

START

PIC* obtains pre-planning instructions and reviews material. Pre-planning information can be obtained online at <https://drive.google.com/file/d/1zmaSu8z61phKoxhBP3m5Ci2q4ReJ2caC/view>

When ready, PIC* submits plan review application, fee, raised seal architectural plans, spec sheets for equipment, and menu (food safety manager certifications as well if PICs are known).

****Construction CANNOT start without PHD** approvals.****

PHD has 30 days to review the application. After review is completed vendor is notified.

Was the submitted information COMPLETE and APPROVED?

YES

NO

Approval letter goes to Construction Department

After construction is complete PIC must schedule a Pre-Operational Inspection with PHD at least 10 days prior to opening

Pass Pre-Op

Fail Pre-Op

Obtain food Handler's license prior to opening

Was the re-submitted information APPROVED?

Yes

No

Perform necessary corrections and schedule inspection again

Submitted info was not complete & therefore denied. Vendor must provide additional information and/or make necessary changes/corrections to plans. Then resubmit plans.



DONE!

*PIC: Person in charge; PHD** Princeton Health Department



PLAN REVIEW APPLICATION