

Guidelines for Plan Review Application and Fee Submission

These guidelines pertain to all Food Establishments and all Lodging Establishments where food or beverage is prepared, processed, served or stored including retail meat, poultry and fish processing operations.

The review and consultation that we provide may help eliminate costly mistakes in the construction, conversion or purchase of an establishment and adherence to the Food Code.

A. Applications shall be submitted for:

- A new establishment (where no current license exists).
- Remodels of existing, licensed establishments.
- Conversions of existing, structure to a food service establishment.
- Changes in type of food operations for an existing food establishment

B. Contents of the application shall include:

1. Contact name(s) and telephone number(s), and the name and location of the establishment.
2. Type of construction to be performed (new, remodel, conversion, change).
3. Appropriate number of architectural plans containing the information listed in (C) below.
 - *When a City of Tulsa Building Permit is required, the applicant should use the City Building Permit application form, and submit 4 sets to the City of Tulsa Permit Center, 111 S. Greenwood. 2 sets will be forwarded to our office.*
 - *3 sets, submitted to the Tulsa Health Department, are needed for review for establishments within Broken Arrow city limits.*
 - *2 sets are sufficient for all other areas and cities within Tulsa County.*

C. Plans and specifications must include:

1. Complete facility floor plans, drawn to scale. This should include, but is not limited to all food or beverage preparation, cleaning and service areas, employee restrooms, and storage areas.
2. Equipment layout and identification. All items need to be clearly identified.
3. Menu or general description of food or drink items to be stored, prepared or served.
4. Plumbing plan, showing locations of all sinks, dish machines, hot water tanks, floor drains and floor sinks and grease traps. If possible, please also provide waste water connection type for each fixture and direction of waste flow.
5. Complete finish schedule, which should include material to be used and colors for walls, ceilings and floor in all food and beverage areas, including restrooms.
6. Mechanical plan showing exhaust (ventilation) hoods, and restroom exhaust fan locations. If facility will have a smoke room, additional structural and HVAC information will be needed.
7. Lighting fixture types and locations.

D. The review and turnaround time should be with ten (10) working days. Failure to provide complete plan information may extend the review time.

E. For any additional questions or assistance, please call the Consumer Protection Division of the Tulsa Health Department at 918-595-4300. Ask for the Plan Review Coordinator.

\$200 fee shall be included with submission of plan review application.



Consumer Protection Division

4616 E. 15th Street

Tulsa, Oklahoma 74112-6199

Telephone: (918) 595-4300 Facsimile: (918) 595-4339

THD Web site: www.tulsa-health.org

**PLAN REVIEW APPLICATION
FOR FOOD, BEVERAGE AND LODGING ESTABLISHMENTS**
(This is not a license to operate)

Establishment Name: _____

Construction Address: _____

City: _____ State: _____ Zip _____

CONTACT INFORMATION - Complete the Following:

Primary Contact Name: _____

Title: _____

Phone: () _____ Phone: () _____

E-mail Address: _____

Secondary Contact Name: _____

Title: _____

Phone: () _____ Phone: () _____

E-mail Address: _____

TYPE OF CONSTRUCTION:

- New construction
- Remodel of existing food service establishment
- Conversion of existing structure for use as a food service establishment
- Existing food establishment that changes type of food operations

THD USE ONLY

- Cash
- Check
- Money Order

Date Received: ____/____/____

Receipt #: _____

By: _____

This Application must be submitted with the **Fee of \$200.00** made payable to the Tulsa Health Department. The application must be completed in full. All facilities must be inspected and licensed prior to operation. **Completion and submission of this form does not constitute authorization to open a bar, food service, warehouse, processor, or lodging establishment.**

This fee is NON-REFUNDABLE!

Applicant Signature/Title

DO NOT MAIL CASH!! SEND CHECK OR MONEY ORDER ONLY