



Horizon Environmental Health
Serving Douglas & Pope Counties
 809 Elm Street, Suite 1200
 Alexandria MN 56308
horizonpublichealth.org

Alicia Lang, Registered Sanitarian
 320.762.2986
alicial@horizonphmn.gov

Food/Beverage Plan Review Application

Establishment Information

Establishment Name:	
(Street, City, Zip)	
Establishment Address: (Physical Location)	
County:	Establishment Phone:

Check One: New Construction Addition Remodel

Type of Project

(check all that apply): Restaurant/Food Service Alcohol/Beverage Service Catering

Seating Capacity: 50 or less 50 – 175 More than 175

Check all that apply:

Private water Municipal water ***If private water, unique well # _____**
 Private sewer Municipal sewer

Proposed construction start date: _____ Proposed completion date: _____

Submitter Information

Contact Name/ Company Name:	
Mailing Address: (Street/PO Box, City, State, Zip)	
Contact phone:	Email:

Owner Information (if different from submitter)

Owner Name/ Company:	
Mailing Address: (Street/PO Box, City, State, Zip)	
Owner phone:	Email:

Contractor/Architect/Engineer Information (if different from submitter/owner)

Contact Name/ Company Name:	
Mailing Address: (Street/PO Box, City, State, Zip)	
Contact phone:	Email:

**Horizon Environmental Health
Food/Beverage Plan Review Application
Additional Plan Submittal Information**

1. Plumbing must be installed according to the Minnesota Plumbing Code. More information covering the details of submitting plumbing plans is available through the Minnesota Department of Labor and Industry; please contact them at 651-284-5063 for more plumbing plan review information. Information is also available online at <http://www.dli.mn.gov/business/get-licenses-and-permits/plumbing-plan-review>. Submit all plumbing plans and fees to: Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, Engineering and Plumbing Unit, 443 Lafayette Road North, St. Paul, MN 55155-4343. **A satisfactory plumbing inspection is necessary prior to licensing.**
2. Plans must be submitted for any individual sewage treatment system (private sewer system) to the local units of government responsible for septic system inspections; in Douglas County, contact Land & Resource Management at 320-762-3863 (located at the Douglas County Courthouse, 305 8th Avenue West, Alexandria) and in Pope County contact Land & Resource Management at 320-634-5715 (located in the Pope County Courthouse, 130 Minnesota Avenue East, Glenwood). An individual sewage treatment system must be designed by a licensed sewer designer and installed by a licensed sewer installer. If the establishment is on municipal sewer services, please indicate this fact. A certificate of compliance or a copy of an approved septic system permit from the local authority is required.
3. The water supply for the establishment must comply with the rules governing public water supplies and water wells. Please indicate if the establishment obtains water from a municipal supply. Provide the unique well number for private wells and the location of the well on the property.
4. ***You must submit a plan review application with the required fees and all the requested plans and information 30 DAYS PRIOR to beginning construction. After your plans have been reviewed, you will be notified of any changes that need to be made and any concerns that have been noted or approval of your plans as submitted. Construction may start only after you receive notification of approval.***
5. You must also complete an application for licensure and submit along with the appropriate license fee (separate from the plan review fee) before you can open.
6. **Finally, you must contact the sanitarian for an on-site inspection at least 14 calendar days prior to opening the establishment (Minnesota Rules, part 4626.1750).** If the inspection is satisfactory, and you have submitted a license application and all required fees, you will be permitted to open.

***All plans and specifications must be submitted to this office
AT LEAST 30 DAYS PRIOR TO STARTING CONSTRUCTION.***

Note: An establishment is not allowed to open before an application for licensure is submitted and all required fees are paid (Minnesota Statutes, section 157.16).

Notice: The issuance of a dishonored check to this department will require a service charge as per Minnesota Statutes, section 604.113, subd. 2(a). Additional civil penalties may be imposed for nonpayment.

For office use only, to be completed by Horizon Environmental Health staff:

Date Paid/ Received:	Check #:	Amount:	Received by:
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Horizon Environmental Health Food/Beverage Plan Review Application

Documents/Steps Required for Applying

- All 5 pages of this application
- Payment for plan review fee, made payable to: **Horizon Public Health**
Fees: \$520.00 for New Construction; \$345.00 for addition/remodel
- Easily readable layout/plans including:
 - Location of equipment -Wait stations
 - Hand sinks -Bars
 - Ware-washing equipment -Janitor areas
 - Storage areas
- Finish and equipment schedule
- Manufacturer specifications sheet for each piece of new equipment
- Set of elevations and drawings for all custom fabricated equipment
- Cabinetry and counter top information
- Intended menu
- State of Minnesota Certified Food Protection Manager certificate (copy of certificate)
- City/County Zoning Approval
- Plumbing plans submitted to Minnesota Department of Labor & Industry

Enter brief description of project:

Submit application/fee to:

Horizon Public Health
809 Elm Street, Suite 1200
Alexandria MN 56308
horizonpublichealth.org

Make checks payable to: Horizon Public Health

Submit plumbing plans to:

Minnesota Department of Labor & Industry
Construction Codes & Licensing Division
Plumbing & Engineering Unit
443 Lafayette Road North
St. Paul, MN 55155-4343
<http://www.dli.mn.gov/business/get-licenses-and-permits/plumbing-plan-review>
651-284-5063