

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
HEALTH REGULATION AND LICENSING ADMINISTRATION**

Fact Sheet: Plan Review

Did You Know? The FSHISD is responsible to review all construction plans for new establishments as well as those establishments undergoing renovations. Send all inquiries regarding information on the proper submission of plans by emailing food.safety@dc.gov or by calling (202)535-2180. A building permit applicant shall submit to the Division, via DCRA ProjectDOX, properly prepared plans, specifications and menu(s) for review and approval, including payment of required fees. Plans are to be submitted: *before* construction of a food establishment, *before* conversion of an existing structure to a food establishment; *before* remodeling and/or renovation of a food establishment and *when* there is a change in type of food establishment or food operation. In addition to facility plan review, all applications for mobile food vending must be reviewed for approval. Applications and plans, including a HACCP if applicable, are to be submitted for all new or expanding mobile vending operation. To obtain the current application or to inquiry regarding proper submission for a MOBILE VENDING OPERATION, you can send an email to food.safety@dc.gov.



FACT: There are currently almost 600 mobile food vendors operating in Washington, DC within specified zones for operation.

FACT: Approximately 75 plans for new construction, renovations, or remodeling are reviewed each month.

Recommendations

- For a “brick and mortar” (in a building) establishment, be sure to start the plan review process at the Department of Consumer and Regulatory Affairs (DCRA) Permits Center.
- It is best to submit your plans for a mobile vending operation before obtaining (purchasing or renting) the unit/vehicle to ensure you have the proper equipment installed to support your menu and processes.

For more information, please contact the
Division of Food at

food.safety@dc.gov