

## **FAQ:**

### **Can photos be attached in the portal?**

Photos can be attached in the portal. The electronic plan review program we use will open these, but they are not preferred. Staff may also print them out for review.

### **Can I submit my plans online and then send in payment?**

No. The plan submission portal has been updated and re-launched on January 30, 2024. Electronic plan submissions are now pay at submission. Plans will not be routed to the division for review until payment has been made. Also, plan review will no longer invoice for electronic submissions.

### **What is the current review time?**

Staff is allotted up to 30 days to complete plan review, though staff work to complete the reviews as quickly as possible. Many factors can affect the timing, e.g. completeness of the submission, number of submissions received, staffing, etc.

### **What is a pushcart?**

Pushcart means a non-self-propelled vehicle equipped with permanently mounted fresh water holding tanks and waste holding tanks, limited to serving food requiring minimal handling or commissary-wrapped food maintained at proper temperatures. (a.) Food products prepared on and served from such units are limited to: non-potentially hazardous foods; or the preparation and service of frankfurters; except that other potentially hazardous food products, including soft serve frozen desserts, may be prepared on and served from such units if the unit is operated only within a fully enclosed facility such as a mall, coliseum, arena, stadium, etc. (b.) Must operate for an approved, permitted, commissary and must report back to the commissary daily for cleaning and resupply.

### **Can I start my project prior to receiving approval?**

No. Projects may not begin until the preview process is complete and approval has been granted. If a project begins prior to approval, there is a probability if codes are not met, that the progress may be stopped or delayed while repairs are completed.

### **What is the Service Area Approval form?**

This form is for mobile food service units and pushcarts. ADH must know where at a minimum mobile units will discharge the gray/waste water from their unit. Discharge areas can be city dump facilities, restaurants, car wash with grease trap, campground, RV Park, or septic system.

If utilizing an individual septic system, approval from the local county onsite wastewater staff must be submitted along with the Service area approval. Since septic systems are designed according to usage (square footage and number of bedrooms) this step helps to ensure that the septic system can handle the added waste load.

**Does a cottage food operation have to be permitted?**

Cottage food operations are home based operations that are not regulated or permitted. The Arkansas Cottage Food Law provides home based food operations with specific allowances for home prepared foods. In addition, the allowed food items are very limited and very specific.

Persons wanting to operate under the cottage food law should visit the Arkansas [cottage food guidelines](#)

**Where do I find information about onsite sewage facilities?**

Information pertaining to septic systems and wastewater disposal can be found [HERE](#)