

Food and Feed Safety Division

Retail Food Store Plan Review Application

SUBMIT YOUR PLANS AT LEAST 30 DAYS BEFORE STARTING CONSTRUCTION.

ESTABLISHMENT INFORMATION

Legal Name of Business:	DBA:	
Establishment Address:		
City:	State:	Zip:
County:	Business Phone:	

CONTACT INFORMATION

Submitter's Name:		
Mailing Address:		
City:	State:	Zip:
Phone:	Email Address:	
Secondary Contact:		
Phone:	Email Address:	

TYPE OF PROJECT	TYPE OF OPERATION <i>(check one)</i>	WATER & SEWER <i>(check all that apply)</i>	
New Construction	Bakery	Prepackaged Food ONLY <i>(No food or drink prep)</i>	Private Water
Remodeling a Licensed Facility	Convenience Store	Micro Market	Private Sewer
Conversion of an Existing Structure to a Food Establishment	Grocery Store	Other <i>(please describe)</i>	Municipal Water
	Mobile Unit/Seasonal Stand		Municipal Sewer
	Retail Tap Room/ Alcohol Tasting Room		

CONSTRUCTION

Start Date:	End Date:	Square Footage:
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PLAN REVIEW FEE *(Based on square footage of remodeled area or newly constructed facility)*

Email the application and all associated documents to: MDA.Plan.Review@state.mn.us Once accepted, you will receive an invoice with a PIN and MDA's weblink to pay online. Invoice payment is due upon receipt, failure to pay in a timely manner will delay the plan review process	SQUARE FOOTAGE	FEE
	0 - 999	\$ 200.00
	1,000 - 4,999	\$ 400.00
	5,000 - 24,999	\$ 800.00
	25,000 plus	\$ 1,000.00
(# 600425-3200) Amount Due		\$
Direct all inquires to the Plan Review unit at 651-201-6194 or MDA.Plan.Review@state.mn.us .		FEES ARE NON-REFUNDABLE

Applicant's Signature:	Office Use Only
Applicant's Name <i>(please print):</i>	

DESCRIPTION OF PROJECT *(Must be completed)*

STOP! Once the application and required documents are accepted, you will receive an invoice with a PIN and MDA’s weblink to pay online. Payment is due upon receipt, failure to pay in a timely manner will delay the plan review process. Incomplete submissions will receive a written notification. Plans will not be reviewed until the submission is complete and the invoice has been paid.

Check the box of each item included in your submission. Mark “N/A” in any box that does not apply to your:

Application for the plan review.

Menu, listing all food items to be offered.

Floor plan or blue prints that show a detailed layout of the facility, including all food equipment, drawn to scale. Be sure to include handwashing sinks, warewashing sinks, and food preparation sinks. Include mop sinks, restrooms, and floor drains.

Equipment Schedule (see page 3) listing equipment used for food preparation, cooking, storage, and display.

Room Finish Schedule (see page 4) describing the materials covering the floors, walls, and ceilings.

Specification (spec) sheets for each item on the Equipment Schedule, including the water heater.

Photos of used or existing equipment, or existing room finishes.

Cabinetry and countertop designs drawn to scale. Construction and finish materials must be described in detail.

HACCP Plan – Provide a Hazard Analysis Critical Control Points plan if your operation uses a specialized process, including:

- Smoking or curing food, except for smoking done for the purpose of imparting flavor only and not as a part of the cooking process.
- Using additives to preserve food, or as a method to change food into a non-potentially hazardous product.
- Using a reduced-oxygen method of packaging, such as vacuum packaging.

Well Identification (unique well number).

Septic System Certification of Compliance.

Description of food manufacturing and/or wholesale activities if they will take place at this facility.

Please use the attached schedules to complete your submission.

EQUIPMENT SCHEDULE

Submit the manufacturer’s specification sheet for each piece of equipment, including the commercial water heater. Specification sheets can be obtained from the individual equipment manufacturers’ websites.

LIST ALL NEW, USED, AND EXISTING EQUIPMENT BELOW:

ITEM # <i>(From floor plan)</i>	QUANTITY	CONDITION <i>(New or used)</i>	EQUIPMENT DESCRIPTION	MANUFACTURER <i>(Required)</i>	MODEL <i>(Required)</i>
<i>(Example)</i> 1	2	New	3 – Compartment Sink	The Sinks Company	ABC-18-RL-XYZ

STOP! Be sure to include photos of all used and existing equipment.

ROOM FINISH SCHEDULE

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

ROOM #	ROOM NAME	FLOOR MATERIAL	BASE <i>(Cove material)</i>	WALLS				CEILING	COMMENTS
				TOP		BOTTOM			
				MATERIAL	FINISH	MATERIAL	FINISH		
<i>(Example) 1</i>	<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>

IMPORTANT!

34A.05 FALSE STATEMENT OR RECORD. A person must not knowingly make or offer a false statement, record, or other information as part of: (1) an application for registration, listing, license, certification, or permit subject to this chapter; (2) records or reports required subject to this chapter; or (3) an investigation of a violation of this chapter.

- Providing detailed information in a timely manner will help this department complete the review as fast as possible. Ensure all information is accurate for the project under review.
- An approved plan review does not grant the applicant a license to operate. After completion of the plan review a final inspection will be conducted by the assigned food inspector to ensure conformance with the plan review letter.
- Construction must not begin until the plans have been approved. Starting construction prior to approval may result in costly corrections or a delayed opening.
- Plumbing plans must be submitted to the Minnesota Department of Labor and Industry Plumbing Unit (www.dli.mn.gov/CCLD/PlanPlumbing.asp) or your local municipality if plumbing or waste disposal is installed or modified in your establishment.
- This plan review is for retail food sales only. If there is a manufacturing component to this project, any potential deficiencies in the manufacturing area will not be addressed in this review. You must contact the Wholesale Manufacturing Program of this division to coordinate a review of the manufacturing portion if it applies to your project.
- It is the responsibility of the applicant to ensure that all other required approvals are obtained from agencies other than the Minnesota Department of Agriculture. This may include:
 - » Local zoning approval
 - » Private well approval
 - » Waste treatment system compliance
 - » Building code requirements
 - » Mechanical permits
 - » Fire suppression approval
 - » Electrical inspection approval

LICENSING

When your plan review is complete, you must contact the state food inspector listed in your Notice of Completed Plan Review letter to schedule a final inspection prior to operating. If your establishment meets all requirements and approval is granted by the food inspector, you will be issued a Retail Food Handler License and may begin operating.

If you have any questions, please contact the Plan Review unit at 651-201-6194 or MDA.Plan.Review@state.mn.us.

EMAIL your complete plan review submission to:

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