



Simple Food Facility Plan Review Application

Licensing:

All new retail food establishments/food service operations and those altering or remodeling an existing facility must complete the plan review process. Additionally, any plumbing, structural, or electrical changes needing a building permit are required to submit for simple plan review with the health department. All questions regarding the plan review process can be directed to our environmental office.

Facility Name: _____ Project Dates: _____

Facility Address, City, Zip Code: _____

Facility Phone Number: _____ Hours of Operation: _____

Owner Name: _____

Owner Address: _____

Primary Contact Person: _____ Cell Phone: _____

Contact Person Email: _____

How do you prefer to receive correspondence from our office: E-mail US Postal Service

Signature of Owner or Representative: _____ Date: _____

Project Description. Be sure to include items that are being added/altered:

Submit this application along with proper supporting documentation and fee to the Wood County Health Department for approval.

FOR OFFICE USE ONLY

Date received _____ Receipt Number _____ Amt. Paid _____