



**APPLICATION FOR PLAN REVIEW  
for Retail Food Establishments**

**Owner/Corporation Information:**

Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Engineer/Architect Information:**

Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Establishment Information:**

(Check one) \_\_\_\_\_ New Construction    \_\_\_\_\_ Existing/Remodel  
IU Project Number \_\_\_\_\_  
Contact Person at Establishment \_\_\_\_\_ Title \_\_\_\_\_  
Establishment Telephone \_\_\_\_\_  
Contact Person Telephone \_\_\_\_\_  
Establishment Mailing Address \_\_\_\_\_  
Establishment Street Address \_\_\_\_\_  
Hours of Operation \_\_\_\_\_ Days of Operation \_\_\_\_\_  
Open for Spring Break ( Y / N ) Hours \_\_\_\_\_  
Open for Winter Break ( Y / N ) Hours \_\_\_\_\_  
Open for Summer ( Y / N ) Hours \_\_\_\_\_

**As required in Section 110 of 410 IAC 7-24, the following information shall be submitted for review:**

- Menu
- Anticipated volume of food to be stored, prepared, and sold or served
- Proposed layout of project, mechanical schematics, construction materials, and finish schedules
- Proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities, and installation specifics.
- Evidence that standard procedures that ensure compliance with 410 IAC 7-24 are developed
- Other information may be required by the regulatory authority (IU-EHS) for the proper review of the proposed construction, conversion, modification, and procedures for operating a retail food establishment.

**Please Note: If all the required information is not submitted to the regulatory authority (IU-EHS), it may delay the review process of your plans and possibly delay construction.**

All food establishments in Indiana are required to have access to the Food Establishment Sanitation Requirements found in 410 IAC 7-24. The items below reference sections from that code.

*The following questions should generally be completed by the Food Establishment management.*

**FOOD**

1. Number of meals to be served: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

2. Type of service (check all that apply):

Sit down meals \_\_\_\_\_ Take-out \_\_\_\_\_ Caterer \_\_\_\_\_ Mobile vendor \_\_\_\_\_

Other (Please explain): \_\_\_\_\_

3. Who (job title) will be your certified food handler? (Title 410 IAC 7-22, sec. 118))

\_\_\_\_\_

4. Indicate the food safety program training employees will be provided (sec. 119).

\_\_\_\_\_

5. List the food vendors that you will use (sec. 142):

\_\_\_\_\_

\_\_\_\_\_

6. What will be the procedures for receiving (and refusing) food shipments? (sec. 166)

\_\_\_\_\_

\_\_\_\_\_

7. What is the anticipated number per week of food deliveries?

Frozen \_\_\_\_\_ Fresh \_\_\_\_\_ Dry \_\_\_\_\_

8. Will you be making reduced oxygen packaging foods (sec. 73, 195)?

Yes \_\_\_\_\_ No \_\_\_\_\_ *If yes, you are required to submit a HACCP plan with this Plan Review.*

9. Will you be making low-acid or acidified foods that are intended to be shelf stable (sec. 143)?

Yes \_\_\_\_\_ No \_\_\_\_\_ *If yes, you are required to submit a HACCP plan with this Plan Review.*

10. What will be your procedures to prevent employees from bare-hand contacting foods that are ready-to-eat and will not be further cooked or heat treated? (sec. 171)

\_\_\_\_\_

\_\_\_\_\_

11. Potentially hazardous food (defined in sec. 72) must be date-marked with the discard date of no more than 7 days after preparation or opening (sec. 191). Please describe the system to be used for date-marking in the food service establishment.

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12. Describe the procedures to minimize the amount of time that potentially hazardous foods will be kept in the temperature danger zone (41 F - 135 F) during preparation (sec. 189).

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13. Provide a list of the types of food that will need to be thawed before cooking and the process that will be used to thaw the food (sec. 199).

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14. Provide a list of the types of food that will need to be cooled and the process that will be used to cool each of these foods (sec. 189, 190).

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15. Will a buffet, salad bar, or other type of consumer self-service be used? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, which employees (job title) will be responsible for ensuring that the food is protected from consumer contamination and what steps will they take (sec. 181)?

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16. How will food on display be protected from the consumer and the environment (sec. 179)?

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17. Will animal foods be offered to the public in an undercooked form (sushi, rare burgers or steaks, eggs over easy, Caesar dressing made from scratch, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what are those items? \_\_\_\_\_

If yes, a Consumer Advisory must be posted in the establishment (sec. 196). Please provide the statement that will be available.

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### **HOT AND COLD HOLDING**

18. Who (job titles) will be assigned the responsibility of taking food temperatures and at what steps will temperatures be taken (sec. 119)?

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19. What methods of recordkeeping will be used to track food temperatures?

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20. Describe how cross-contamination of raw meats and ready-to-eat foods will be prevented in refrigeration units such as walk-in coolers, under the counter coolers, etc. (sec. 173).

