



## RETAIL FOOD MANUFACTURERS PLAN REVIEW

Montana Administrative Rules for Food Manufacturing Establishments, ARM 37.110.302, requires a copy of construction plans and specifications be submitted to the local health department prior to the construction of a new food manufacturing establishment, and as a condition of obtaining a license to operate; and prior to remodeling an existing establishment to expand or add food service facilities. This requirement is in addition to the local building and plumbing permits.

**The plans, along with a statement of an expected completion date and applicable plan review fee, shall be submitted to the CMHD Environmental Health District for review and comment BEFORE construction/production has begun.**

Owner/Operator Information:

Business Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business Establishment Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Web site Address: \_\_\_\_\_

Facility Plan Checklist:

- \_\_\_\_\_ 1. Floor plan attached. Must be drawn to scale, with equipment list and layout. Include finish materials of countertops, floors, walls, ceilings, etc.
- \_\_\_\_\_ 2. Plumbing plan with fixture list and location noted. Indicate direct drains.
- \_\_\_\_\_ 3. Menu or menu list attached.
- \_\_\_\_\_ 4. Building, fire and zoning requirements checked and approved.
- \_\_\_\_\_ 5. Water source: \_\_\_\_\_ Sewer: \_\_\_\_\_/Septic: \_\_\_\_\_ (check one)
- \_\_\_\_\_ 6. Water source approved? Water must come from an approved source, ie., public water supply, licensed water hauler, etc.

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Processing Plan Checklist:

- \_\_\_ 1. List common and your trade name for the proposed product.
- \_\_\_ 2. Is the processing confined to repacking (taking large containers of food and repacking into smaller retail-size packages)?
- \_\_\_ 3. Will there be on-site retail sales? Will stores be carrying the product? If yes, what stores?
- \_\_\_ 4. Will the product be sold via the Internet?
- \_\_\_ 5. Will the product be sold only in Montana or outside Montana?
- \_\_\_ 6. List all ingredients in order of predominance by weight and the weights and measure of each per batch and identify batch size.
- \_\_\_ 7. List all components that have ingredients within the ingredients (in parentheses), such as mayonnaise (egg yolks, vegetable oil, lemon juice, salt, vinegar ...)
- \_\_\_ 8. Are there any restricted ingredients to be used or already in your product, such as sulfites, sweeteners, MSG, flavorings? If yes, list them.
- \_\_\_ 9. List all food colorings, whether added directly or contained within ingredients used in the product (ingredients within ingredients).
- \_\_\_ 10. Are there any organic claims being made? If yes, then attach copies of certification or other documentation from the Montana Department of Agriculture.
- \_\_\_ 11. Are there any other claims being made, such as "pure", "natural", "light", "low cholesterol", "low fat", "reduced salt", etc? If yes, attach documentation supporting this claim. If a nutritional claim is made, you may not use the exemption from nutritional facts labeling.
- \_\_\_ 12. Include nutritional labeling if making a nutritional claim. (Nutrition labels are required after May 1994 with some exemptions, including small business producing less than 10,000 units last year and having fewer than 50 employees, if no label claims are made or implied.)
- \_\_\_ 13. Include safe handling procedures, such as refrigeration, on the product label.
- \_\_\_ 14. Will there be an "Out of Date" or "Best If Used By" date on the label?
- \_\_\_ 15. Describe in detail your manufacturing process, including times, temperatures of cooking (if applicable), source of principal ingredients, set up procedures, finished product handling, closures, production or date codes, shelf life, quality control or testing procedures, etc.
- \_\_\_ 16. Describe packing materials, container closures.
- \_\_\_ 17. Labeling review and approval is required prior to licensing. An actual sized label exhibit is required. A clear photocopy will suffice.

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Please submit the above information with this application and applicable plan review fee to the CMHD Environmental Health Office at 300 1<sup>st</sup> Ave N, Suite 201, Lewistown, MT 59457, 14 days prior to plan review appointment date.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Licensed Establishment Plan Review Fee Schedule

### Retail Food Establishments

Montana Administrative Rules for Food Service Establishments, Title 37, Chapter 110, Subchapter 241, requires a copy of construction plans and specifications be submitted prior to undertaking construction of a new retail food establishment, and as a condition of obtaining a license to operate; and prior to remodeling an existing establishment to expand or add food processing or food service facilities. This requirement is in addition to the local building and plumbing permits. The plans, along with a statement of expected completion date shall be submitted to the local environmental health department for review and comment BEFORE construction has begun.

\$150 - Type A: Bars/casinos with limited menu of less than 10 items

Prepackaged foods only (no preparation)

Coffee shops without food or menu of less than 10 items

Retail manufacturers of non-potentially hazardous foods

Food warehouses

\$250 – Type B: Full service bars/casinos with food menus

Expanded menu (10 or more items)/preparation c-stores

Fast food restaurants

Cafes and full service restaurants

Retail manufacturers of potentially hazardous foods

Full service grocery stores

Catering businesses

**Call us at 535-7466 if you are not sure of your proposed business type.**

*Adopted by the CMHD Board of Health on November 14, 2019*