



Direct Line: (702) 759-1258

### **INSTRUCTIONS FOR SUBMISSION OF PLANS FOR REVIEW**

Nevada State Law, 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.**

#### 1. Appointments:

An appointment must be made prior to plan submission. *Persons making appointments with a Plan Reviewer must come prepared to discuss all aspects of the design, including food flow, and must be empowered to make additions, deletions, or corrections to the design. All appointments are held at the Southern Nevada Health District, 625 Shadow Lane, Las Vegas, NV 89106, in Wing #1.*

***A fee for missed plan review appointment will be charged before another appointment will be scheduled.***

A plan review application must be made and all applicable fees paid at the time of **appointment and plan submission**. An estimate of fees will be provided if requested, but the determination of final fees due cannot be made until the plans are reviewed, and the type and number of permits is determined by the assigned Plan Reviewer. ALL necessary paperwork must be presented for review at the time of appointment.

***Appointments cannot be honored unless the minimum required paperwork is submitted. Failure to provide the minimum documentation upon arrival for an appointment constitutes a “missed appointment”, and a fee will be charged. As an option, an applicant may pay for a “preliminary (office) plan review” and meet with staff, but this does not constitute a formal Plan Submission.***

***The minimum requirements for an appointment:***

- a) A representative qualified to answer staff questions and empowered to make corrections, additions, or deletions at the meeting.***
- b) A signed copy of this Instruction Sheet.***
- c) A Plan Review Application signed by the legal owner of the establishment.***
- d) A signed copy for our files of proof of ownership in the form of a lease agreement, Bill-of-Sale, or other legal document.***
- e) A copy of the plans (see below for detailed description).***
- f) 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. Plans & Specifications:

Submit one set of complete plans (8.5"x11" or larger) which will include (but is not limited to):

- a) A proposed menu, projected number of meals per day, seating capacity and/or square footage of food prep areas. It is highly recommended that a compact disk be provided with plans saved in “PDF” format.***
- b) A floor plan layout showing layout of areas, and location, size and type of equipment, employee restrooms, customer restrooms, etc. Each piece of equipment is to be clearly labeled on the plan with its common name.***
- c) A plumbing layout showing floor sinks and type and location of food prep/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 waste and drain piping, including sewage and roof drain lines over all permitted areas.***

- d) A schedule of interior finishes or interior drawings showing floor, wall, and ceiling finishes. Samples are recommended.
  - e) A schedule for lighting, or reflected ceiling plans showing locations and types of lighting fixtures.
  - f) An equipment list showing type, manufacturer, and model numbers.
  - g) Shop drawings of all custom-built equipment.
  - h) A completed copy of the **Plan Review Questionnaire**, if applicable.
3. Payment of fees does **not constitute approval of plans**. A signed voucher will be provided following your meeting to inform you of the approval status of your plans, to provide specific corrections and/or stipulations, to list any permit conditions or limitations, and to request any additional information needed to complete your application. **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.**
  4. After your plans have been reviewed and approved, if you wish to submit **revised plans** contact your assigned Plan Reviewer. Each submittal of revised plans will be charged an additional fee.
  5. At a minimum, status checks, a “rough plumbing” inspection, and a “pre-final” walkthrough will be conducted prior to the final inspection.
  6. Arrangements for final inspection must be made at least **72 hours (three working days)** in advance of the final inspection. ***Applications being submitted for establishments after construction on the food facilities has begun will be charged “after-the-fact” fees regardless of the time left before requesting a final inspection.***
  7. Appointments will be scheduled as soon as possible given the assigned staff workload, and will on a “first-come, first served basis”. After hours inspections may be offered, at the discretion and availability of the assigned staff member and a fee will be charged.
  8. ***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 in writing, prior to the application anniversary date, that the application be extended for one year, and provides reasonable justification in writing for granting the extension. New applications must be made, and additional fees paid, if the project has been deleted following either the original or extended one year periods. No extensions will be granted beyond two years without approval of management.
  9. Assure all contractors, sub-contractors, etc., are made aware of the corrections and/or stipulations from the Health District.
  10. **Mistakes or omissions on the plans do not constitute approval of the mistakes or omissions. Proper development of this project is your responsibility and the various parties concerned.**
  11. There will a re-inspection fee per permit if the establishment is not ready for a final inspection after you have requested one. Cancellations must be made prior to staff arrival at the facility. The re-inspection fee **must be paid prior to scheduling another final inspection.**
  12. **Establishments may not stock food products or open for business** until after the inspections have been completed and passed and a health permit to operate has been issued.
  13. You or your representatives must contact all programs relevant to your project within this agency separately, e.g., Individual Sewage Disposal System, Public Water, Underground Storage Tank, Childcare, Schools.

Signed: \_\_\_\_\_ (Print name : \_\_\_\_\_)

Date: \_\_\_\_\_ Name of Facility: \_\_\_\_\_