

## 2024 Plan Review & Licensing Requirements

### Food, Beverage & Lodging Establishments

Based on Hennepin County Ordinances No. 1, 3, 5, and 6 the following requirements and guidelines have been established for the construction, remodeling, conversion and operation of food, beverage and lodging establishments.

An annual license is required for the operation of food, beverage and lodging establishments in Hennepin County. A plan review is required to obtain the annual license to operate your business. This license will only be issued after the following steps have been completed: submission of a complete plan application, the applicant will be notified in writing by a plan reviewer when the plan is approved, payment of both the plan fee(s) and the license fee have been received and a final inspection has been passed. A plan reviewer will inform the applicant of any other requirements specific to their plan/operation.

### Plan Review Documentation Requirements

Submit a **complete** plan to Hennepin County Epidemiology and Environmental Health. A complete plan includes the following:

- Completed plan review application
- Application fee (\$100.00 for plan review; \$168.00 for onsite consult)
- Proposed Timeline (*we know it may change and that is okay, just give us an idea of when you are thinking of starting and finishing*)
- Menu
- Floor plan / facility layout drawn to scale
- Plan elevations
- Finish schedule (construction materials of work areas i.e. floors, walls ceiling, and base cove)
- Mechanical specifications
- Plumbing specifications
- Equipment schedules
- Equipment specification sheets for all equipment must be numbered according to plan equipment list and detailed on floor plan
- Cabinetry and countertop information
- Sleeping room dimensions for lodging establishments

The review process will not begin until all required documents as well as an initial deposit of either **\$100.00** for plan review OR **\$168.00** for onsite consult are received.

Call our office (612) 543-5200 and consult with a member of our front desk staff to verify completeness of your application. The Health Authority must approve plans before a city issues any construction permits for a food, beverage, lodging or children's camp establishment.

**\*Plan reviewers have 30 calendar days from receipt of the complete plan review application to respond with an approval or denial letter. This same 30 calendar day timeline applies to consult requests.**

## Plan Review Fees

- For the review process to begin, a minimum \$100.00 deposit must accompany the application. The remainder of the plan fee will be invoiced upon completion of the review process.
- Plan review fees vary greatly depending on several factors and will be determined by the plan reviewer. Key factors in determining plan review fee(s) include the size and risk level of the establishment as well as the amount of work to be done.
  - The fee for new establishments and for those remodeling more than 50% of an establishment is 1.5 times the cost of the current year's license fee.
  - The fee for establishments remodeling less than 50% of an establishment is equal to the current year's license fee.

## Consultations

- If you wish to speak with a plan reviewer without submitting a complete plan you may request either an onsite or an in-office consult (see fee schedule for associated fees). Consult fees will be applied toward any resulting plan fees.

## License Fees and Requirements

- License fees are separate from the plan review fees. All fees must be paid prior to a final inspection.
- Worker's Comp/Tax Form must be submitted prior to a final inspection. No license will be issued without this form.

## Final Inspection Requirements

- The establishment must be constructed and finished to conform to the approved plans. Any deviations from the original/approved plan MUST be approved by the plan reviewer. The Health Authority will inspect the establishment during construction as frequently as deemed necessary.
- The Health Authority must be contacted to schedule a final inspection prior to the start of operations and before a license(s) can be issued. Should the Health Authority arrive for the final inspection and the establishment is not ready, there will be a \$128.00 re-inspection fee.
- The final plan review fee(s) and the license fee must both be paid in full before a final inspection with the Health Authority can be scheduled.
- Approved plans are valid for one year from the approval date.

## Variance Request

If you are proposing to implement an operation, procedure, and/or equipment that does not comply with MN State Rules and Hennepin County Ordinances, you may request a variance from the regulations. The variance request includes the following (minimum):

- Complete a Variance Request Application (available at our Eden Prairie office or from our website: [www.hennepin.us/planreview](http://www.hennepin.us/planreview)).
- State the regulation from which you are requesting a variance.
- Explain the reason/need for variance from the regulation (financial reasons will not be accepted).
- Provide documentation supporting that the variance will not negatively impact food safety, public health, or employee safety. (This must also show that no other accepted operation, practice, technique and/or equipment can be substituted or is available)



# 2024 Plan Review Fees

The license categories are determined by the type of food, amount of food handling, risk level of the food, and the size of the operation. The types of facilities listed are examples. They are not all-inclusive. The specific operation of a food establishment may change the level from the one listed.

