



## **Plans Review Application**

(Please fill out form completely and correctly to expedite delivery of a plans review letter.)

Date submitted: \_\_\_\_\_

Proposed establishment name: \_\_\_\_\_

Complete street address: \_\_\_\_\_

City, state, ZIP: \_\_\_\_\_

*Please note that if the plans being submitted are printed on more than 3 pages, a hard copy will need to be delivered to our offices with this application. We request that plans be submitted on paper 11" x 17" or greater to allow for ease of review.*

Submitted by: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, state, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Comments or special instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact 865-215-5200 with any questions or concerns regarding the plans review process.**

**To submit plans, please choose one of the options listed below:**

**Mail:**  
Knox County Health Department  
Attn: Environmental Health  
140 Dameron Ave.  
Knoxville, TN 37917

**Fax:**  
865-215-5221

**Email:**  
Environmental.plans@knoxcounty.org

**LIST OF ITEMS TO BE INCLUDED WHEN SUBMITTING PLANS**

1. Detailed floor plan of all restrooms, food service operations, and warewashing areas. Plan must be to scale and show the location of all food and beverage equipment, plumbing fixtures, sinks, water heaters, etc. A complete equipment list is also needed.
2. Type of sewage disposal system, if not utility.
3. Construction materials, and finish schedules for the floors, walls, and ceilings of restrooms, food service operations, and warewashing areas, including the color of the ceiling to be installed.
4. Lighting fixture specifications as to type and if fixture is shielded or to be installed with a shatterproof bulb.
5. Water heater specifications to include storage capacity and kilowatts or BTUs. Pop off relief valve drain line must have an air gap.
6. Method in which dishes and utensils will be washed and sanitized whether that is a three-compartment sink or a dish machine, and specifications on the method that will be used to include booster capacity, manufacturer, size of sinks or dish machine, etc.
7. All warewash and food prep sinks, ice makers, steamers, dip wells, submerged inlets, wok tables, etc., are required to have backflow preventions in place. Your plans will need to indicate what those preventions are and where they are located.
8. Cross-sectional view of all self-service buffets, salad bars, and other self-service devices showing sneeze guards.
9. Self-closure devices on restroom and all exterior doors.
10. Number and location of hand basins to be located in the food prep, beverage service areas, and warewashing areas.
11. Location of mop sink or utility sink. If food preparation takes place on multiple floors, additional utility sinks may be required.
12. Garbage and refuse containers must be tightly covered and kept on a smooth surface of nonabsorbent material such as concrete or machine-laid asphalt that is in good repair.
13. An intended menu, if available, as well as the anticipated volume of food to be stored, prepared, and sold or served.