



**Utah Department of  
Agriculture and Food**

**Division of Regulatory  
Services**

**4315 South 2700 West  
TSOB South Bldg., Floor 2  
Taylorsville, UT 84129-2128  
Phone: (801) 982-2252  
Fax: (385) 465-6023  
udaf-estabregistration@utah.gov**

## **Retail Food Establishment Plan Review Application**

**The applicant must submit a plan review application at least 30 calendar days prior to operation.**

\*Note: The Utah Department of Agriculture and Food, Retail Food Regulatory Program, regulates products that are prepared and /or sold directly to individual consumers. Wholesale operations must complete a plan review application as directed by the Manufactured Food Regulatory Program (*UDAF Form PR102*).

Establishment Name: \_\_\_\_\_

Corporate Name ( Parent Company): \_\_\_\_\_

Establishment Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Architect/Designer: \_\_\_\_\_

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

Date Plans Submitted ____ / ____ / ____	Projected Completion Date ____ / ____ / ____
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Check One:  New Facility  Remodel/Conversion of an Existing Facility

Customer Number of Existing Facility: \_\_\_\_\_

*The following information is required to be submitted prior to the review of plans. Plans will not be accepted or reviewed until all items are submitted:*

- Product list/categories
- Anticipated volume of food
- Proposed layout
- Mechanical schematics
- Construction materials
- Equipment layout and schedules
- Finish Schedule

Fee Schedule: Plan review fees are nonrefundable and are based upon the food establishment square footage (inspectable). Plans will not be accepted without payment.	Small: \$150.00 Medium: \$300.00 Large: \$500.00 Super: \$750.00
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Check One:

- Less than 1,000 Square Feet (Small Establishment)
- 1,000 – 5,000 Square Feet (Medium Establishment)
- 5,000 – 50,000 Square Feet (Large Establishment)
- Greater than 50,000 Square Feet (Super Establishment)

For payment please contact the Utah Department of Agriculture and Food, Division of Regulatory Services, at 801-982-2252 or by mail (written order check) to 4315 South 2700 West, TSOB South Bldg., Floor 2, Taylorsville, UT 84129-2128.

\*Note: Prior to commencing food operations, the owner/operator must apply for a food establishment registration and successfully pass a pre-operational inspection. A notice of at least seven calendar days is required for all construction and pre-opening inspections.

## Food Establishment Operational Plan

Check each applicable category based on the type of operation and food preparation.

<input type="checkbox"/>	Cold holding/storage (refrigeration)	<input type="checkbox"/>	Curing food */**
<input type="checkbox"/>	Thawing	<input type="checkbox"/>	Using food additives (method of food preservation/render food non-TCS) */**
<input type="checkbox"/>	Cooking of raw meat and/or poultry products	<input type="checkbox"/>	Operating a molluscan shellfish life-support system tank */**
<input type="checkbox"/>	Hot Holding	<input type="checkbox"/>	Custom processing animals for personal use */**
<input type="checkbox"/>	Reheating (products that were prepared and cooled)	<input type="checkbox"/>	Sprouting seeds or beans */**
<input type="checkbox"/>	Cooling	<input type="checkbox"/>	Packaging TCS food using a reduced oxygen packaging method *
<input type="checkbox"/>	Smoking (method of food preservation) */**	<input type="checkbox"/>	Time as a public health control (in lieu of temperature control) ***

TCS: Time/Temperature Control for Safety (a product that requires temperature and/or time control to ensure food safety).

\* A properly prepared Hazard Analysis and Critical Control Point (HACCP) plan must be submitted for validation and approval before engaging in this activity.

\*\* A variance from the FDA Food Code must be obtained before engaging in this activity.

\*\*\* Written standard operating procedures are required before engaging in this control method.

Does your firm manufacture, process, package, hold, and/or sell cannabis or cannabis-derived products, including cannabidiol (CBD)?

Yes       No

Does your firm manufacture, process, package, hold, and/or sell kratom or kratom-derived products (*Mitragyna speciosa*)?

