

City of Lubbock Environmental Health Department

**Plan Review Submittal Process**

- 1- Turn in a complete set of architect stamped plans. There are 3 options for that –
  - a. email a link to the inspectors email (Large files cannot be received)
  - b. deliver them to 1314 Ave K, Lubbock, TX (take them to the large windowed office on the first floor to the Environment Health desk)
  - c. mail them ATTN Environmental Health 4<sup>th</sup> floor, PO Box 2000, Lubbock, TX 79457
- 2- Submit a [plan review](#) packet (We prefer to get this with the plans but it can come shortly after if needed. Submittal is the same as above.)
- 3- Pay \$300 fee by check or over the phone with our admin at 806-775-2928. (We are having some staff shortages and other covid related issues so if you pay by phone please let me know so I can coordinate.)  
*\*\*\*\*It is preferred that the info above is submitted together but we are aware that sometimes the parts are coming from different places\*\*\*\**
- 4- The information will be reviewed and if there are any problems you will be contacted by your inspector.
- 5- Once everything is satisfactory we will release our part of the building permit.

Once the facility is built we will start the food permitting process (this has to be done before opening):

- 6- Have facility rep contact the inspector to schedule a pre-inspection. This is where we will make sure everything is the same as the plans and determine if there are any additional things to be done before opening.
- 7- During the pre-inspection a risk assessment will be performed. This will determine the type of permit or permits you need.
- 8- The facility will be left with a list of any finishing touches (if necessary) and the facility will be able to purchase the permit that day if so desired. (This can be done by following the steps under #1 but be sure this paperwork is submitted with payment: [pemit application](#) )
- 9- Once the facility has the receipt for the permit they are allowed to open.
- 10- Sometime after opening, the first full and scored inspection will be performed. During this visit the official permit will be delivered.

Our fillable forms and other resources are available online at [www.mylubbock.us/eh](http://www.mylubbock.us/eh) . Page 6 of the plan review packet has phone numbers for other departments that may be involved for your convenience.