



PLAN REVIEW APPLICATION FOR MANUFACTURING/WAREHOUSING

ESTABLISHMENT TYPE:

- Manufacturing
- Wholesaler
- Salvage
- Water Bottling
- Water Vending
- Other

CONSTRUCTION TYPE:

- Change of ownership only
- New construction
- Extensive remodel
- Conversion of existing structure
- Change of operational type
- Other

ESTABLISHMENT INFO:

Name: _____ County: _____
 Phone #: _____ E-Mail: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

OWNER/APPLICANT INFO:

Name: _____ Title: _____
 Phone #: _____ E-Mail: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

CONTACT INFO (If different from Owner):

Name: _____ Title: _____
 Phone #: _____ E-Mail: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

OSDH USE ONLY

Receipt #:

Date:

License #:

**All facilities must be inspected and licensed prior to operation.
SUBMITTING THIS FORM DOES NOT GIVE PERMISSION TO OPEN AN ESTABLISHMENT.**

Applicant's Signature

Date

Daily Operating Hours:

Sunday:	Monday:	Tuesday:	Wednesday:
Thursday:	Friday:	Saturday:	Seasonal (Months):

Estimated number of staff:

Estimated square feet of facility

Production:

Warehouse:

REQUIRED INFORMATION:

- Food items intended to be produced.
- Anticipated volume of food to be prepared, held, and transported.
- Proposed equipment types, manufacturer and model numbers (if available).
- Proposed floor plan, drawn to scale, showing layout of processing equipment to be installed, location of handwashing facilities, restrooms, employee's locker rooms, etc.

OTHER INFORMATION:

As each product and facility are different, additional information may be requested by the inspector reviewing the plans. Examples of such documents include, but are not limited to:

- Affidavit of Lawful Presence (if applicable)
- Owner's Photo ID (if applicable)
- LLC, LP, INC certificate (if applicable)
- Production schedules
- Master Manufacturing Records
- Recipe cards
- Proposed product labels
- Hazard Analysis Critical Control Point (HACCP) plan
- Process Authority Letters
- Standard Operating Procedures (SOPs)
- Water source
- Sewage disposal