Primary – Largest or highest risk level facility at an address

Additional – One or more facilities at the same address with the same owner

<b>Special Fees</b>				
Opening without license – Opening facility without health official approval				<b>50% of license fee</b>
Non-professional plan – Hand drawn, not to scale, not by a licensed architect				<b>25% plan review fee</b>
Re-submission of plan – Major changes or new designer/architect after initial review				<b>25% plan review fee</b>
Late plan fee – Starting construction with an approved plan				<b>Double plan review fee</b>
On-site consultation fee				<b>\$168</b>
In-office consultation fee				<b>\$71</b>
Re-inspection fee				<b>\$128</b>
<b>Description</b>	<b>Type</b>	<b>New or over 50% remodel</b>	<b>Less than 50% remodel</b>	
Lodging	Large (more than 10 rooms)	Base fee	\$441	\$294
		Per room fee	\$15	\$10
	Small (10 or fewer rooms)	Base fee	\$279	\$186
		Per room fee	\$24	\$16
Children's Camp	Base fee	\$275	\$183	
	Per double bunk fee	\$12	\$8	
HACCP Fees	Initial HACCP Plan Review		\$401	
	Annual HACCP Audit		\$201	
<b>High Food – Large Facility</b>		<b>Type</b>	<b>New or over 50% remodel</b>	<b>Less than 50% remodel</b>
Full menu, >175 seats and/or >500 meals or equivalent portions				
<b>Open Food</b>				
• Banquet kitchen	• Complex cuisine	• Meat market (ROP, cured/smoked meat: HACCP plan required)	<b>Primary</b>	\$1,500
• Cafeteria	• Deli			\$1,000
• Caterer	• Family restaurant	• School w/ food made on-site or catered to other schools	<b>Additional</b>	\$747
• Commissary kitchen	• Fast food			\$498
• Combo deli/meat market	• Flight kitchen			
	• Large institution			
<b>High Food – Small Facility</b>		<b>Type</b>	<b>New or over 50% remodel</b>	<b>Less than 50% remodel</b>
Full menu, <175 seats and/or <500 meals or equivalent portions				
<b>Open Food</b>				
• Bakery (potentially hazardous fillings or decorations)	• Combo deli/meat market	• Meat market (ROP, cured/smoked meat: HACCP plan required)	<b>Primary</b>	\$1,164
• Banquet kitchen	• Complex cuisine	• School w/ food made on-site or catered to other schools	<b>Additional</b>	\$582
• Cafeteria	• Deli			\$388
• Caterer	• Family restaurant			
• Commissary kitchen	• Fast food			
	• Small institution			



<b>Medium Food – Small Menu</b>			<b>Type</b>	<b>New or over 50% remodel</b>	<b>Less than 50% remodel</b>
<b>Packaged</b>					
• Large grocery store					
<b>Open Food</b>			<b>Primary</b>	\$882	\$588
• Bakery/bake off (full, limited decorating, all non-potentially hazardous)	• Catering vehicle	• Produce dept. (cutting fruit/veggies)			
• Bar	• Kitchen (10 or fewer meals)	• School w/ catered food, minimal prep on-site	<b>Additional</b>	\$440	\$293
	• Meat market				
	• Pizza				
<b>Medium Food – Limited Menu</b>			<b>Type</b>	<b>New or over 50% remodel</b>	<b>Less than 50% remodel</b>
<b>Packaged</b>					
• Small grocery store					
<b>Open Food</b>			<b>Primary</b>	\$584	\$389
• Bakery/bake off (no prep, no decorating, all non-potentially hazardous)	• Cafeteria, no prep	• Other less than complete commercial kitchen			
• Catered food, no prep	• Childcare w/ catered food	• Test kitchen	<b>Additional</b>	\$291	\$194
	• Continental breakfast w/ waffle batter	• Re-heating packaged food for hot holding			
<b>Low Food</b>			<b>Type</b>	<b>New or over 50% remodel</b>	<b>Less than 50% remodel</b>
<b>Packaged</b>					
• Convenience store	• Pharmacy	• Warehouse			
<b>Open Food</b>			<b>Primary</b>	\$311	\$207
• Bakery (sales only)	• Farmers market stand (no samples)	• Produce dept. (no cutting/prep)			
• Bulk food, not hazardous	• Limited food	• Snack stand (hot dogs only)	<b>Additional</b>	\$156	\$104
• Coffee, fountain beverages only	• Rental kitchen				
<b>Low – Limited Food</b>			<b>Type</b>	<b>New or over 50% remodel</b>	<b>Less than 50% remodel</b>
• Chips, pretzels	• Half-day child care w/ snacks & milk only	• Portable bar	<b>Primary</b>	\$146	\$97
• Packaged snacks, not primary business		• No prep or ware-washing	<b>Additional</b>	\$72	\$48



