

RFPRQ Rev. 11/2018

Retail Food Plan Review Questionnaire

1. Name of establishment: _____
_____ Phone #: (____) _____
2. Physical address of establishment: _____

3. Mailing address if different from physical address: _____

4. Owner of business: _____
5. Name of corporation, partnership, LLC, or LLP (if applicable):

6. If a partnership, list partner name(s): _____

7. Business owner contact information: Home #: (____) _____ Cell phone #: (____) _____
Email address: _____
*Used for inspection reporting, recall information, boil water advisories, and other pertinent information.
8. Owner of the real property (land and building): _____
Phone #: (____) _____ Cell phone #: (____) _____
9. Has the facility for which this application is hereby made been previously permitted by the Department of Health for the purposes of operating a Retail Food Establishment? yes no
10. If you answered yes to the previous question, what was the name of the previous business?

11. Will the occupancy classification (*i.e.* bar, restaurant, grocery) of the business for which you are applying remain exactly the same as the previous business? yes no
12. Name of responsible agent if different from business owner: _____
Phone #: (____) _____ Email address: _____
Mailing Address: _____
14. Type of business:

<input type="checkbox"/> restaurant	<input type="checkbox"/> seafood market
<input type="checkbox"/> restaurant/bar	<input type="checkbox"/> meat market
<input type="checkbox"/> bar	<input type="checkbox"/> bakery
<input type="checkbox"/> grocery- Packaged only (chips and candy bars)	<input type="checkbox"/> hospital/clinic cafeteria
<input type="checkbox"/> grocery – deli (kitchen)	<input type="checkbox"/> day care/with food preparation
<input type="checkbox"/> nursing home cafeteria	
<input type="checkbox"/> group home – number of residents _____	
<input type="checkbox"/> other – be specific _____	

**Please complete a Mobile Unit Plan Review Questionnaire if you will be operating a mobile unit.*

PLANS AND SPECIFICATIONS MUST BE APPROVED BEFORE CONSTRUCTION AND RENOVATION BEGINS.
Louisiana Administrative Code Title 51, Part XXIII, Chapter 3, §307.A.

15. Type of submission:
- change of existing business ownership only
 - conversion of non-food establishment to food establishment
 - new construction of retail food establishment
 - renovation/remodel of existing retail food business
 - reopening of previously closed food establishment. How long was it closed? _____
 - change of existing retail food business and real property ownership
 - other – be specific _____

16. If increasing the square footage of the business or the usable area, indicate the following:

Existing footage: _____
Proposed square footage change: + _____
Total: = _____

17. Total square footage of the business: _____
Usable square footage of business: _____

18. Plumbing: (*For information purposes only)

			<u>Restrooms</u>			
LADIES		MEN		UNISEX		
_____ # toilets *		_____ # toilets *	_____ # urinals *	_____ # toilets *		
_____ # hand wash sinks		_____ # hand wash sinks *		_____ # hand wash sinks		

Self-closing doors (when applicable): yes no

Self-closing, self-metered faucets (when applicable): yes no

Mechanically vented to outside atmosphere: yes no

Public access: yes no

Toilets are in separate compartments/stalls: yes no

Privacy partition provided for urinals: yes no

Floor drains: yes no not applicable (reason) _____

Other plumbing

*Water fountains: number provided _____ not applicable (state reason) _____

Indirect drain connections provided at food preparation sinks (including three compartment sink):

yes no not applicable (state reason) _____

19. Does this establishment now hold or will apply for an alcohol license? yes no

20. Does this establishment now or in the future plan to wholesale food products? yes no
If yes, you must contact the Food and Drug Office at (225) 342-7533.
If wholesale product is seafood contact the Seafood Office at (225) 342-7653.

PLANS AND SPECIFICATIONS MUST BE APPROVED BEFORE CONSTRUCTION AND RENOVATION BEGINS.

Louisiana Administrative Code Title 51, Part XXIII, Chapter 3, §307.A.

21. Is this establishment connected to a public water system?
___yes Name of System: _____
___no (must submit water well plans)
22. Is this establishment connected to a public sewer system?
yes Name of System: _____
no (must submit sewage system plans)
23. Grease trap provided or proposed for facility _____
24. What is the method of garbage/waste disposal? _____
25. If a dumpster pad is required, will hot and cold water be available to the site for cleaning and will a drain to the approved sewage system be available directly in the dumpster area? yes no
26. Will you be serving raw oysters? yes no _____
(Signature required)
27. **A MENU MUST BE SUBMITTED WITH THIS APPLICATION. PLEASE COMPLETE MENU ATTACHMENT A.**
28. **DAYS AND HOURS OF OPERATION:** _____
29. **FLOOR PLAN IS REQUIRED (HAND-DRAWN OR PROFESSIONALLY-DRAFTED)** Please attach the finish schedule for walls, ceilings and floors.
30. Louisiana law requires a Louisiana Food Safety Certification course for facilities preparing food. See requirements and exemptions link below.
Has a Food Safety Certification course been scheduled? yes; Date course taken: _____
31. I have received a copy of Act 66. yes no _____ (Signature required)

PLANS AND SPECIFICATIONS MUST BE APPROVED BEFORE CONSTRUCTION AND RENOVATION BEGINS. Louisiana Administrative Code Title 51, Part XXIII, Chapter 3, §307.A.

Date of Signature: _____

Signature of person preparing this form

Printed name and title of person preparing this form

Contacts and important information:

State Sanitarian located in the Parish you wish to operate: <http://new.dhh.louisiana.gov/index.cfm/page/394>

It is recommended that you obtain a copy of Title 51 (Public Health - Sanitary Code) Part XXIII

Retail Food Operations: <http://www.doa.la.gov/Pages/osr/lac/books.aspx>

Food Safety Certification Provider List and Application: <http://new.dhh.louisiana.gov/index.cfm/page/632/n/228>

Permits are not transferable. After permitting, any change in operation requires notification be made to the Louisiana Department of Health Environmental Office and may require submission of a modified plans review packet. Substantial renovation is defined in the definitions section of the Sanitary Code Retail Food Part XXIII.

ACT 66 NOTICE

A new Louisiana law, Act 66, authorizes the Louisiana Department of Health to charge a fee of \$150 to any permitted food establishment that fails to correct the necessary sanitary code violations to be in compliance following its 1st re-inspection.

The implementation date is September 1, 2017.

This new law is intended to help prompt facilities to make the necessary corrections and come into compliance as soon as possible to protect public health.

Re-inspections are required when there are five or more uncorrected non-critical violations and/or one or more uncorrected critical violations remaining at the conclusion of an inspection.

The fee is only charged if the necessary violations are not corrected following the 1st re-inspection, resulting in a 2nd re-inspection and possibly other subsequent re-inspections.

Establishments can avoid this fee if the violations noted on the routine inspection report are corrected by, or during, the 1st re-inspection.

The \$150 fee is payable within 30 days' notice, and failure to pay shall result in revocation of the permit.