



ITEMS REQUIRED FOR PLAN SUBMISSION

- ☑ A completed application and *Instructions for Submission of Plans for Review* signed by the permit applicant.
- ☑ A person in charge able to answer questions about the facility operation and the plans.
- ☑ 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.
- ☑ Menu: *If* food is served, a menu must be provided

Plans are not required for Change of Permit Holder applicants

ADDITIONAL INFORMATION

Electronic Submissions for Remote Review (Preferred)

Once staff have verified that the application packet is complete, you will receive a plan review appointment invitation. Plans are reviewed remotely on the day of the appointment. An inspector will contact you via phone or email when they begin reviewing your plans. The plan status, required corrections, and an invoice will be provided to you via email after the review is complete. Payment of fees is due upon receipt of invoice and may be paid online at www.snhd.info/eh/payment.

In-Person Submissions

If you are unable to submit all required items electronically, an in-person appointment will be scheduled on a "first come, first served basis". Please arrive 15 minutes early for check in. Failure to arrive on time with all required documents will result in the rescheduling of your appointment with a missed appointment fee. At the discretion of SNHD staff, a meeting may be required if all aspects of the operation and facility design are not adequately described. Payment of fees is due upon receipt of invoice and may be paid in-person or online at www.snhd.info/eh/payment. Note: For your safety, the waiting area is limited to no more than 5 people and an in-person meeting is limited to one person (unless an interpreter is required).

Inspections

Up to two on-site visits, a "rough plumbing" inspection, and a "pre-final" walkthrough, may be required or requested prior to the final permitting inspection. 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.

Inspection cancellations must be made prior to the inspector's arrival at the facility. A re-inspection fee for each permit will be assessed if the establishment is not ready for a scheduled inspection. All fees must be paid prior to scheduling any field appointments.

Establishments must be fully functional, with water, power, gas, and hot water, with 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.

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.

Social Distance for Safety

Social distancing requirements for field inspections must be adhered to and include no more than 2 facility representatives at the inspection, physical distancing of at least 6 feet between people, use of face coverings, and excluding individuals who display symptoms of illness from the premises.

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

Owner/Applicant → Signature		Owner/Applicant → Print Name	
Owner/Applicant → Title		→ Date	