

**ARKANSAS DEPARTMENT OF HEALTH
Food Protection Services
501-661-2171**

**PLAN REVIEW GUIDELINES
For Food-Related Establishments**

This booklet includes an example of a floor plan, two checklists of code requirements for different types of establishments, and an application for plan review called the Project Cost Estimate Worksheet. Arkansas statute requires the Arkansas Department of Health to charge a fee for the plan review. The completed Project Cost Estimate Worksheet and a check or money order for the fee must accompany the plans. Plans should be mailed. Walk-ins are seen by appointment. For appointments, call 501-661-2171.

Send plans to:

Food Protection Services
Arkansas Department of Health
Slot H-46
4815 West Markham
Little Rock AR 72205

Attn: Plan Review

Food Protection Services does not review PLUMBING PLANS. If you have plumbing plans that have to be approved, you must take your plans to the Office of Protective Health Codes. Contact a plumbing inspector if you have questions about the plumbing work. 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**

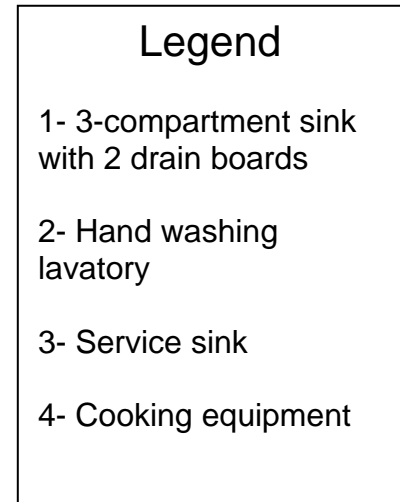
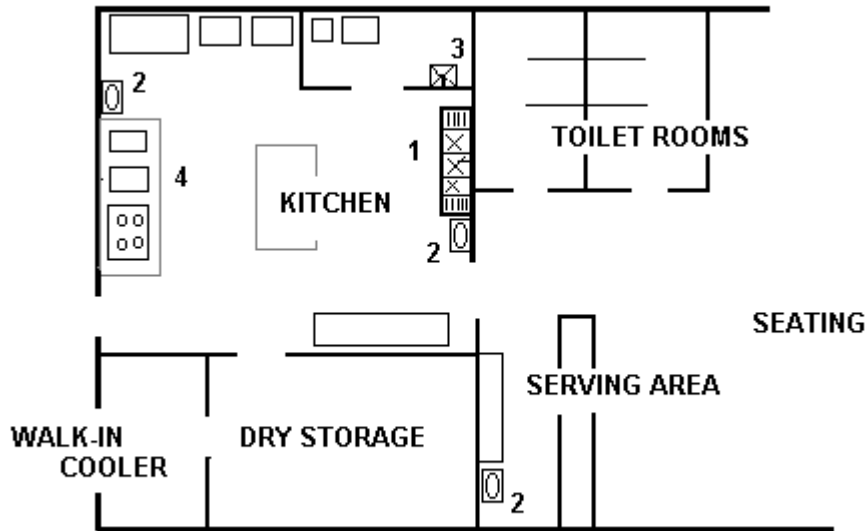
NOTE: Wells used for food establishments must comply with applicable regulations. Contact the Engineering Section of the Department of Health at 501-661-2623 for further information.

Written approval from the county Environmental Health Specialist must be provided for wastewater disposal other than public utilities.

The approval letter will be mailed to you 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.

EXAMPLE OF FLOOR PLAN

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



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-specify rooms & materials

(In areas required by regulations)

Walls & Ceilings- Smooth, non-absorbent and easily cleanable.

