



Plan Screen Checklist for Health Review Section

This checklist applies to new or remodeled commercial food service facilities, including restaurants, carry-outs, grocery stores, convenience stores, hotels, catering facilities, movie theaters, stadiums, and amusement park concessions; senior feeding programs; nursing homes; assisted living facilities with more than 16 beds; public and private schools; penal systems and equipment evaluations.

Note: The applicant can click the link to submit electronic plans online through the Momentum Portal if you are **not** applying for a Prince George's County Building Permit, e.g., (UO, CI, CE, CG, CU, NCGU, RAZE).

First, you need to create a login: [Register - CIVICS](#)

Next, click the link to begin the application process:
<https://momentum.princegeorgescountymd.gov/submit-record>

Health Plan Review Fees begin on page 22: <https://www.princegeorgescountymd.gov/sites/default/files/media-document/DPIE%20Fee%20Schedule%20-%20202-17-2025.pdf>

Note: Applicant must check all boxes (either provided or not applicable) and upload the checklist with plans in the Health Document Folder in Projectdox/Eplan.

Address: _____

#	Provided	Not Applicable	Item
1.	☐	Must be provided	File name in eplan matches sheet name
2.	☐	Must be provided	Cover page or table of contents stating what is submitted
3.	☐	Must be provided	Location (address)
4.	☐	Must be provided	Building Permit # is provided
5.	☐	Must be provided	Scope of work (work description) provided on the cover sheet
6.	☐	Must be provided	Menu, List of items to be consumed, HACCP
7.	☐	Must be provided	Title blocks all sheets with the project address and a date. Designer name and contact information.
8.	☐	☐	Site Plan
9.	☐	☐	Finish Schedule
10.	☐	☐	Equipment Schedule (manufacturer & model number)
11.	☐	☐	Hood and mechanical ventilation drawings
12.	☐	☐	Plumbing Riser
13.	☐	☐	Lighting Plan

- Link to Health Review Section [Health Section | Prince George's County \(princegeorgescountymd.gov\)](#)