

Restaurant Plan Review Application Instructions

When filling out the Restaurant Plan Review Application, it is important that all lines are completed. The licensing process may be delayed if information is incomplete.

Part 1: Restaurant/Organization/Contacts

Facility Number:

This is the name of the facility/restaurant.

Facility Location Address:

This is the physical address of the facility/restaurant.

Owner Name [individual(s)]:

This is the name of the individual that owns the facility/restaurant.

Corporation Name:

This is the name of the corporation (Inc., LLC, etc.) that owns the facility/restaurant.

Owner Address:

This is the owner address the county will send information regarding the plan review.

Owner Telephone Number:

This is the owner's telephone number (please indicate home or office).

Owner Cell Phone Number:

This is the owner's cell phone number.

Owner FAX Number:

This is the owner's FAX number.

Contact for Plan Review:

This is the name of the person we will contact regarding plan review issues.

Contact Address:

This is the mailing address of the contact person.

Contact Telephone Number:

This is the contact person's telephone number (please indicate home or office).

Contact Cell Phone Number:

This is the contact person's cell phone number.

Contact FAX Number:

This is the contact person's FAX number.

Plan review approval should be sent to:

Upon approval of plans, a letter is generated and sent to the appropriate party. Check the appropriate box.

Approximate Completion Date:

Estimate the approximate date of completion.

Environmental Health Services



Part 2: Type of Construction

Type of Construction:

Check the appropriate box to indicate the type of construction. See table below for information describing each type.

Plan Review Type	Fee	Description
New Construction	Refer to FEE SCHEDULE	A new building or an existing building that was not previously licensed as a restaurant or not licensed by the Oregon Department of Agriculture (ODA). Also, where no kitchen exists now and area is not part of current kitchen food service operations, i.e. installing a kitchen in another part of the building.
Plan Review Remodel	Refer to FEE SCHEDULE	Remodeling an existing area of a licensed facility kitchen. Remodeling existing portions of the restaurant to change activity or use of that section. Removal or construction of any wall/floor with plumbing connections. Any other remodeling or construction work not defined elsewhere but requiring permits.
Plan Review Consultation	Refer to FEE SCHEDULE	Remodeling involving no more than two (2) fixtures. Examples of fixtures are: sinks, walk-in coolers, dishwashers, ice bins, ice makers, toilets, stove, hood, hot water tank, or permanent steam table. Remodeling or removing any wall/floor without plumbing connections but still requiring a permit.

Food Service Open or Closed

Indicate whether the facility will be "Open" or "Closed" during the planned New Construction, Remodel or Consultation by check the appropriate box.

Water Supply

Indicate the type of water source at the restaurant (i.e. City of Portland, Rockwood, City of Fairview, private system, etc.).

Sewage Disposal

Indicate the type of sewage disposal by checking the appropriate box.

Part 3: Submission of application

- Two sets of plans and appropriate fees (refer to Type of Construction Table above) **are required** to be submitted in order to process Plan Review application.
- Make check payable to Multnomah County Environmental Health.
- The person applying for a plan review **must sign and date** the Restaurant Plan Review Application.
- The Plan Review process may be delayed if application is submitted with incomplete information. Include Plan Review Menu Items.

Mail application and appropriate fee to:

Multnomah County Environmental Health
847 N.E. 19th Ave Suite 350
Portland, OR 97232