# Plan Review Application – Food, Beverage & Lodging

Return To:  
**Hennepin County Public Health Department**  
**Epidemiology and Environmental Health**  
**479 Prairie Center Dr, Eden Prairie, MN 55344**

Establishment Information			
Establishment Name:		Phone:	
Address:		City:	State: MN Zip Code:
License Holder/Business Owner Information			
<i>Must be a valid mailing address; all future correspondence &amp; renewal paperwork will be sent to this address</i>			
Owner Name:		Phone:	
Address:		City:	State: Zip Code:
Contact Name:		Owner Email:	
Plan Review Type & Timeline			
<input type="checkbox"/> On Site Consult \$168.00	<input type="checkbox"/> In Office Consult \$71.00	<input type="checkbox"/> New or Remodel \$100.00	
<b>ESTIMATED TIMELINE:</b> START DATE: _____ COMPLETION DATE: _____			
Responsible Agent for Plan Review (if other than the owner)			
<input type="checkbox"/> Operator	<input type="checkbox"/> Contractor	<input type="checkbox"/> Designer	<input type="checkbox"/> Supplier
<input type="checkbox"/> Agent	<input type="checkbox"/> Other: _____		
Company Name:		Phone:	
Address:		City:	State: Zip Code:
Contact Name:		Contact Email:	
Contractor Information (if not named above)			
Company Name:		Phone:	
Contact Name:		Email:	
Project Summary			
<i>Briefly describe project (ex. new build, changing menu, equipment swap, adding walk-in cooler, etc.)</i>			

Type(s) of Service (check all that apply)			
<input type="checkbox"/> Sit Down <input type="checkbox"/> Take Out <input type="checkbox"/> Delivery <input type="checkbox"/> Catering <input type="checkbox"/> Liquor <input type="checkbox"/> Beer/wine <input type="checkbox"/> Other _____			
Proposed Hours of Operation		Other Information	
Mon: _____	Fri: _____	Total Square Footage: _____	
Tues: _____	Sat: _____	Number of Seats: _____ # Meals/day: _____	
Wed: _____	Sun: _____	Number of Units (lodging only): _____	
Thurs: _____		Pool: <input type="checkbox"/> Yes <input type="checkbox"/> No    Spa: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Finish Material Schedule (attach separate document if more space is needed)			
Finish Area (Room)	Walls	Ceiling	Floor / Basecove
Ex. Kitchen	Ex. FRP	Ex. Smooth vinyl tiles	Ex. Quarry tile / quarry tile basecove
<b>What will the wall finish be behind the cooking equipment?</b> <input type="checkbox"/> Insulated stainless steel panel <input type="checkbox"/> Ceramic tile <input type="checkbox"/> Other (specify): _____			
<b>Commercial water heater model &amp; size</b> (if applicable): <b>Model</b> _____ <b>Size</b> _____ gallons <i>*Location of water heater must be on the layout</i>			
Floor and base finish in walk-in cooler/freezer (if installing)			
Walk-in Cooler	Floor: _____		Base: _____
Walk-in Freezer	Floor: _____		Base: _____
Walk-in Keg Cooler	Floor: _____		Base: _____
Initial Payment			
(more fees specific to your project may be assessed later)			
\$100.00 for plan review; \$168.00 for onsite consult; \$71.00 for office consult (payable to: Hennepin County Treasurer)			
<b>Amount: \$</b> _____ <b>Send remaining fees to:</b> <input type="checkbox"/> <b>Business Owner</b> <input type="checkbox"/> <b>Responsible Agent</b>			
<i>*Starting construction without approval from the Health Authority will result in <b>DOUBLE</b> plan review fees</i>			
Applicant/Contact Information			
<b>Signature:</b> _____		<b>Date:</b> _____	
Please PRINT the following information:			
Name: _____		Phone #: _____	
Email: _____			

Submission Checklist

Plan \_\_\_\_\_ Cut Sheets \_\_\_\_\_ Menu \_\_\_\_\_ Fees \_\_\_\_\_ Application (signed/dated) \_\_\_\_\_

