



## Public Safety Department Support Services Division

### **ENVIRONMENTAL PLAN REVIEW LICENSE APPLICATION**

Attached you will find an application for an environmental plan review permit which is required for all new, altered or remodeled food facilities (grocery/restaurant etc., health clubs, commercial day care facilities, pet shops, candy stores, therapeutic massage and lodging facilities.)

It will be necessary for you to complete the attached application in its entirety, *along with 2 sets of plans*, and leave it with us. We will forward the application to our environmental plan reviewer, Erik Solie, who is a contracted employee for Richfield from the City of Bloomington. He can be reached at (952) 563-8978. Mr. Solie, after reviewing your application and plan, will determine what the extent of the project is which will determine the fee. You will be advised by Mr. Solie of the amount of your environmental plan review license fee at that time and may make a check out to "City of Richfield" and leave it with him or pay it to City of Richfield licensing staff **prior** to any work beginning. This fee is in addition to the business license fee that is required.

Once we have received the environmental plan review license fee, you will be in a position to begin the project. Until the license fee is paid, no temporary or final occupancy certificates will be issued and occupancy of the facility will not occur until the license fee has been paid. The license fee structure is also attached for your review.

If you have questions concerning the process, you may contact Erik Solie at (952) 563-8978 or Business Licensing Dept. (Richfield) at (612) 861-9870.

**City of Richfield**  
**Environmental Plan Review License Application**

Name of Facility: \_\_\_\_\_

Job Site Address: \_\_\_\_\_ Tenant/Building Name: \_\_\_\_\_

Total Project Valuation: \$ \_\_\_\_\_ The applicant is the  Owner  Contractor

**PROJECT VALUATION MUST INCLUDE MATERIALS AND LABOR WHETHER DONE BY CONTRACTOR OR OWNER**

**Property Owner**

Name \_\_\_\_\_  
 Address \_\_\_\_\_ Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (     ) \_\_\_\_\_  
 Email \_\_\_\_\_

**Contractor / Applicant**

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (     ) \_\_\_\_\_ License # \_\_\_\_\_  
 Email \_\_\_\_\_

**Business Owner**

Name of Owner: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Name of Business: \_\_\_\_\_ DBA: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Type of Work**

- New Construction  
 Remodel  
 Addition

**I hereby apply for an environmental plan review license and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Richfield and with the Minnesota Building Code.**

**THE UNDERSIGNED AGREES TO NOTIFY ENVIRONMENTAL HEALTH @ (952) 563-8934 WHEN READY FOR ANY INSPECTIONS RELATING TO THIS LICENSE TYPE.**

<b>Applicant's Signature</b>	<b>Date</b>
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For Office Use Only

Environmental Plan Review License Fee \$ \_\_\_\_\_

**Conditions of Issuance**

*(office use only)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**Conditions of Issuance**

- On-Going inspections during construction (Call Erik Solie @ (952) 563-8978)
- Temporary Certificate of Occupancy
- Final Certificate of Occupancy



City of Richfield  
 6700 Portland Avenue South  
 Richfield, MN 55423  
 (612) 861-9860

PLAN REVIEW FEE FOR FOOD, THERAPEUTIC MASSAGE AND LODGING  
 PERCENTAGE OF FACILITY INVOLVED WILL BE DETERMINED BY STAFF

Descriptions:

Type I Establishment: a large high-risk food establishment serving on average 500 or more meals per day; having 175 or more seats; or having 500 or more customers per day.

Type II Establishment: a small high-risk food establishment serving on average fewer than 500 meals per day; having fewer than 175 seats; or having fewer than 500 customers per day.

Type III Establishment: a medium risk food establishment serving mainly non-potentially hazardous foods and potentially hazardous foods prepared elsewhere and only heated or held cold onsite; or serving or retailing foods such as pizza carryout or delivery, requiring handling followed by heat treatment.

Type IV Establishment: a food establishment with minimal food handling such as preparing coffee, hot dogs, blended mixed drinks, packaged foods customers heat onsite, continental breakfasts, unpackaged baked goods made elsewhere.

Type V Establishment: a food establishment with non-potentially hazardous food or food products sold in the original packaging.

Environmental plan review—includes the physical remodeling, updating, equipment replacement, equipment additions and the general overall review of all plans/work. This also includes all new development projects.

	New Construction and/or Major Remodel (over 50% of facility involved)	Extensive Remodel (25–50% of facility)	Minor Remodel 0–24% of facility)	Non-remodel approval consultation \$5,000 or less in costs)
Type I	\$ 3,148.00	\$ 1,641.00	\$ 886.00	\$ 150.00
Type II	\$ 2,168.00	\$ 1,188.00	\$ 660.00	\$ 150.00
Type III	\$ 1,188.00	\$ 661.00	\$ 394.00	\$ 150.00
Type IV	\$ 582.00	\$ 227.00	\$ 114.00	No fee
Type V	New project or change of owner - \$ 138.00		Minor remodel - permit but no plan check fee	
Therapeutic Massage	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00