

Instructions for Application and Fee Submission

(This is not a license to operate)

A person may not operate a food service, manufacturing or lodging establishment without a valid license to operate, issued by the regulatory authority. A person desiring to operate an establishment shall submit to the Oklahoma State Department of Health (respective County Health Department in which the establishment shall be licensed) a Plan Review Application on Form # 824 along with the application fee and plans. *This process allows us to assist you from the beginning and to use your resources wisely. The consultation that we provide will help eliminate costly mistakes in the construction, conversion or purchase of the establishment.*

A. Applications for Plan Review shall be submitted for:

- New Construction (where no current license exists). - Includes new seasonal and new mobile establishments.
- Remodel of existing food service establishment.
- Conversion of existing structure for use as a food establishment.
- Existing establishment which changes the type of operation.

B. Submission of the application shall include:

1. The name, mailing address, telephone number(s), approximate number of employees, and signature of person applying for the license and the name, mailing address and location of the establishment. **The Plan Review Fee shall be included with submission of the Application Form # 824.**
2. Information specifying whether the establishment is owned by an individual, partnership, corporation, or other legal entity, State and/or Federal ID #'s, if applicable and type of construction (ie. new, remodel, conversion).
3. Signature and date of applicant.
4. Plans and specifications.

C. Contents of plans and specifications shall include:

1. The proposed layout or floor plan, including location of equipment, sinks, etc. (should be drawn to scale or indicate dimensions);
2. The intended menu and the anticipated volume of food sold, stored, prepared or served, (if applicable);
3. Proposed equipment types, manufacturer and model numbers (if available); and
4. Other information that may be required by the Department for the proper review of the proposed construction, conversion or modification, and procedures needed for operating an establishment in the respective license classifications. (ie. finish schedule, plumbing, mechanical, construction material, etc.).