Documents Required for Food and Lodging Plan Review

When Plans Are Required – A permit applicant or holder must submit properly prepared plans and specifications for review and approval before the construction, remodeling, or conversion of new or existing structure to use as a food establishment or for a change of type of food establishment or operation. (420-3-22, Appendix A, Section 8-201.11)

If any of the above applies, you must submit FOUR sets of plans drawn to a measurable scale (i.e. ¼ inch=1 foot, ½ inch=1 foot, etc.) depicting accurate representations of the sizes and locations of all equipment.
* When you submit plans, please provide the following information with the understanding that the omission of any of this information may delay the review process:

  ___ Application for Food and Lodging Plan Review (may be completed when plans are submitted)

  ___ Fee for plan review (Make checks payable to: Montgomery County Health Department)
  $115 for commercial establishments that include child daycare, food service establishments, retail food stores and hotels/motels.

  ___ Proposed menu

  ___ Manufacturer's specification sheets (i.e. “cut sheets” or “spec sheets”) for each piece of equipment with size and/or model and selected options indicated (Note: Internal measurements of the compartments of an existing or used 3-compartment sink in inches (width x length x depth), along with photographs, is acceptable if no specification sheet is available. For other used equipment, include the manufacturer, model, mounting (e.g., legs, casters, etc.) and photographs.)

  ___ Site plan showing location of business in building; location of building on site, including alleys and streets; outside storage buildings and other structures; walking and driving surfacing materials and the following information:
  ___ Water source and sewage disposal facilities
  ___ Details of garbage and refuse container storage area showing location of dumpster, waste grease container, and other garbage/refuse containers on storage pad; location and type of facilities for washing waste containers and storage area
Floor plans showing location of equipment in food storage, preparation, display, and service areas, including server stations; equipment and utensil washing areas; and other areas such as satellite service or staging areas; storage rooms, toilet rooms, and employee locker and break rooms along with the following information:

- Equipment schedule identifying each piece of equipment
- Finish schedule with finishes and/or materials for floors, cove base, walls and ceilings
- Door schedule with hardware such as door closures and fly fans indicated
- Construction details, including elevated and section drawings, of site-built equipment such as built-in shelf units, service counters, bar die and counter units, other millwork, etc.

Plumbing plans showing location of floor drains, floor sinks, hub drains, and grease interceptors and the following information:

- Plumbing fixture and equipment connection schedule indicating type of water service (i.e. hot and/or cold) and type of drain (i.e. direct or indirect) for each plumbing fixture and each piece of equipment with plumbing connections
- Water heater specifications including storage tank capacity in gallons.

Mechanical plans showing heating, ventilation, and air conditioning (HVAC) information including locations.

Lighting plans showing location of light fixtures and statement regarding 50 foot-candles of light in all food preparation areas and at least 20 foot-candles of light in all other areas. Lights in the food handling, food storage and equipment cleaning/storage areas are to be shielded.

*Alabama law 34-2-32 requires the services of an architect registered in Alabama—that is, plans and specifications shall be prepared by a registered architect for all proposed hotels; food establishments in buildings that have a total area of 2,500 square feet or more; food establishments with assembly occupancy (usually that will have 50 or more seats or contain a room that will otherwise accommodate the assembly of 50 or more persons); buildings that are intended for educational occupancy (e.g., schools, child day care centers); institutions such as prisons, jails, and health or custodial care facilities; and any building being converted to one of these occupancy types.