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21. Describe the storage of different types of raw meat and seafood in the same unit and how cross-contamination will be prevented (sec. 173).

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### **SANITIZATION**

22. What type of chemical sanitizer(s) will the facility use? \_\_\_\_\_

23. Who will be responsible (job titles) for ensuring sanitizer is maintained at the correct concentration (sec 119)?

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24. How will proper concentration of sanitizer be measured and tracked (sect. 291)?

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25. How will cooking equipment, counter tops, and other food contact surfaces that cannot be submerged in a sink or put through a dish machine be sanitized (sec. 303)?

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### **CHEMICALS**

26. All chemicals used on any food contact surface must be labeled as Approved for Use on Food Equipment and Food Contact Surfaces. Please list the chemicals (for food contact surfaces and non-food contact surfaces) that will be used in the facility (sec 119).

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27. Where will poisonous or toxic materials be stored (sec. 439)?

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28. What company will be your contracted pest management provider (sec. 415)?

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The following sections should be completed with the assistance of the architect/contractor/engineer.

**FACILITY**

29. Please indicate the square footage of the following:

Seating area \_\_\_\_\_ Prep area \_\_\_\_\_ Cook area \_\_\_\_\_ Dry Stock \_\_\_\_\_  
Warewashing area \_\_\_\_\_ Employee items' storage \_\_\_\_\_ Walk-in cooler \_\_\_\_\_  
Reach-in cooler \_\_\_\_\_ Walk-in freezer \_\_\_\_\_ Reach-in freezer \_\_\_\_\_

30. Dishwashing method (sec. 269) (check one or both):

3 bay sink \_\_\_\_\_ Commercial Warewashing machine \_\_\_\_\_

31. Warewashing may not take place in a 2 bay sink. 3 bay sinks or commercial warewashing machines are required to wash, rinse, sanitize. Please provide your initials that you have read and agree to follow this section (sec. 269). \_\_\_\_\_

32. 3 bay sinks should be large enough to submerge the largest piece of moveable equipment if warewashing machine is not conveniently located. Please provide your initials that the facility will adhere to this section of the code (Sec. 270). \_\_\_\_\_

33. If a 3 bay sink is used, which sanitizing method will be used? Hot Water \_\_\_\_\_ Chemical \_\_\_\_\_ N/A \_\_\_\_\_

34. If a commercial warewashing machine is used, which sanitizing method will be used?  
Hot Water \_\_\_\_\_ Chemical \_\_\_\_\_ N/A \_\_\_\_\_

35. If the warewashing machine is hot water, do you have a heat booster? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

36. If the warewashing machine is hot water, how will you ensure the unit is sanitizing (sec 258, 303)?  
\_\_\_\_\_

37. If the warewashing machine is chemical sanitizing, how will you ensure the unit is sanitizing (sec 258, 303)?  
\_\_\_\_\_

38. Does your facility have enough drainboards/ utensil racks/carts/shelving for the required air drying of equipment and utensils for either the 3 compartment sink or the warewashing machine? (sec. 289) Please describe.  
\_\_\_\_\_  
\_\_\_\_\_

**STORAGE**

39. Food, single-service items, utensils, equipment and linens may not be stored under sewer or water lines, or in locker rooms, toilet rooms, dressing rooms, or garbage rooms (sec. 178, 244). Please provide your initials that the facility will be designed to adhere to this section of the code \_\_\_\_\_

**PLUMBING**

NOTE: Some municipalities require a grease trap or interceptor. Facilities constructed or renovated in Bloomington are subject to the [City of Bloomington Ordinance 10.17](#). It is incumbent upon the applicant to contact the City of Bloomington Utilities Department to ensure compliance with the ordinance.

40. All handwashing sinks and utility sinks must be directly connected (sec. 322).  
Please provide your initials that the facility will be designed to adhere to this section of the code. \_\_\_\_\_

41. All food prep sinks and all 3 bay warewashing sinks must be indirectly connected (sec. 377).  
Please provide your initials indicating that the facility will be designed to adhere to this section of the code.  
\_\_\_\_\_

42. All Food Service Establishments must be equipped with a service sink (directly connected) (sec 355). Please provide your initials indicating that the facility will be designed to adhere to this section of the code. \_\_\_\_\_

43. Are hot and cold water fixtures provided at every sink (sec. 329)? Yes \_\_\_\_\_ No \_\_\_\_\_

44. The following technical information is needed on the proposed plumbing. This section is best completed by a licensed plumber (sec. 336)

Fixture	Water Supply					Sewage Disposal		
	AVB	PVB	VDC	HB	Air Gap	Air Break	Air Gap	Direct Connect Yes/No
Warewasher								
Ice Machines								
Mop/Utility sinks								
3 bay sinks								
2 bay sinks								
1 bay sinks								
Hand sinks								
Dipper well								
Hose Connections								
Wok								
Kettles								
Thermalizer								
Overhead spray hose								
Other Spray hose								
Toilets								
Other:								
Other:								
AVB= Atmospheric Vacuum Breaker				HB = Hose Bib Vacuum Breaker				
PVB = Pressure Vacuum Breaker				VDC = Vented Double Check Valve				

