



2018 Plan Review Requirements

Based on Hennepin County Ordinances No. 1, 3, 5, and 6 the following guidelines have been established for construction, remodeling, or conversion of buildings or facilities used as food establishments, retail prepackaged food, lodging establishments, or children's camps.

DOCUMENTATION REQUIRED

Submit the completed, signed plan review application with fees to Hennepin County Epidemiology and Environmental Health with **one complete set of plans** to scale and specifications for the construction, remodeling, or alteration which includes the following:

- Layout
- Plan elevations
- Finish schedule (Construction materials of work areas)
- Mechanical specifications
- Plumbing specifications
- Electrical specifications
- Equipment schedules
- Equipment specification sheets for all food service must be numbered according to plan equipment list
- The review process will not begin until all required documentation is received. Call our office or consult with our front desk staff to verify completeness of your application.

PLAN REVIEW FEES

- The plan review fees for new establishments or those remodeling more than 50% of their establishment are 1.5 times the cost of the current year's license fee.
- The plan review fees for those remodeling less than 50% of their establishment are the same as the current year's license fee.
- Plan review fees vary greatly dependent upon several variables. As a customer you may not know the exact fee required for your project. **For the review process to start, a minimum \$100.00 plan review payment must accompany the application.** The remainder of the plan fee will be invoiced (to the owner/responsible agent) upon completion of the review process. **The final plan review invoice and food license invoice must be paid in full before your final inspection with the Health Authority can be scheduled and a license issued.**

FINAL INSPECTION REQUIRED

- The Health Authority must approve plans before a city issues a building, remodeling, or alteration permit for a food or lodging establishment.
- The establishment must be constructed and finished to conform to the approved plans. The Health Authority will inspect the establishment during construction as frequently as deemed necessary.
- The Health Authority must do a final inspection prior to the start of operations and before an approved license can be issued. **Should the Health Authority arrive for the final inspection and the establishment is not ready, there will be a \$109.00 re-inspection fee.**

APPLICATION FOR PLAN REVIEW

Valid 02/01/18 - 01/31/19

Return to:

Hennepin County Public Health Department
Epidemiology and Environmental Health
1011 First Street South, Suite 215
Hopkins, MN 55343

TELEPHONE: (612) 543-5200
FAX: (952) 351-5222

Establishment owner legal name: _____
(This will be printed on the official license.)

This is public information. All invoices will be sent to this address.

Address: _____

City, St Zip: _____

Telephone: _____ Fax: _____

Email: _____

Responsible agent for plan review if other than owner:

Operator Contractor Designer Supplier Agent

Company Name: _____

Individual Contact: _____

Address: _____

City, St Zip: _____

Telephone: _____ Fax: _____

Email: _____

Contractor information if not named above:

Contractor Company: _____

Individual Contact: _____

Email: _____ Phone Number: _____

Remaining Plan Fees should be invoiced to: Business Owner or Responsible Agent

Food License Fees should be invoiced to: Business Owner or Responsible Agent

If no selection is made all invoices will be sent to the business owner.

Plan Review Type: New Remodel Conversion

Establishment Name (DBA): _____

Physical location of the business to be licensed.

Address: _____

City, St Zip: _____

Telephone: _____ Fax: _____

ITEMS SUBMITTED: Plan Fees Application Cut Sheets Menu

*Plan Reviewers have 30 calendar days from our receipt of a complete plan review application to respond with an approval or denial letter.

Construction: Anticipated Starting Date: _____
Completion Date: _____

A late plan fee for starting construction without approval from the Health Authority will result in double plan review fees.

Deposit Amount: \$ _____

(For the review process to start, a **minimum \$100.00 plan review payment** must accompany the application. Make checks payable to: Hennepin County Treasurer.)

FOODSERVICE:

Number of kitchens: _____ Number of bars: _____

Type of Service: Provide a description of the basic type of food and beverage service and nature of operation:

Menu Information: Type of products involved, preparation methods, basic delivery information (sources) and attach a copy of menu:

Employee Involvement: Provide information on number and category of workers anticipated; total, and per shift:

Projected Service Capacity:

Seating _____ Number of Meals Served Each Day _____

Other (specify) _____

LODGING: Number of Units: _____

Signature of Applicant: _____

Date: _____

VARIANCE REQUEST

If you are proposing to implement an operation, procedure, and/or equipment that does not comply with State Rules and County ordinances, a variance from the regulations may be requested. The variance request process includes the following (minimum):

1. Complete a Variance Request application (applications at our Hopkins office or website: www.hennepin.us/planreview)
2. State regulation from which you are requesting a variance.
3. Reason/need for variance from the regulation (financial reasons will not be accepted).
4. Provide documentation that supports the variance will not negatively impact food safety, public health, or employee safety. (This must also show that no other accepted operation, practice, technique and/or equipment can be substituted or is available.)

