

To help us process your plan review approval efficiently, please pay close attention to the documentation required.

Food or Lodging Plan Applications

Provide the following for your plan review:

1. Two complete printed sets, or one digital set, of:
 - Architectural and kitchen drawings, including millwork drawings and specifications, showing all finish schedules;
 - Plumbing plans, including water heater model and size;
 - HVAC plans; and
 - Electrical plans, including indoor lighting plans.
2. Copy of the proposed menu.
3. The anticipated volume of food to be stored, prepared and sold or served.
4. A functional flow plan indicating how food will be handled.
5. The size, location and finish schedule of the garbage and recycling enclosure or room.
6. A complete set of all food equipment specification sheets; digital format preferred.
7. A completed Environmental Health Plan Review Permit Application and appropriate plan review fee.

After receiving all of the above information, review of your plans will begin. Allow approximately two (2) weeks for permit issuance or communication detailing code-required changes and/or additional information needed in order to approve the plan.

Food Establishment Equipment

Equipment includes all the articles used in the operation of a food establishment such as, but not limited to, walk-ins, refrigerators, freezers, ventilation hoods, ovens, stoves, ice makers, sinks, dishwashers, fryers, grills, preparation tables, storage shelving, cabinets, bars, backbars, wait stations, beverage dispensers, mixers, grinders, slicers, and other food and beverage preparation equipment.

Installation or reinstallation of any new or existing food equipment must not occur until the Environmental Health Plan Review Permit is issued. Permit approval and equipment installation must comply with all applicable requirements of the State Food and Bloomington City Codes. Furthermore, all equipment must be installed or reinstalled according to the approved plans.

Construction - Plan Review

All who construct, extensively remodel or convert buildings used as food and/or lodging establishments must comply in with Bloomington City Code Section 14.455.

No structure of any kind will be erected until the plans and arrangement of the building, passageways, streets and parking spaces have been first approved by the Planning and Building and Inspection Divisions of the City. Building permits are required for all structural work. Electrical, plumbing, HVAC and fire suppression system plans must be reviewed, approved and permits issued from the City. These plans need to be submitted to the Building and Inspections Division located within the Community Development Department of Civic Plaza, 1800 W. Old Shakopee Road or digitally through the Permit Portal online at: <https://permits.bloomingtonmn.gov/ProdPortal>

Those construction projects being expedited under the fast track building permit process, must not have equipment or floor, wall or ceiling finish materials installed until the Environmental Health Plan Review Permit is issued.

One full set of approved plans must be maintained at the site of the construction project. Any changes to the approved plans during construction requires review and approval, and must be endorsed as meeting code requirements at the time of the final construction inspection.

All permitted construction and installation of equipment must be completed, inspected and approved by the Building and Inspection, Fire and Environmental Health Divisions before any required City licenses can be issued allowing opening for business or receiving food deliveries.

Other Licensed Business's Plan Submission Requirements

Body art, therapeutic massage and tanning establishments must provide two complete sets of printed, or one digital set, of plans detailing the finish schedule for floors, walls and ceilings, scaled drawings and equipment being used in the facility.

Public swimming pool plans are reviewed and approved by the MN Department of Health pool engineer. The Environmental Health Division reviews remodeling plans for fencing, decking and replacing equipment not specifically requiring plan review by the state.

Fees & Licenses

Fees for plan review are part of the license fee schedule in Bloomington City Code Section 14.03.

You must apply for and receive your City-issued license before opening for business. Note that some license such as serving alcohol require City Council approval and take several weeks to process. Call the City's Licensing Division at (952) 563-8728 for more information. Current licenses must be posted in a location visible to the public.