

BLUEPRINT CHECKLIST

The following is a checklist of items that must be completed/provided in order for your blueprints to be reviewed for approval. Please see that each and every item on this list is completed, provided or applicable to your blueprints to avoid delay in processing. If the information you provide (ie. Blueprints/specs/plot plans) is not in compliance with the following, your blueprints will be returned to you for completion/correction. Thank you for your cooperation in this matter.

***NOTE: NO BLUEPRINTS SHALL BE REVIEWED FOR APPROVAL WITHOUT RECEIPT OF A COMPLETED APPLICATION FOR LICENSE. PLEASE SEE THAT THIS ARE INCLUDED WITH YOUR BLUEPRINTS OR SENT IN ADVANCE.**

- Please provide a cover letter explaining and identifying type of operation (slaughter, processing, etc.) and/or deviations and product flow.
- Please provide blueprints or professional quality drawings and specifications
- Specifications must be in agreement with the blueprints
Example: Specifications describe suitable area for dry storage although no dry storage is shown in the floor plan.
- Identify the incoming water line
- Identify all sewer lines
- Identify limits of official premises
- Drawings must be legible with clear, sharp lines and good contrast in all areas.
- Partial floor plans need a plot locator key, and all partial plans should constitute a complete floor plan that matches the outline of the building on the plot plan.
- Separation of official and unofficial premises must be identified
- Retail area should be part of official premises or completely separated.
- Please describe finishes for all wall, door and floor surfaces (must be impervious to moisture and easily cleanable)
- Ceiling, rail heights and door widths must be indicated
- There must be adequate separation of raw and cooked product
- Toilet room must have exhaust ventilation
- Toilet rooms cannot open directly into processing room.
- Lockers should not be in toilet rooms.
- No doors leading directly from outside into processing areas are allowed.
- There must be adequate storage for dry goods
- Living quarters are not allowed in an official building.
- Water wasting equipment can not drain over floors.
- An Inspectors' office area complete with a desk, chair and locking cabinet must be provided (for Type I facilities).