



### FOOD SERVICE FACILITY PLAN REVIEW APPLICATION

- ☐ Major Plan Review (New Construction, Remodel or Materially Altered) – **Fee: \$300**
- ☐ Minor Plan Review (Equipment Change, Menu Change, or Process Change) – **Fee: \$200**
- ☐ Change of Ownership (Equipment and Menu Remain Unchanged) – **Fee: \$100**

No fee will be assessed to a bona fide nonprofit organization as defined by COMAR 10.15.03.02.

Facility Name:		Facility Phone:	
		Facility Email:	
Facility Address:			
Mailing Address:			
Contact Person:		Contact Phone:	
		Contact Email:	
Owner:		Owner Phone:	
		Owner Email:	
Projected Start Date:	Projected Completion:	Seating Capacity:	Number Of Staff Per Shift:
Type of Service: <input type="radio"/> Full Service <input type="radio"/> Mobile Vendor <input type="radio"/> Take Out <input type="radio"/> Caterer <input type="radio"/> Grocery <input type="radio"/> Other _____		Water Supply: <input type="radio"/> Public <input type="radio"/> Private	Sewage Disposal: <input type="radio"/> Public <input type="radio"/> Private
<b>For either a major or minor plan review, the following documents MUST be included with this application:</b> <ul style="list-style-type: none"> <li>A scale drawing/plan of the proposed facility.</li> <li>Plan should include the materials for interior finishing, lighting, plumbing, ventilation system, trash storage/disposal, and equipment placement.</li> <li>Equipment list with make and model number.</li> <li>Manufacturer specification sheets for all equipment identified on the plan.</li> <li>Proposed menu, HACCP plan and Standard Operating Procedures.</li> <li>Commissary agreement if facility is a mobile unit.</li> </ul>			

Applicant Name (Printed): \_\_\_\_\_ Title: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_