipment List Form - Include equipment specification sheet(s) | Room Finish Schedule (floor spec sheet) |
| Menu (general list of foods that will be sold) | Cabinetry and countertop information |
| HACCP Plans - Smoking, Curing, Vacuum packaging, etc. | Provide photos of used or existing equipment |
| Floors Plans (blueprints of facility or a drawing to scale indicating facility layout, restrooms, mop sinks, location of equipment, etc.) | |
| A copy of the zoning approval or building permit from your local government | |
| Unique well number and septic system certification of compliance for private systems | |

Licensing:

You must contact the State Food Inspector indicated in the approval letter to set up a final plan review inspection prior to operation. If your establishment meets all requirements, and approval is granted by the food inspector, you will be issued a Retail Food Handler License.

If you have further questions, please contact us at **651-201-6027** - Main Dairy & Food Inspection Division line.

Additionally, if plumbing or waste disposal is installed or modified in your establishment; you must submit your plumbing plans to the Minnesota Department of Labor and Industry Plumbing Unit (<http://www.dli.mn.gov/>) or your local delegated authority.

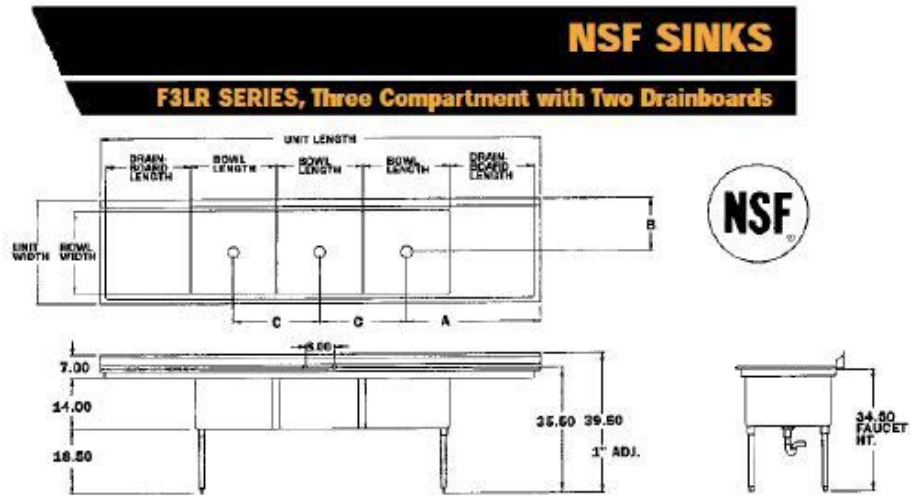
For additional information on plan review construction requirements, please go to the following link:
<http://www.mda.state.mn.us/food/business/~media/Files/food/business/constructionguide.ashx>

Please MAIL your plan review application to:
 MINNESOTA DEPARTMENT OF AGRICULTURE
 ATTENTION: Cashier
 625 Robert Street North
 St. Paul, MN 55155-2538

EQUIPMENT SCHEDULE FORM

Equipment: (Must be included) Submit manufacturer's specification sheet for each piece of equipment including commercial water heaters. This information can be obtained from the manufacturer's website.

Example of Sample Specification Sheet:



List all new, used and existing equipment below:

Item # (From Plan)	Quantity	Condition	Equipment Description	Manufacturer (Required)	Model (Required)

NOTE: Please include photos of used and existing equipment

ROOM FINISH SCHEDULE

NOTE: Include walk-in cooler and walk-in freezer floor finish and base cove material.

Room #	Room Name	Floor Material	Base (cove material)	Walls				Ceiling	Comments
				Top		Bottom			
				Material	Finish	Material	Finish		
<i>(Example)</i> 1	<i>Kitchen</i>	<i>Quarry Tile</i>	<i>Quarry Tile Cove Base</i>	<i>Sheetrock</i>	<i>Fiberglass reinforced plastic</i>	<i>Sheetrock</i>	<i>Fiberglass reinforced plastic</i>	<i>Smooth vinyl tiles</i>	<i>Stainless steel on wall behind cooking equipment</i>