

Enclosed please find the plan review packet, which includes the Plan Review Form. To obtain a copy of the Colorado Retail Food Establishment Rules and Regulations, please access our website at <http://sjbpublichealth.org/foodsafety>

**Please note: Written approval of plans and specifications is necessary prior to starting construction. A minimum of two (2) weeks shall be necessary for the department to review plans. Any revision(s) of plans and specifications shall be submitted to the department for review and approval. Plan approvals and licensing take approximately 8 weeks.**

To make the plan review process as quick and simple as possible, please observe the following procedures:

1. Plans must be complete and must include the following information:
  - a. Equipment layout
  - b. Equipment list by manufacturer and model number
  - c. Manufacturer's specification sheets
  - d. Mechanical diagrams including plumbing, kitchen and restroom ventilation and lighting
  - e. Interior finish schedule – Include samples of materials, finishes, and colors
  - f. Menu
  
2. **FILL OUT THE ENCLOSED PACKET COMPLETELY, INCLUDING THE FINISH SCHEDULE AND EQUIPMENT INSTALLATION LIST (notations like "see plans" will not be accepted). YOUR PLANS WILL BE RETURNED IF THE PROCEDURES LISTED HERE ARE NOT OBSERVED.**  
**\*Note: DOMESTIC EQUIPMENT IS NOT ACCEPTABLE.**

Section 11-401 of the rules and regulations requires that detailed plans and specifications be submitted to and approved by San Juan Basin Public Health prior to commencing construction of any newly proposed or proposed extensive remodel of a retail food establishment.

Please note that a required application fee of \$100 is due and payable prior to the plans being reviewed. Submit the \$100 fee and application. A fee of \$60/hour will be applied for review of the application and preoperational inspection. Please make your check payable to SJBP. Additional costs for the plan review and pre-opening inspection will be billed after the pre-opening inspection is completed. Please contact this office at least three (3) weeks prior to the contemplated opening and arrange for a final inspection. All construction and cleaning must be completed prior to opening inspection. In addition, all equipment must be in place and functioning at the time of the opening inspection.

Please submit your plans to:

San Juan Basin Public Health  
281 Sawyer Drive, Ste. 300  
Durango, CO 81303  
or  
[EH@sjbpublichealth.org](mailto:EH@sjbpublichealth.org)