



INSTRUCTIONS FOR SUBMISSION OF PLANS FOR REVIEW

Nevada Revised Statutes, NRS 446.930, requires that properly prepared plans and specifications be submitted to the Health Authority for review and approval when construction or remodeling of food and drink establishments is anticipated, and prior to the start of such work. **Applications submitted for establishments after construction on the food facilities has begun will be charged “after-the-fact” fees as provided in the approved fee schedule.**

1. **Appointments:** An appointment must be made prior to application and plan submission. Persons scheduling appointments must come prepared to discuss all aspects of the facility design and food operations, and must be empowered to make additions, deletions, or corrections to the design. Third-party “plans runners” may not appear in lieu of facility owners/operators. **Both design and operational staff are required to attend the meeting**, including the engineer, architect, food service designer, as well as chef, manager, or other persons familiar with the operations of the establishment. All appointments are held at the Southern Nevada Health District, 333 N. Rancho, Ste 450, Las Vegas, NV. Direct Line: (702) 759-1258, please leave a message and someone will return your call within one business day.

Appointments cannot be honored unless the minimum required paperwork is provided. Failure to arrive for the appointment, or failure to provide the minimum documentation upon arrival for an appointment constitutes a “missed appointment”, and a fee will be charged.

The minimum requirements for an appointment:

- Representatives qualified to answer staff questions about plans, operation, and menu, and empowered to make corrections, additions, or deletions pertaining to the design & operation of the facility.
- A signed copy of this Instruction Sheet.
- A Plan Review Application signed by the legal owner of the establishment.
- A signed copy for our files of proof of ownership in the form of a lease agreement or other legal document allowing access to the property.
- A copy of the plans & menu (see below for detailed description).
- Ability to pay all applicable fees (Cash, Visa/MasterCard [credit card and valid I.D. must match exactly] or Business Check [pre-printed address, no starter checks, no alterations]).

2. **Fees:** Fees are collected at the time of application and appointment. Fees due include the fee for Plan Review as well as the first annual permit fee. SNHD bills all permits on a fiscal-year (July-June), not by anniversary date. **Fees cannot be prorated or adjusted.** An estimate of fees will be provided if requested, but the determination of final fees cannot be made until the plans are reviewed, and the type and number of permits is determined by the assigned Plan Reviewer. **Payment of fees does not constitute approval of plans.** **Plan review fees are only valid for one year from the date of the original submission.** Plan Review applications will be deleted from the system one year and one day from the date of application, unless the responsible party requests an extension, in writing, prior to the application anniversary date.
3. **Plans & Specifications:** Provide one set of drawings or plans (minimum 8.5”x11”) for use during the review meeting. Due to storage space constraints, we can no longer accept roll plans. Please submit plans in electronic format (PDF) when possible. Plans must include:
 - a) A proposed menu, projected number of meals per day, seating capacity & square footage of food preparation and storage areas.
 - b) The Plan Review Questionnaire, (when required, based on permit type) completed by persons familiar with the design and operation of the facility.
 - c) A floor plan layout showing location, size and type of equipment, employee restrooms, customer restrooms, dining area, etc. Each piece of equipment must be clearly labeled with its common name, or otherwise identified on the plan drawing or equipment schedule. Specifications sheets must be provided for custom-built or specialized equipment.
 - d) A plumbing layout showing floor sinks and type and location of food preparation/utility sinks, lavatories, scullery sinks, ice machines, walk-in boxes, drink dispensers, woks, and similar equipment with drains. Hot-water generating capacity must be provided. Plans must show all pressure service and waste & drain piping, including sewage and roof drain lines over all permitted areas, and location of the grease interceptor.
 - e) A schedule of interior finishes or interior drawings indicating floor, base, wall, and ceiling finishes.
 - f) A schedule for lighting, or reflected ceiling plans showing locations and types of lighting fixtures.
 - g) An equipment list showing type, manufacturer, and model numbers.



Undisclosed design or operational characteristics on plans and/or applications do not constitute approval of such mistakes or omissions. Proper development of a project is your responsibility and the various parties concerned.

A signed report will be provided following your meeting to inform you of the approval status of your plans. The report will also provide specific corrections and/or stipulations, a list any permit conditions or limitations, and requests for any additional information needed to complete your application or plans review. Assure all contractors, sub-contractors, etc., are made aware of the corrections and/or stipulations from the Health District. Failure of the applicant to provide such information noted on paperwork to the building authority or contractor may delay final approval of the project.

Applicants may be required to submit corrected plans. Failure to comply with required corrections may result in a failed inspection of the construction project, resulting in additional fees and delayed approval to open. At the discretion of Food Plan Review staff, additional meetings will be required if all aspects of food operations and facility design are not adequately described.

If you wish to change the design, add or delete equipment, change menu, etc. following plan approval, **revised plans must be submitted.** Contact your assigned Plan Reviewer to arrange for submission of plan revisions. Each submittal of revised plans will be charged an additional fee.

You or your representatives must contact all other SNHD programs which may be relevant to your project separately, (e.g., HACCP/Labeling, Individual Sewage Disposal System, Public Water, Underground Storage Tank, Childcare, Schools, etc).

- 4. **Food Safety Assessment Meetings:** A Food Safety Assessment Meeting may be required prior to scheduling the final inspection. The permit holder, chef, manager and/or other persons with operational knowledge of the facility must attend. The attendee(s) must bring a current menu and completed Food Establishment Operations Questionnaire to the meeting. Failure to appear or failure to demonstrate adequate food safety knowledge will result in a missed appointment fee and will delay scheduling of the final permitting inspection.
- 5. **Inspections:** Up to two on-site status checks, a “rough plumbing” inspection, and a “pre-final” walkthrough, may be required or requested prior to the final permitting inspection.

Requests for final permitting inspections are taken on a “first come, first served basis” only. Arrangements for final inspections should be made well in advance, at least one to two weeks prior to your planned opening date. Please plan accordingly. Expedited inspections are made for emergency situations ONLY at the discretion of management and are based on staff availability. Additional fees apply.

Food Establishments must be fully functional, with water, power, gas, hot-water, equipment operational and at proper temperatures, and CO/TCO obtained for the final permitting inspection. Establishments may not stock food products or open for business until after the final permitting inspection has been completed and passed, and the health permit to operate has been issued.

Inspection cancellations must be made prior to inspector arrival at the facility. A re-inspection fee, per permit, will be assessed if the establishment is not ready for a scheduled final inspection, or if the applicant is unable to demonstrate proper food-handling knowledge during the inspection. The re-inspection fee must be paid prior to scheduling another final inspection.

I, the undersigned, as a representative of the permit holder/applicant, understand and agree to be held to the conditions/responsibilities as provided in this document:

Signed: _____ Print name _____

Date: _____ Name of Facility: _____
(9/27/17)