
Plan Review Application — Food, Beverage and Lodging Establishments

Name of Establishment		Projected Date to Open	
Construction Address	City	State	Zip Code

Contact Information

Primary Contact Name		Title
Phone	Phone	E-mail Address
Secondary Contact Name		Title
Phone	Phone	E-mail Address

Type of Construction

- | | |
|--|---|
| ☐ New construction | ☐ Conversion of existing structure for use as a food service establishment |
| ☐ Remodel of existing establishment | ☐ Existing food establishment with food operation changes |

THD Use Only

Cash	Date Received
Check	Receipt #
Credit Card	
Money Order	By

This Application must be submitted with the Fee of \$425.00 made payable to the Tulsa Health Department. The application must be completed in full. All facilities must be inspected and licensed prior to operation. Completion and submission of this form does not constitute authorization to open a bar, food service, warehouse, processor, or lodging establishment. This fee is non-refundable.

Applicant Signature/Title

Guidelines for Plan Review Application and Fee Submission

These guidelines pertain to all Food Establishments and all Lodging Establishments where food or beverage is prepared, processed, served or stored including retail meat, poultry and fish processing operations.

The review and consultation that we provide may help eliminate costly mistakes in the construction, conversion or purchase of an establishment and adherence to the Food Code.

A. Applications shall be submitted for:

- A new establishment (where no current license exists).
- Remodels of existing, licensed establishments.
- Conversions of existing, structure to a food service establishment.
- Changes in type of food operations for an existing food establishment

B. Contents of the application shall include:

1. Contact name(s) and telephone number(s), and the name and location of the establishment.
2. Type of construction to be performed (new, remodel, conversion, change).
3. Appropriate number of architectural plans containing the information listed in (C) below. If submitting paper documentation:
 - 3 sets, submitted to the Tulsa Health Department, are needed for review for establishments within Broken Arrow city limits.
 - 2 sets are sufficient for all other cities and areas within Tulsa County.

C. Plans and specifications must include:

1. Complete facility floor plans, drawn to scale. This should include, but is not limited to all food or beverage preparation, cleaning and service areas, employee restrooms, and storage areas.
2. Equipment layout and identification. All items need to be clearly identified.
3. Menu or general description of food or drink items to be stored, prepared or served.
4. Plumbing plan, showing locations of all sinks, dish machines, hot water tanks, floor drains and floor sinks and grease traps. If possible, please also provide waste water connection type for each fixture and direction of waste flow.
5. Complete finish schedule, which should include material to be used and colors for walls, ceilings and floor in all food and beverage areas, including restrooms.
6. Mechanical plan showing exhaust (ventilation) hoods, and restroom exhaust fan locations. If facility will have a smoke room, additional structural and HVAC information will be needed.
7. Lighting fixture types and locations.

D. The review and turnaround time should be with thirty (30) business days. **Failure to provide complete plan information may extend the review time.**

E. For any additional questions or assistance, please call Food Protection Services of the Tulsa Health Department at 918.595.4300. Ask for the Plan Review Coordinator.

\$425.00 fee shall be included with submission of plan review application.