



Benton County Health Department

Environmental Health

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Person-Centered Behavioral & Physical Health Care Public Health & Prevention Regulatory and Population Health Health Management Services

PLAN REVIEW PROCEDURE

Dear Applicant:

The Plan Review process is done for any type of food service facility, from brand new restaurants to minor remodeling. It is done to ensure compliance with the Oregon Food Code Rules along with food safety.

The Plan Review process is applied through the Benton County Environmental Health office and the process begins *prior* to construction. There are three parts to the procedure:

1. Submit the OHA Food Service Plan Review Application including a to-scale drawing of your plans and the fee. Fill in all requested information and include each of the items listed on page 3 of the OHA Restaurant Plan Review booklet to speed the process. ***Incomplete applications will not be reviewed.*** Once our office has reviewed the plans, an approval letter will be sent or a letter requesting additional information that will require a response.
2. Submit the Benton County Food Service Pre-opening Inspection Report with the fee and schedule the pre-opening inspection. Our office will be the last one to inspect your facility and review other building/plumbing/electrical/fire final sign-offs and verify compliance with the Food Code Rules.
3. Submit the OHA Restaurant and Bed-Breakfast License Application and pay the licensing fee prior to opening. A license is required in order to serve food or drinks to the public.
(Facilities that are currently licensed do not need to do this.)

The Oregon Food Sanitation Rules can be accessed at:

<http://public.health.oregon.gov/HealthyEnvironments/FoodSafety/Pages/rules.aspx>

Please call our office at 541-766-6841 if you have any additional questions or need clarification.

“Healthy People in a Healthy Community”