Please complete the following, as is applicable to the retail food establishment.

Owner/Corporation Information:	Engineer/Architect information:
Name:	Name:
Contact Person:	Contact Person:
Telephone Number:	Telephone Number:
Mailing Address:	Mailing Address:
Establishment Information:	
(Check one) New Construction Existing/Remodel Project #:	
Establishment Name:	•
Contact Person:	Title:
Establishment Telephone #:	Contact Person Telephone #:
Establishment Street Address:	
Projected Date for Start of Project:	
Projected Date for Completion of Project:	
Hours of Operation:	
Contents and Specifications for Facility and Operating Plans as required in Section 110 of 410 IAC 7-24:	
(Please check items submitted for review)	
Proposed menu (including seasonal, off-site and banquet menus).	
Anticipated volume of food to be stored, prepared, and sold or served.	
Proposed layout, mechanical schematics, construction materials, and finish schedules.	
Proposed equipment types, manufacturers, model numbers, locations, dimensions,	
performance capacities, and installation specifications.	
Evidence that standard procedures that ensure compliance with ISDH Rule 410 IAC 7-24	
are developed or are being developed. Plan review questionnaire completed and submitted to the regulatory authority.	
Note:	
Other information that may be required by the regulatory authority for the proper review of the proposed construction, conversion or modification, and procedures for operating a retail food establishment.	
Additional Information:	
Comments:	
	Signature of Applicant
	Relationship to Project

Note: If all the required information is not submitted to the regulatory authority, it may delay the review process of your plans and possibly delay construction.