



FOOD AND LODGING DIVISION
 Architectural Plan Review Section
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Thank you for using the Architectural Plan Review Section of the Guilford County Health Department. If we can be of further assistance, please contact us between 8:30 a.m. and 9:30 a.m. otherwise a voice mail message may be left.

The following items will be needed to complete the plan review process:

- 1 - A complete menu, including drinks
- 2 - Scaled drawing or plan blueprint, including elevations for bars, counters, self-service areas, and drink stations
- 3 - Equipment cut sheets, manufacture’s specification
- 4 - A completed application
- 5 - Employee Health Policy
- 6 - The plan review fee is \$250.00 due at submission of plan.

A complete set of drawings or plans consists of the following:

- 1 - Finish schedules,
- 2 - Scaled drawing, including, but not limited to kitchen, storage rooms, can wash location, restrooms, bars, counters, wait stations, self service areas, drink stations, refuse areas
- 3 - Water heater location.
- 4 - Waste/water fixtures
- 5 – Doors and windows
- 6 - If any custom millwork is to be done, shop drawings of the piece of millwork

*Additional information may be requested, as all concepts and operations are unique.

Only complete applications will be accepted. You can choose to deliver this information to our Administrative Assistant or mail it to the above address. Please allow adequate time (generally, less than 30 days) for review of any delivered plans.

Additional Resources:

Guilford County Web site: <http://www.guilfordcountync.gov/>
Restaurant Rules web site: <http://ehs.ncpublichealth.com/rules.htm>