PLAN REVIEW PROCEDURE FOR OBTAINING A LICENSE TO OPERATE
A FOOD, BEVERAGE AND/OR LODGING ESTABLISHMENT

Plans and specifications must be approved and a construction inspection made before a license can be issued. **An expansion or remodeling of existing facilities must have plans and specifications approved prior to any construction.**

1. You must obtain a permit granting zoning approval for the use of the land as a food, beverage and/or lodging establishment. This permit is obtained from the Planning & Zoning Office located in the Lake County Courthouse. Submit a copy of the permit to the Public Health Department Office located at the Health & Human Services Building.

2. Submit to the Public Health Department, detailed plans and specifications covering the proposed construction as described below, along with the required fee for the plan review. Checks are to be made payable to the Lake County Public Health Department. See application for the appropriate fee.

3. After the Public Health Department has approved the plan and construction is complete, you must request a final on-site inspection.

4. At the final inspection, the Public Health Department will take your application and fee for the license. (Refer to the Lake County License Application for appropriate fees.)

5. **Existing Facilities:** Licenses are **NOT** transferable to another person or place. The new licensee is required to contact the Lake County Public Health Department, Division of Environmental Health, regarding procedures for obtaining appropriate license applications.

Complete plans and specifications for new food, beverage and/or lodging establishments, as well as expansions or major remodeling to existing establishments, must be submitted to, and approved by, the Lake County Public Health Department **before** construction begins. On all construction where major remodeling occurs, plans and specifications must be prepared by a registered engineer, architect or land surveyor as required by Minnesota Statutes. The plans shall be legible and completed in all details. All plans and specifications shall include, but not be limited to the following:

1. **Plumbing:** All plumbing in the permanent buildings must be installed in compliance with the Minnesota Plumbing Code. Plans shall be submitted as outlined in the Instructions and Additional Information for the Submittal of Plumbing Plans (page 2) of the Plumbing Plan Review Application. Provide a schedule of all fixtures and appurtenances to be installed in the building. This schedule is to include a complete description as well as manufacturer’s catalog number of each fixture. Review of plumbing plans contact: Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, Plumbing & Engineering Unit, 443 Lafayette Road N., St. Paul, MN 55155-4343. Phone (651) 284-5067, Fax (651) 284-5748.

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2. **Water Supply:** Detail of construction of well, pump setting, type and capacity of pressure tank, and detail of pump house. (If water is obtained from a municipal supply, merely indicate this fact.)

3. **Sewage Treatment and Disposal System:** Contact the Planning & Zoning Office located in the Lake County Courthouse for Septic Permit Application. (218) 834-8327.

4. **Swimming Pools, Hot Tubs, Whirlpools and Spas:** For review and approval, contact Minnesota Department of Health, Division of Environmental Health, Swimming Pool Engineering, 625 North Robert Street, P.O. Box 64975, Saint Paul, MN 55164-0975. (651) 201-4503.

5. **Food and Beverage Service Equipment:** Equipment layout and list of equipment indicating makes, model numbers or any other identification (note that all food and beverage service equipment must meet applicable National Sanitation Foundation Standards); finishes of floors, walls and ceiling; lighting (minimum of 20 foot candles on all working surfaces and 10 foot candles on other surfaces); location of hand washing sinks; location of toilet facilities; ventilation; hot water generating equipment. Obtain Plan and Specification. Review Form from the Lake County Public Health Department. (218)834-8400.

6. **Lodging Establishment:** Layout of sleeping rooms, showing room size, maximum occupancy, exits to hallways or outdoors, fire escapes, window location, description of ventilation and heating equipment, and floor and wall finishes. (218) 834-8400.

    Send all Food, Beverage & Lodging plans to:
    **Lake County Public Health Department**
    **Division of Environmental Health**
    **616 Third Avenue**
    **Two Harbors, MN 55616**

7. **Americans with Disabilities Act:** For information, contact Minnesota State Council on Disability, 121 E 7th Place, Suite 107, St. Paul, MN 55101. (651) 296-6785.

8. **State Fire Marshall:** For information on fire safety regulations, contact the State Fire Marshall Division, 444 Cedar Street, Suite 145, St. Paul, MN 55101. (651) 215-0500.

9. **Mobile Home Parks & Recreational Camping Area:** For review, approval and licensing, contact Clarine Northey, MDH, NE District Office, 320 West 2nd Street, Room 703, Duluth, MN 55802. (218)723-4649.

10. **Applications for liquor, beer and cigarettes:** May be obtained from the Auditor’s Office, located in the Lake County Courthouse. (218) 834-8315.

Thank you.