5051 S. 129th E. Ave 918.595.4300 www.tulsa-health.org

Environmental Public Health Division

Plan Review Process Flow Chart

9	New Establishment/Remodeling/Conversion
	Review plan submission guidelines and food establishment construction guide Failure to provide complete plan information may extend the review time
	Plan review application and fee (digital or hardcopy) The review and turnaround time should be within fourteen (14) business days
	Provide additional information as needed
-	Plan review completed Cover Letter and Review Notes Returned Within 14 business days
-	Refer to THD approved plans and keep on-site during construction Any revisions or deviations must be re-submitted for THD approval
	Construction begins Stop work order may be issued if construction begins before plans are approved
-	Owner or contractor contacts THD for pre-operational construction inspection (THD work list provided) <i>Onsite pre-operational inspections to verify work phases may occur</i>
	Additional pre-operational inspection scheduled (inspector provides additional work list)
ŀ	Final/Licensing inspection scheduled and pre-operational checklist provided
	Licensing inspection occurs and licensing applications provided
	Opening Day!