



Food Establishment Electronic Plan Review Submittals

March 2024

The Plan Review email address (MDH.electronicfoodplans@maryland.gov) will facilitate the efficient submission of electronic plans and communication with our Plan Review team. Architectural plans, equipment cut sheets, HACCP plans, and all other required documents may be submitted electronically. A copy of the application must accompany electronic submissions.

To submit drawings/plans and documents electronically via the Plan Review email address: MDH.electronicfoodplans@maryland.gov.

The documents must be submitted:

- In PDF format, properly oriented and to scale, all PDF comments (i.e. AutoCAD, SHX, Text) must be removed before submission;
- So there is a separate PDF for each plan must be provided (architectural, electrical, mechanical, plumbing, etc.);
- With all required information. Specification sheets, menu, HACCP Plan, etc., must be provided as a separate PDF;
- Leaving the upper-right corner blank for the MDH electronic approval stamp;

NOTE: If a file is too large, the file must be compressed and sent as separate emails and the email subject should be labeled as follows: "PROJECT NAME, CITY" Email 1 of 3, Email 2 of 3, Email 3 of 3, etc.

Cloud-based links to the required documents may also be submitted to MDH.electronicfoodplans@maryland.gov.

An automatic confirmation email will be sent to the applicant when the plans are submitted via the plan review mailbox.

The Maryland Department of Health cannot accept electronic payment at this time. When submitting electronic plans, the applicant must mail a physical copy of the plan review application with the payment to 6 St. Paul Street, Suite 1301, Baltimore, MD 21202. An application will be entered into our Plan Review database only after payment is received.