



RETAIL FOOD ESTABLISHMENT PLAN SUBMITTAL FORM

Bureau of Environmental Health Services
Division of Food Protection & Rabies Prevention

Please attach this completed form when submitting Retail Food Establishment plans for review. Review of plans is a free courtesy service offered by DHEC to assist with permit compliance and is provided as staff resources allow. Submitted plans are reviewed for the following items: proposed layout, food equipment certification ([4-205.10](#)) and material/finish schedule. Mechanical and plumbing reviews are under the jurisdiction of the local building and code officials.

To obtain a Retail Food Establishment Permit, the facility must be in full compliance with the [SC Regulation 61-25: Retail Food Establishments](#).

Establishment Information

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

County: _____

Contact Information

Contact Name (submitting plans): _____

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____

Office: _____ Mobile: _____

Construction/Renovation (estimated)

Start Date: _____ Completion Date: _____

One full set of plans with food equipment specification sheets may be submitted, using one of the following addresses:

Postal or Courier Service

Hand Delivery or Courier Service

SC DHEC
Bureau of Environmental Health Services
Division of Food Protection and Rabies Prevention
2600 Bull Street
Columbia, SC 29201

SC DHEC
Bureau of Environmental Health Services
Division of Food Protection and Rabies Prevention
8500 Farrow Road, Building #5
Columbia, SC 29203

For plan submittal questions, please call (803) 896-0640.

For permitting and construction information, and other training materials please visit the following link to our website: <https://www.scdhec.gov/food>. The following documents at the link may be helpful to you:

[SC Retail Food Establishment Regulation](#), [Retail Food Establishment Application & Permit Document](#), and the [Good Manufacturing Practices Guide](#).