



Division of Environmental Health  
100 Central Ave  
Cheyenne, WY 82007  
Ph: 307-633-4090  
Email: [envhlth@laramiecountywy.gov](mailto:envhlth@laramiecountywy.gov)  
Website: [www.clcpublichealth.org](http://www.clcpublichealth.org)

## FOOD SERVICE PLAN REVIEW WORK SHEET

ESTABLISHMENT NAME: \_\_\_\_\_

ESTABLISHMENT ADDRESS: \_\_\_\_\_

ESTABLISHMENT PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

OWNER PHONE NUMBER: \_\_\_\_\_

**NOTE:** Plans must be submitted to this office 30 days prior to construction or opening. This plan review will be good for 12 months past the date of review. After the expiration date, a new plan review and the appropriate fee will need to be resubmitted.

**The following MUST be submitted with this questionnaire:** *(incomplete plans will NOT be accepted)*

1. Hard copy of floor plan showing layout of equipment and mechanical layout.
2. Complete menu.
3. SOP outlining cooling and reheating procedures for any PHF/TCS foods.
4. Specification sheet of equipment (including shelving) showing NSF or equivalent approvals.
5. Plan review fee. *(See fee schedule attached for applicable amount)*

1. Will this establishment be: \_\_\_\_\_ Temporary or \_\_\_\_\_ Permanent  
\_\_\_\_\_ Mobile or \_\_\_\_\_ Stationary

2. Do your managers or employees have food safety training? If yes, please list type of training below.

3. What is the seating capacity of your facility? \_\_\_\_\_

4. Will this establishment do any catering outside the establishment? \_\_\_\_\_

5. Does your establishment have a HACCP plan? \_\_\_ Yes \_\_\_ No

a) If yes please include 1 copy of HACCP plan and logs

### **DISHWASHING**

1. What is the size of the largest piece of equipment (including pans, pots, etc)? \_\_\_ L \_\_\_ W \_\_\_ D

2. What size is each compartment of the three-compartment sink? \_\_\_ L \_\_\_ W \_\_\_ D

3. Does the three-compartment sink have integral drain boards? \_\_\_ Yes \_\_\_ No

4. Will this establishment have a dishwasher?  YES  NO
  - a) If yes, will it have an indirect drain?  YES  NO
  - b) Will the dishwasher be a:  High temp sanitizing machine or a  Chemical sanitizing machine
    - (1) If high temp is checked will a hood be provided to vent steam out of the building? \_\_\_\_\_
  - c) Will any of the sinks or dishwashers have a pre-wash spray hose?  Yes  No
    - (1) If yes, where will they be located? \_\_\_\_\_
    - (2) Will the spray hoses be provided with back flow prevention?  Yes  No
4. Will the mop sink be provided with back flow prevention?  Yes  No
5. Are Facilities provided for hanging wet mops?  Yes  No If yes, Where \_\_\_\_\_

**WATER AND SEWER SUPPLY**

1. Will water supply be from  CITY  COMMUNITY WATER or  PRIVATE WELL
2. Will Sewage be disposed of by:  CITY or  SEPTIC SYSTEM
3. How many hot water heaters will be provided? \_\_\_\_\_
  - a) What will be the size of the water heaters? \_\_\_\_\_ gallons
4. What size will the outside grease trap be? \_\_\_\_\_ gallons
  - a) Where will the outside grease trap be located? \_\_\_\_\_
5. Where will coolers and freezers drain? \_\_\_\_\_
6. How many restrooms will be provided? \_\_\_\_\_
  - a) Will Restrooms have self-closing doors?  Yes  No

**SHELVING AND STORAGE**

1. How many, and what type of shelving will be used for coolers? \_\_\_\_\_
2. How many, and what type of shelving will be used for freezers? \_\_\_\_\_
3. How many and what type of shelving will be used for dry storage? \_\_\_\_\_
4. Where will chemicals be stored? \_\_\_\_\_
  - a) Will everything be stored at least 6" off the floor?  Yes  No
5. Will each refrigerator and freezer have thermometers?  Yes  No

**VENTILATION AND FIRE SUPPRESSION**

1. Is any frying going to be done in this establishment?  Yes  No
2. Are Ventilation hoods/ filters provided in kitchen?  Yes  No
  - a) If yes, where, and how many?  Cooking area  Dishwashing area
  - b) Is Fire suppression provided on hoods?  Yes  No
3. Do restrooms have vent fans venting to the out side?  Yes  No

**OUTSIDE OPENINGS**

1. Do all exterior doors open outward?  Yes  No
2. Are air curtains provided on any exterior doors?  Yes  No
3. Are screen doors provided on any doors?  Yes  No
4. Are screens provided on any windows that open?  Yes  No

