



Public Health
Prevent. Promote. Protect.

NORTH CENTRAL PUBLIC HEALTH DISTRICT
"Caring For Our Communities"

Licensed Facility – Plan Review
Agency Sign-Off Form

(see directions on reverse side of page)

Name of Establishment:		Facility Address:		Facility Phone:	
Establishment Owner(s):		Mailing Address:		Day Phone:	
Contact Person & Title:		Mailing Address:		Day Phone:	
Alternative Phone:		Alternative Phone:		Alternative Phone:	
Projected start date:			Projected date for completion:		
<p>Proposal Summary (Describe in brief your proposed activities, additions, alterations, and or construction in your facility. Clearly state whether you will add/alter plumbing fixtures, alter floor plans, expand the building, change the current use of the building/property, etc.)</p>					

Local Agency Sign-Off

Agency	Date	Signature	Comments	Permit #
Local City Planning Department (if applicable)				
Oregon Department of Agriculture				
County Planning Dept.				
Mid -Columbia Fire & Rescue				
Building Codes– Plumbing				
Building Codes – Electrical				
Oregon Liquor Control Commission (OLCC)				

Form Directions

The purpose of this form is to ensure that all new licensed facility developments are in compliance with all local codes, ordinances, and laws.

After your plans have been received and conditionally approved by North Central Public Health District (Environmental Health Office) you will be asked to go to each of the indicated local agencies to acquire official signatures acknowledging approval your proposed project. These agencies may require that you submit additional information and acquire permits before they approve your proposal. We recommend that you include any permit numbers issued on this form.

Once all local agencies have signed this form, North Central Public Health District (Environmental Health office) may then formally approve your plans. Your plans will not be approved and you will not receive your license to operate until this form is completed. Failure to comply with this requirement is a violation of both Oregon State rule and statute. For example, operating a restaurant, mobile food unit or bed & breakfast without formal plan review approval (and a license to operate) this is a violation of OAR: 333-150-0000¹ & 8-201.12(F) and ORS²: 624.020, 624.320.

Failure to comply may lead to facility closure, civil penalties, and/or criminal penalties. You may obtain a hearing for any denial, suspension, revocation or closure by contacting North Central Public Health District. Such hearings are in accordance with ORS Chapter 183.

Local Agency Contact Information

City of The Dalles Planning Department 313 Court Street The Dalles, OR 97058 (541) 296-5481	Gilliam County Planning Department 221 S Oregon Street Condon, OR 97823 (541) 384-2381 Michelle.colby@co.gilliam.or.us
Oregon Department of Agriculture 635 Capitol St NE Salem, OR 97301 (503) 986-4550 info@oda.state.or.us	Mid-Columbia Fire & Rescue 1400 W. 8 th Street The Dalles, OR 97058 (541) 296-9445 m CFR@m CFR.org
Wasco County Planning Department 2705 E 2 nd Street The Dalles, OR 97058 (541) 506-2560 planners@co.wasco.or.us	Building Codes 2705 E 2 nd Street The Dalles, OR 97058 (541) 506-2650 Building.department@oregon.gov
Sherman County Planning Department PO Box 381 110 Main Street #2 Moro, OR 97039 (541) 565-3601	Oregon Liquor Control Commission 141 SE Dora Avenue Troutdale, OR 97060 (541) 572-8948