Floors- Smooth, durable material

USE ADDITIONAL SHEETS OF PAPER IF NECESSARY

**RETAIL ESTABLISHMENTS ONLY
(REFER TO APPLICABLE REGULATION)**

PLANS MUST BE APPROVED BEFORE CONSTRUCTION BEGINS				
Establishment Name: _____	Shown on plan?	Retail Food Establishment	Mobile/Pushcart	Salvage Distributor
Street Address: _____				
City: _____				
Contact Person: _____				
WATER: Approved source. Indicate source on plans.*	X	X	X	
SEWAGE: Indicate sewage disposal (public or private).*	X	X	X	
PLUMBING PLANS INCLUDED IF APPLICABLE (New or remodeled)**	X			X
Hot And Cold Water to all sinks (Indicate Water Heater Capacity.)	X	X	X	
HAND WASHING LAVATORIES	X	X	X	
Located in food preparation areas, toilet rooms	X	X	X	
Adequate in number and conveniently located	X	X	X	
UTENSIL WASHING EQUIPMENT (If necessary)	X	X	X	
Three compartment sink – adequate size; drain boards	X	X	X	
Warewashing Machine – Approved for commercial use	X			
FOOD STORAGE FACILITIES Adequate facilities for hot & cold foods	X	X		
ROOM FINISH (In regulated rooms or areas)	X	X		X
Walls & Ceilings: Smooth, non-absorbent, easily cleanable	X	X		X
Floors: Smooth, durable	X	X		X
LIGHTING Adequate. Shielding provided where required.	X	X		X
EXHAUST HOOD – Complies with State Codes	X			
Designed to be cleanable; filters removable unless designed to be cleaned in place.	X			
TOILET ROOMS	X			X
Forced air ventilation to outside air	X			X
Automatic door closers	X			X
SERVICE WINDOWS – sliding glass or screen (if applicable)	X	X		
SERVICE SINK	X			
REFUSE STORAGE SURFACE – See 5-501.11 of code	X			
SNEEZE GUARDS-where required (buffets, food and salad bars, etc)	X			
Meat smoking equipment enclosed	X	X		
MOBILES/PUSHCARTS		X		
Fresh water & wastewater holding tanks-		X		
Sufficient capacity; Permanently mounted		X		
Wastewater tank 15% larger than fresh water tank		X		
Servicing area (mobiles)/Commissary (pushcarts)		X		

*Written approval required for water source and/or sewage disposal other than public utility. ADH Engineering Section regulates water. County Environmental Health Specialist must approve septic systems.

**Consult plumbing inspectors regarding approval.

EHS signature: _____ Date: _____

**WHOLESALE ESTABLISHMENTS ONLY
(REFER TO APPLICABLE REGULATION)**

PLANS MUST BE APPROVED BEFORE CONSTRUCTION BEGINS		CIRCLE TYPE			
Establishment Name: _____ Street Address: _____ City: _____ Contact Person: _____		Shown on plan?	Food Processors (Good Manufacturing Practices)	Food Salvager	Water Bottling Plant
SEWAGE: Indicate sewage disposal (public or private).*	X	X	X		
PLUMBING PLANS INCLUDED IF APPLICABLE (New or remodeled)**	X	X	X		
Hot And Cold Water to all sinks	X	X	X		
HAND WASHING LAVATORIES	X	X	X		
In each separate preparation/processing/packaging area	X	X	X		
Adequate in number and conveniently located	X	X	X		
UTENSIL EQUIPMENT WASHING FACILITY	X	X	X		
Three compartment sink – adequate size; drainboards	X	X			
Two compartment sink – where necessary			X		
ROOM FINISH (See applicable regulation)	X	X	X		
Walls & Ceilings: Smooth, non-absorbent, easily cleanable, light colored	X	X	X		
Floors: Smooth, non-absorbent, durable	X	X	X		
TOILET ROOMS	X	X	X		
Forced air ventilation to outside air	X	X	X		
Automatic door closers	X	X	X		
LIGHTING Adequate. Shielding provided where required.	X	X	X		
EXHAUST HOOD – Complies with State Codes	X				

*Written approval required for water source and/or sewage disposal other than public utility. Water is regulated by ADH Engineering Section. County Environmental Health Specialist must approve septic systems.

**Consult plumbing inspectors regarding approval.

EHS signature : _____ Date: _____