**LIGHTING**

1. Is adequate lighting provided in all areas?  Yes  No
2. Are all lights shielded in food prep, storage, and serving areas (including coolers & freezers)?  Yes  No
3. Are all lights that are not shielded provided with shatterproof bulbs?  Yes  No

**TRASH AREA**

1. How many dumpsters with lids will be provided? \_\_\_\_\_
2. Will a grease barrel be provided? \_\_\_\_\_
3. Will a dumpster pad and enclosure be provided for trash area?  Yes  No

**FOOD PROTECTION AND PREPERATION**

1. Will any buffets, salad bars, or food bars be used in this establishment?  Yes  No
2. Will sneeze guards be provided?  Yes  No
3. Will hard ice cream be served?  Yes  No
  - a) Will dipper wells be provided?  Yes  No
4. How will hot foods be cooled? \_\_\_\_\_

5. Where will fresh produce be washed? \_\_\_\_\_

6. Where will frozen foods be thawed? \_\_\_\_\_

**FACILITIES** (Finish schedule- Applicant must fill in materials i.e. quarry tile, stainless steel, FRP board etc. )

ROOM NAME	FLOORS			WALLS		CEILINGS	
	Material	Finish	Cove	Material	Finish	Material	Finish
KITCHEN/PREP AREA							
KITCHEN/ COOKING AREA							
STORAGE AREA							
SERVING AREA							
DINING AREA							
DISHWASHING AREA							
RESTROOMS							
GARBAGE & REFUSE AREA							
OTHER							

**PLUMBING** (Applicant must complete the plumbing table below)

TYPE	NUMBER OF FIXTURES	DRAIN TYPE DIRECT/ INDIRECT	LOCATION
3-COMPARTMENT SINKS			
PREP SINKS			
HAND SINKS			
DIPPER WELLS			
SALAD BARS			
BUFFET TABLES			
MOP SINKS			
OTHERS			

**PLEASE SUBMITT ALL COMPLETED INFORMATION TO THE ABOVE ADDRESS.**

# Plan Review Fee Schedule

## SUPERMARKET MULTI-VENUE: \$500.00

### **Multi Venue Establishments:**

- Operate more than one food related facility on a common property w/ common owners.
- Facility building a food court for future lease operations.
  - Event Centers
  - School district food warehouse & cafeteria

### **Retail Food Establishments:**

- Operations that offer a full line of grocery items for sale to the public (i.e. fruit, vegetables, dry goods, bakery items, deli items, meats, dairy items, etc.)
- Offer foods subject to spoilage.
- Have such departments as: Deli, Bakery, Produce and/or Meat.
  - King Soopers
  - Safeway
  - Albertson's

## FULL SERVICE: \$360.00

### **Full Service Establishments:**

- Operations that offer **complete and varied menus** for breakfast, lunch and/or dinner.
- Multiple entrees for each meal period – may include soups, salads and/or desserts.
- Customer seating.
- May have liquor service.
  - Holiday Inn
  - Texas Roadhouse
  - Red Lobster

### **Institutional Establishments:**

- Operations that run in conjunction with larger facilities with non-food related activities.
  - UMC West
  - Laramie County Detention Center
  - Laramie County Schools

## DAY CARE CENTERS: \$250.00

- Commercial daycare centers with children all day.
  - LCCC Discovery Center

## FAST FOOD: \$250.00

- Operations that specialize in one or two main entrees such as hamburgers, pizza, chicken, salad and/or ice cream products. LCCC Discovery Center
- Food preparation is generally simple and involves one or two steps.
  - Burger King
  - Starbucks
  - Mr. Jims Pizza
  - Mobile Food Truck
    - Oompah Tacos
    - R&B Food Truck
    - On the Hook

**Satellite Kitchens:**

- Senior Citizens Centers
- Schools

**SPECIALTY / OTHER: \$190.00****Specialty Establishments:**

- Operations that offers a limited single item menu such as ice cream, snow cones or cookies.
  - Atlas Theater
  - Baskin Robbins
  - Specialty Mobile Food Truck
    - Lanny's Homemade Ice Cream
    - Yeehaw Ice
    - Weenie Wrangler

**Retail Specialty Shops:**

- Operations that offer non-potentially hazardous items intended for off-premise consumption.
  - Eileen's Colossal Cookies

**Seasonal Establishments:**

- Operations that are open seasonally.
  - Pioneer Park Concession Stand
  - Powers Field

**Continental Breakfasts:**

- Operations that offer limited menus for **breakfast only**.
  - Comfort Inn
  - Fairfield Inn

**REMODEL / MISCELLANEOUS: \$125.00****Non-licensed or courtesy plan reviews:**

- Operations that offer prepackaged and prepared food with a simple menu.
  - Archer Fairgrounds Event Center
  - Storey Gym

**Remodels & Additions:**

- Operations that want to alter and/or add on to a structure.