Yes       No

*Please provide all requested information on the following pages. If a particular line item is not applicable to your food establishment, please indicate with "N/A".*

Indicate the anticipated daily volume of food prepared/processed and/or stored on-site; if there is more than one preparation and/or storage area, please specify the location and the anticipated volume for each area (i.e. number of commodities or packages, product weight, pallets, etc.):

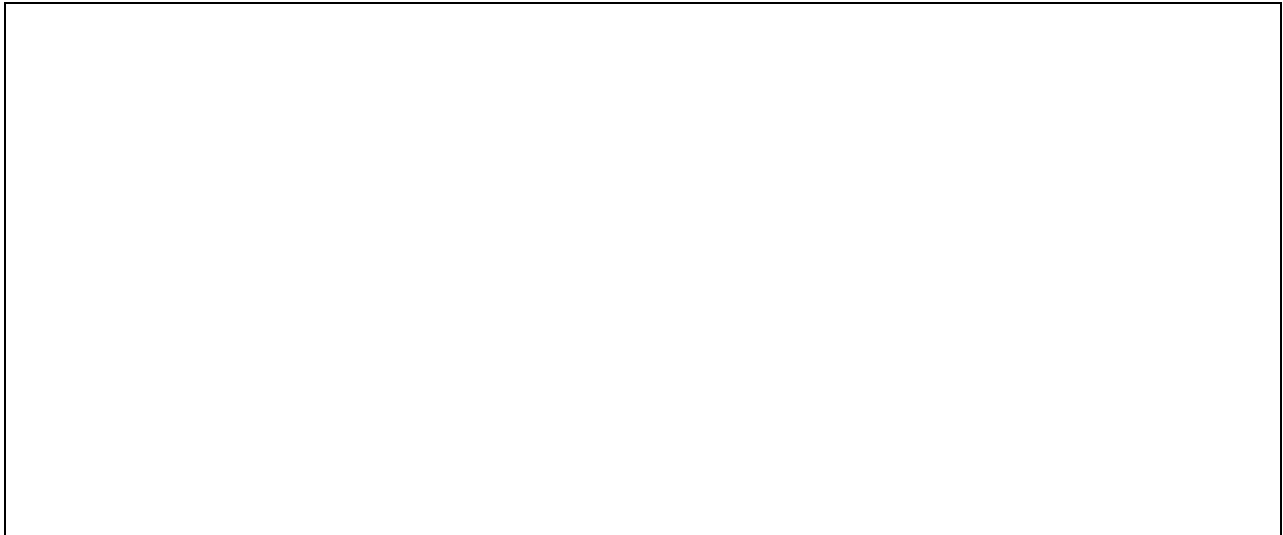
List the type of food(s) prepared/processed on-site (i.e. raw meat or poultry, raw fish, raw shellfish or crustacean, etc.) and identify all major food allergens; trade secrets will be treated as confidential by the regulatory authority:

Indicate the finish schedule materials (i.e. quarry tile, stainless steel, fiberglass reinforced plastic, etc.) used in each area of the food establishment (floors, walls, floor/wall junctures, and ceilings):



Ensure that manufacturer specification sheets are submitted for each piece of equipment used (including custom fabricated equipment), and ensure that all equipment is accounted for in the site plan or proposed layout.

Indicate the proposed equipment used in each area of the food establishment (including the manufacturer, model number, location, dimensions, performance capacities, and installation specifications):



The owner/operator is responsible for submitting all Hazard Analysis and Critical Control Point (HACCP) plans, variance requests, and written standard operating procedures before engaging in a specialized processing method.

**This form and the provisions therein must be submitted to the Support Services Staff at udaf-estabregistration@utah.gov. Submitting this plan review application does not constitute authorization from the Utah Department of Agriculture and Food to operate a food establishment. Plans will not be reviewed until payment is received.**

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Utah Department of Agriculture and Food may delay final approval.

Printed Name: \_\_\_\_\_  
Legal Agent and/or Owner

Signature: \_\_\_\_\_  
Legal Agent and/or Owner

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*For assistance completing this application, please contact the Utah Department of Agriculture and Food, Division of Regulatory Services at 385-332-1499.*