



LODGING ESTABLISHMENT PLAN REVIEW APPLICATION GUIDELINE

(Please complete all applicable sections)

NEW

REMODEL

CONVERSION

Name of Establishment: _____

Number of guest rooms: _____

Establishment Address: _____

Contact Phone and Name: _____

Name of Owner: _____

Owner's Mailing Address: _____

Owner's Telephone: _____

Owner's Email Address: _____

Applicant's Name: _____

Title (owner, manager, architect, etc.): _____

Applicant's Mailing Address: _____

Applicant's Telephone: _____

Applicant Email Address: _____

1. Projected Date for Start of Project: _____

2. Projected Date for Completion of Project: _____

3. It is recommended that plans be drawn to scale or have dimensions indicated. Plans should be submitted at a minimum of a 8.5 X 11 sheet of paper.

4. Finish schedule of surfaces for floors, walls, ceilings, and food storage/prep areas.

5. Laundry room detail including equipment and provisions for storage of clean and soiled items.

6. Location and type of ice machines. (Note: Ice machines for customer self service shall be automatic dispensing in a manner which eliminates the possibility of contact except for that portion being dispensed.) If the operator will dispense ice, please describe in detail.

7. Location and manner for refuse disposal.

8. Water Supply

A. Is the water supply public () or non-public/private () ?

B. If private, has source been approved? YES () NO ()

Attach copy of written approval and/or permit from DEQ (or provide prior to opening).

9. Sewage Disposal

A. Is the sewage system public () or non-public/private () ?

B. If private, has sewage system been approved? YES () NO ()

Attach copy of written approval and/or permit from DEQ (or provide prior to opening).

10. Documentation from the Fire Code Official having jurisdiction for compliance with Life Safety Code 101. The Authority Having Jurisdiction (AHJ) will normally be the Fire Marshall for the municipality where the establishment is located. If there is no local AHJ then the document must be from the State Fire Marshall's Office.

11. If limited food will be provided as authorized by the lodging regulations, provide a floor plan indicating the location and types of equipment, sinks, finish schedule, storage areas, a detailed description of the foods and beverages to be provided, and a description of any preparation required by the operator or customer. The limitations for food service under a lodging license are found in section 310:285-3-14. **Note:** If equipment requiring warewashing or multi-use utensils are provided either in the guest rooms or food service area, facilities shall be provided for warewashing as provided in the lodging rules.

12. Affidavit of Lawful Presence by owner if individual ownership.

13. If this lodging establishment will have a swimming pool or spa, please submit an application with plans to the Oklahoma State Department of Health for a public bathing place in accordance with Chapter 315, Public Bathing Place Facility Standards.

