PLANS REVIEW QUESTIONNAIRE FOR FOOD AND DRUG ESTABLISHMENTS

Date submitted to FDU: _____

I. Basic Facility/Contact Information.

Name of Establishment: _____

Physical Address of Establishment: _____

_____

Mailing Address of Establishment: _____

_____

Type of Establishment:

- ☐ Food Manufacturer
- ☐ Food Storage Warehouse
- ☐ Food Repacker
- ☐ Drug/Cosmetic Manufacturer
- ☐ Drug/Cosmetic Storage Warehouse
- ☐ Drug/Cosmetic Repacker

Specific Type(s) of Products Handled: _____

Class of Ownership:
Note: All corporations, regardless of where the corporation is domiciled, must have an in-state Agent for Service of Process registered as such with the Louisiana Secretary of State.

- ☐ Sole Proprietorship
- ☐ Corporation
- ☐ Limited Liability Corporation
- ☐ Partnership
- ☐ Limited Liability Partnership

Name of Proprietor:	
Name of Agent for Service of Process:	
List of Partners:	

Contact Person

Name _____ Title _____

Mailing Address _____

Business Phone _____ Cell Phone _____

Email address _____

Owner of the Real Property (if different from Owner of Establishment)

Name _____ Title _____

Mailing Address _____

Business Phone _____ Cell Phone _____

Email address _____

II. Plans/Facility Size and Scope. New facilities need to provide a plot plan or blueprint drawing showing the proposed building, sewage treatment facility (if applicable), plumbing plan, electrical plan, HVAC plan, schedule of materials for finished floors, walls, and ceilings, and the surrounding grounds. Existing facilities need to provide a plot plan or blueprint drawing showing proposed renovations, and any information listed in the previous sentence that may change as a result of proposed renovations.

If the square footage of an existing facility is to be altered, list the

existing square footage: _____
proposed change: _____
new total: _____

Estimated (or actual) total number of employees in facility per shift: _____

III. Plumbing Information.

Existing plumbing includes

Item	Number
Ladies' water closets	
Men's water closets	
Urinals	
Ladies' hand lavatories	
Men's hand lavatories	
Prep area hand lavatories	
Water fountains/dispensers	

Item	Yes	No
Restrooms mechanically vented to atmosphere		
Restroom doors self-closing		
Prep sinks indirectly connected to sanitary sewer		
Floor drains in restrooms and prep areas exposed to floor moisture		

Name of public water supply servicing facility: _____
(**Note: Facilities using non-community water supplies must have well plans approved by the local Parish Health Unit or OPH Regional engineering staff—except for facilities manufacturing water or ice; these facilities must have well plans approved by Central Office Engineering Services staff. New supplies must also provide copies of lab results from tests for coliform bacterial contamination and chemical contaminants delineated in 40 CFR 141 [National Primary Drinking Water Regulations] showing negative results for coliform and results in compliance with maximum contaminant levels for chemicals. Moreover, bottled water sources must provide documentation regarding the safety of the source and catchment operations, as well as the physical, chemical, and microbiological quality of the water, as explained in the Guidelines for Prospective Bottled Water Processors. Also, please note that new wells must be registered with the Louisiana Department of Transportation and Development [DOTD], Office of Public Works.)**

Name of public sewer system servicing facility: _____
(Note: Facilities utilizing onsite wastewater treatment systems must have plans approved by the local Parish Health Unit or OPH Regional engineering staff. Existing facilities utilizing onsite wastewater treatment systems more than two years old must provide a copy of a pumpout receipt and one-year maintenance contract with a licensed maintenance provider.)

IV. Refuse Disposal Information.

Name of garbage/refuse disposal company contracted: _____
(Facilities must contract with a commercial waste disposal operation to remove garbage and/or refuse in accordance with the provisions of Chapter 1, Part VI, Title 51 of the Louisiana Administrative Code. Exemptions for the use of a municipal waste removal pickup may be granted to small operations on a case-by-case basis. Speak to your Sanitarian Program Coordinator for further details.)

New facilities manufacturing food or beverage products will be required to construct a dumpster pad of sealed concrete with a floor drain tied to the sanitary sewer and protected from runoff/rainwater; hot and cold water must be accessible for cleaning this pad.