**HANDWASHING/TOILET FACILITIES**

45. Handwashing sinks are required in each food preparation and each dishwashing area. (sec 344). How many hand sinks will be provided? \_\_\_\_\_

46. Soap and paper towel dispensers are required at each hand sink (sec. 346, 347). Please provide your initials that the facility will be designed to adhere to this section of the code. \_\_\_\_\_

47. All toilet room doors that open directly into a food establishment must be self-closing. (sec. 352) Please provide your initials that the facility will adhere to this section of the code. \_\_\_\_\_

**ROOM FINISHES**

48. Please indicate which materials (i.e. quarry tile, vinyl, composition tile, stainless steel, fiber reinforced plastic, sealed concrete, poured epoxy, etc.) will be used in the following areas (sec. 402). Please note that materials for indoor floor, wall, and ceilings surfaces must be non-absorbent for areas subject to moisture. (sec. 399)

AREA	FLOOR	COVING	WALL	CEILING
Kitchen				
Consumer Self-Service				
Walk-in Cooler				
Walk-In Freezer				
Food Storage				
Other Storage, Specify:				
Toilet Rooms				
Garbage Storage				
Mop/Service Sink Area				
Warewashing				
Loading Dock				
Other:				
Other:				

49. Utility service lines and pipes may not be unnecessarily exposed (sec. 403). Please provide your initials that the facility will be designed to adhere to this section of the code (sec. 403). \_\_\_\_\_

**PERSONAL BELONGINGS**

50. Are separate dressing rooms/lockers provided? (sec. 417) Yes \_\_\_\_\_ No \_\_\_\_\_

51. Employee belongings such as coats, purses, medicines, and lunches must be stored separately from food, food storage, and food preparation areas (sec. 418, 422). Please describe the accommodations that will be provided to meet this code.

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52. Where is the designated area for employees to eat and drink? (sec. 136)

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**EQUIPMENT**

NOTE: Our office strongly recommends that equipment be on castors for ease of moving to clean underneath and behind.

53. Equipment that is fixed because it is not easily moveable must be sealed to the surfaces it rests on (sec. 227). Please provide your initials that the facility will be designed to adhere to this section of the code. \_\_\_\_\_

54. Floor-mounted equipment and tables that are not intended to be sealed to the floor must be on legs that provide at least a six inch clearance between equipment and floor (sec. 228). Please provide your initials that the facility will be designed to adhere to this section of the code. \_\_\_\_\_

55. All equipment must be commercial grade and meet the design and construction for the American National Standards Institute (ANSI) (sec. 205). Please provide your initials that the facility will be designed to adhere to this section of the code. \_\_\_\_\_

56. All utensils and food storage containers must be made from food-grade quality materials (sec. 205). Please provide your initials that the facility will be designed to adhere to this section of the code. \_\_\_\_\_

57. Will any pieces of used equipment be utilized? (sec. 106) Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please list the equipment: \_\_\_\_\_

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58. Please list the equipment that will require mechanical ventilation. With each type please indicate the type of vent that will be used (Type I, Type II, engineered control). \_\_\_\_\_

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**INSECT AND RODENT HARBORAGE**

59. Will all outside doors be self-closing, when applicable, and rodent/insect proof (sec.413) Yes\_\_\_\_ No\_\_\_\_

60. Will screens be provided on any exterior windows? (sec. 413) Yes\_\_\_\_ No \_\_\_\_\_

61. Will air curtains be installed (made from either plastic or mechanical); if so, on which outer openings? (sec 413) \_\_\_\_\_

62. All pipes and electrical conduit chases must be sealed to the wall (sec. 402). Please provide your initials that the facility will be designed to adhere to this section of the code. \_\_\_\_\_



**REFUSE AND RECYCLABLES**

63. Describe the surface (for refuse/recyclables) that the outside receptacle will be located on. (sec. 382)

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**LIGHTING**

64. Foot candles of light must be at least 70 foot candles (754 lux; 70 lumens/sq. ft.) for food preparation and warewashing areas; 20 foot-candles (216 lux; 20 lumens/sq. ft.) for storage, restrooms, and walk-ins. (sec. 411)  
What are the foot-candles of light for the following areas in your facility?

Food prep areas \_\_\_\_\_

Warewashing areas \_\_\_\_\_

Dry storage areas \_\_\_\_\_

Restrooms \_\_\_\_\_

Walk-in Cooler \_\_\_\_\_

Walk-in Freezer \_\_\_\_\_

65. All lighting must be shielded, coated, or otherwise shatterproof (sec. 410). Please provide your initials indicating that the facility will be designed to adhere to this section of the code. \_\_\_\_\_

