

Department of Health and Human Services

Environmental Health Program

155 N. First Ave, MS 5, Suite 170

Hillsboro, OR 97124

Telephone: 503-846-8722 Fax: 503-846-3705

WashCoFoodSafety.com



Public Health
Prevent. Promote. Protect.

RESTAURANT PLAN REVIEW INSTRUCTIONS

This packet includes information and instructions for restaurant plan review. Floor plan, menu, and food preparation activities will be reviewed to assure your proposed new or remodeled facility will meet health code requirements. Please follow the instructions included in this packet and be sure all information is complete. **Incomplete information may result in delays.**

General Restaurant Requirements are included in this packet; however, for complete information regarding restaurant sanitation requirements please review the **Oregon Food Sanitation Rules**. Copies of the rules are available online at www.healthoregon.org/foodsafety or in our office.

1. Submit the Plan Review Application, Floor Plan, Menu, Food Service Preparation Activities Form, Interior Finishes & Surfaces, Food Cooling & Reheating Form (forms included in this packet) and appropriate fee to Washington County either in our office or by mail:
Washington County Environmental Health Program
155 North First Avenue, MS 5, Suite 160
Hillsboro, OR 97124
2. You will receive a written response within 10 working days. If changes are required to your plans, you will be notified. **Construction may not begin until your plans receive approval from this office.**

Required Inspections:

New Facilities: Prior to opening the facility, you must pass a pre-opening inspection. This inspection is conducted when construction is complete and all equipment is installed and operational. Submit a license application and license fee to this office prior to scheduling the pre-opening inspection. Call (503) 846-8722 to schedule a pre-opening inspection **at least one week** prior to the anticipated opening date. Staff will then contact you by telephone and conduct an operational review of your facility prior to the pre-opening inspection. Your business may not open until you receive approval from this office and other required agencies.

Remodeled Facilities: During remodel construction, the facility may not operate if there is an interruption in power, gas, sewage disposal, or water supply. Complete all construction activities that create dust or other possible contamination during closed hours or under methods of contamination containment. If the facility is closed for business during the remodel, an inspection is required prior to re-opening. If the facility is open during the remodel, the remodeled area must be inspected prior to use. Call (503) 846-8722 to schedule an inspection.

Note: New construction and remodels may require the approval of other agencies. Please contact other appropriate authorities including zoning, planning, building, plumbing, and fire departments to determine requirements.