

## ITEMS REQUIRED FOR PLAN SUBMISSION

- The permit applicant must fill out, sign, and submit the completed application.
- The permit applicant must sign the page entitled Instructions for Submission of Plans for Review and submit it with the application.
- During the plan review inspection, the person in charge must be able to answer food safety questions and questions about the facility operation and plans.
- A Proof of Ownership in the form of a lease, deed, or other legal document granting permission for the permit applicant to operate at the specified physical location must be included in the application submission.
- The permit applicant must fill out and submit the Food Facility Questionnaire with the application.
- The following documents must be included in the application:
  - Nevada DMV Registration
  - Nevada State Business License
  - Commissary Letter (if applicable)
  - Menu (if open food is served)
- Plans & Specifications: Submit plans in electronic format (PDF) when possible, or one set of paper drawings or plans (minimum 8.5"x11") for use during the review meeting. Plans must include a blueprint showing equipment layout and an equipment list with each piece of equipment clearly labeled or otherwise identified on the plan or drawing. Provide photos or additional documentation (specification sheets) to demonstrate that the equipment meets ANSI/NSF Sanitation standards.

Please submit your completed application electronically via email at [specializedfood@snhd.org](mailto:specializedfood@snhd.org). Once staff have verified that the application packet you have provided is complete, you will receive a plan review appointment invitation.

## ADDITIONAL INFORMATION

### Invoice

An invoice will be provided to you via email after the application review is complete. Payment of fees is due upon receipt of invoice and may be paid online at [www.snhd.info/eh/payment](http://www.snhd.info/eh/payment).

### In-Person Submissions

If you are unable to submit all required items electronically, an in-person appointment can be scheduled. Once scheduled, failure to arrive on time with all required documents will result in the rescheduling of your appointment with a missed appointment fee. Payment of fees is due upon receipt of invoice and may be paid in-person or online at [www.snhd.info/eh/payment](http://www.snhd.info/eh/payment). If an interpreter is required, please notify SNHD prior to appointment time.

### Inspections

**Establishments must be fully functional, with water, power, gas, and hot water, with all equipment fully operational.** A Certificate of Occupancy or Temporary Certificate of Occupancy must be obtained prior to the final permitting inspection for new construction or remodel projects as required by the jurisdiction. Establishments may not stock food or open for business until after the final permitting inspection has been completed and passed and approvals from other agencies have been obtained.

Your plan review fees will cover up to two on-site visits. Failure of the applicant to provide proof of approvals, if required, from other agencies of jurisdiction (such as Fire Prevention or Building & Safety) may delay the final approval of the project. The plan status and required corrections will be provided to you via email after the inspection is complete.

Inspection cancellations must be made prior to the scheduled appointment time. A re-inspection fee for each permit will be assessed if the establishment is not ready for a scheduled inspection and/or the permit is not approved at the final inspection. All fees must be paid prior to scheduling any future appointments.

### Other Information

Undisclosed design or operational characteristics on plans and/or applications do not constitute approval of such mistakes or omissions. It is the responsibility of the permit holder to properly develop the project and contact all applicable agencies and SNHD programs for approvals such as Individual Sewage Disposal System, Public Water Systems, Underground Storage Tanks, HACCP/Labeling, etc.

Failure to demonstrate adequate food safety knowledge at time of inspection may delay final approval of the permit and may result in operator required to attend a food safety assessment meeting.

## GENERAL INFORMATION

1. Applications may be submitted electronically, without an appointment, to [SPECIALIZEDFOOD@SNHD.ORG](mailto:SPECIALIZEDFOOD@SNHD.ORG). A secure upload link will be provided to you for submission of large files.
2. If you are unable to submit your application electronically, you may schedule an appointment for an in-person submission by calling **(702) 759-1127**.
3. Appointments for review will not be conducted until staff verify that the application packet is complete and all required documents as specified in the *Instructions for Submission* are turned in.
4. All in-person appointments are held at the Southern Nevada Health District, 280 S. DECATUR BLVD, Las Vegas, NV, 89107.
5. Payment of fees:
  - Plan Review and Annual Health Permit fees must be paid upon receipt of the invoice.
  - Plan Review Fees are not refundable.
  - Fees may be paid online: [www.snhd.info/eh/payment](http://www.snhd.info/eh/payment)
  - The Fee Schedule may be found on our website: [www.snhd.info/permits-regulations](http://www.snhd.info/permits-regulations)
  - Forms of payment accepted are: Cash, Visa, MasterCard, American Express, Discover, Business Check (not starter checks), or Money Orders.