Plan Review Process Flow Chart

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) Onsite pre-operational inspections to verify work phases may occur*

  - Additional pre-operational inspection scheduled (inspector provides additional work list)

- Final/Licensing inspection scheduled and pre-operational checklist provided

- Licensing inspection occurs and licensing applications provided

- Opening Day!