2018 Plan Review Fees Hennepin County Environmental Health

The license categories are determined by the type of food, amount of food handling, risk level of the food, and the size of the operations. The types of facilities listed are examples. They are not all-inclusive. The specific operation of a food establishment may change the level from the one listed.

Primary - Largest or highest risk level facility at an address.

Additional - One or more facilities at the same address.

Special Fees

Opening without license - Opening facility without health official approval	50% of license fee
Non Professional Plans - Plans submitted by business owner and not professionally prepared	Additional 25% plan review fee
Re-submission of plans -if major changes or switch designers or architects after initial review	Additional 25% plan review fee
Late plan fee -for starting construction without approved plan	Double plan review fee
On-site consultation fee	\$145
In-office consultation fee	\$58
Food re-inspection fee	\$109

General Fees

Description		Type	New or over 50% remodel	Less than 50% remodel
LODGING	Large (more than 10 rooms)	Base Fee	\$369	\$246
		Per Room	\$9	\$6
	Small (10 or fewer rooms)	Base Fee	\$240	\$160
		Per Room	\$18	\$12
CHILDREN'S CAMP		Base Fee	\$237	\$158
		Per Double Bunk	\$8	\$5
HACCP FEES		Initial HACCP Plan Review		\$336
		Annual HACCP Review		\$167

2018 Plan Review Fees Hennepin County Environmental Health

Description	Type	New or over 50% remodel	Less than 50% remodel
<p>High Food - Large Facility with full menu (having >175 seats and/or >500 meals or equivalent portions combined (salad, entrée, and dessert)</p> <p>Open food</p> <ul style="list-style-type: none"> • Banquet kitchen • Cafeteria • Caterer • Combo deli/meat market • Commissary kitchen • Complex cuisine • Deli • Family restaurant • Fast food • Flight kitchen • Large institution • Meat market (if cured meat/smoked meat, ROP: a HACCP plan is required) • School w/food made on-site, or caters to other schools 	<p>Primary</p> <p>Additional</p>	<p>\$1255</p> <p>\$625</p>	<p>\$837</p> <p>\$417</p>
<p>High Food - Small Facility with full menu (having <175 seats and/or <500 meals or equivalent portions combined (salad, entrée, and dessert)</p> <p>Open food</p> <ul style="list-style-type: none"> • Bakery - extensive decorating or potentially hazardous fillings or decorations • Banquet kitchen • Cafeteria • Caterer • Combo deli/meat market • Commissary kitchen • Complex cuisine • Deli • Family restaurant • Fast food/snack stand • Meat market with prep and handling (if cured/smoked meat, ROP: a HACCP plan required) • Small institution • School/food made on-site, for only one school 	<p>Primary</p> <p>Additional</p>	<p>\$1004</p> <p>\$502</p>	<p>\$669</p> <p>\$335</p>

2018 Plan Review Fees
Hennepin County Environmental Health

Description	Type	New or over 50% remodel	Less than 50% remodel
<p>Medium Food - Small Menu</p> <p>Packaged</p> <ul style="list-style-type: none"> • Large grocery store <p>Open food</p> <ul style="list-style-type: none"> • Bakery/bake off or full, limited decorating, all non-potentially hazardous • Bar, on-sale • Bed and breakfast kitchen • Boarding house • Catering food vehicle • Kitchen/ten or fewer clients/meal period (group home, Bed & Breakfast) • Meat market (final cutting and packaging, cold holding) • Pizza order-out/carry-out • Produce dept/cut fruit & veggies • School w/catered food, minimal prep on-site 	<p>Primary</p> <p>Additional</p>	<p>\$760</p> <p>\$378</p>	<p>\$507</p> <p>\$252</p>
<p>Medium Food - Limited Facilities</p> <p>Packaged</p> <ul style="list-style-type: none"> • Small grocery store <p>Open food</p> <ul style="list-style-type: none"> • Bakery/bake-off only, no prep, no decorating, all non-potentially hazardous • Cafeteria, no prep • Catered food, no prep, includes boats • Childcare with catered food • Continental breakfast with waffle batter • Farmer's market stand - preparation, sampling of potentially-hazardous food • Other less than complete commercial kitchen • Re-heating packaged food for hot holding • Test kitchen 	<p>Primary</p> <p>Additional</p>	<p>\$504</p> <p>\$250</p>	<p>\$336</p> <p>\$167</p>

