

Food Establishment Plan Review Coversheet

Please place this coversheet on top of the plans or on the outside of a set of plans. This coversheet will help you prepare a complete plan review application. All of the following items must be included in the following order. Incomplete plans will not be accepted until all information is received. Only completed plans will be processed and reviewed. Plan review fees are non-refundable.

Name of Business:		Phone:			
Site Address:		City:		Zip	
Contact Person (Applicant or Agent) Names:				Phone:	
Mailing Address:		City:		State:	Zip:
Applicant's email:			For City of Seattle Only – DPD Project Number (if already assigned)		
✓	Item Number	Item	Description	Page Sheet/Number	Office Use Only
☐	1	Plan Review Application	Complete the Food Plan Review Application		
☐	2	Plan Review Fee	- New: \$972 (4-hour base) - Remodel: \$729 (3-hour base) - Multiple plan review: \$729 (3-hour base) - Resubmitted plan: \$243 per hour *Hourly rate of \$243 charged after the base time		
☐	4	Site Plan	Provide a site plan. Show the facility in relation to wells (if applicable), septic systems (if applicable), streets, sidewalks, parking, and garbage areas.		
☐	5	Menu	Provide a detailed menu of all the food and beverages you will be serving or a list of food and beverages you will be selling.		
☐	7	Floor Plan	Provide a floor plans of the entire facility. Floor plan must show location of all equipment (sinks, refrigeration, countertop appliances, cooking equipment, hot water heater, etc.), restrooms, storage areas, etc. *Refer to the "Plan Review and Permitting Guidelines" for details		
☐	8	Equipment List or Schedule	Provide the make and model number of all equipment such as refrigeration units, hot water tanks, including countertop appliances, etc.		
☐	9	Finish Schedule	Provide the materials used for all floors, walls, and ceilings in all areas.		
☐	10	Seating Arrangements	Show the placement of chairs and tables for both indoor and outdoor seating.		
☐	11	Plan Review Questionnaire	Please read the questions carefully and provide answers for every item, do not leave any blank.		
OFFICE USE ONLY					
Administrative Review:			Date:		
Reviewed by:		Date:	Time:	Activity min:	

Alternative formats available upon request

Environmental Health | Food Protection Program

☐ Downtown Chinook: 401 5th Avenue, Ste 1100, Seattle, WA 98104 | Main number: 206-263-9566
☐ Bellevue Eastgate: 14350 SE Eastgate Way, Bellevue, WA 98007 | Main number: 206-477-8050