



TENNESSEE DEPARTMENT OF AGRICULTURE

**JAI TEMPLETON
COMMISSIONER**

**Consumer and Industry
Services**

Welcome!

Re: Food Manufacturer / Warehouse Plan Review Addendum

In addition to completing and returning the Food Manufacturer / Warehouse Plan Review Questionnaire found on TDA's food website, the following documents should be submitted:

1. Floor plan of food establishment showing the location of equipment, plumbing, electrical services, mechanical ventilation including the location of the sink(s) used to clean equipment and utensils, hand sink(s) and mop sink(s).
2. Labeling of all products produced and packaged in the establishment as is applicable.
3. Business license or registration with the TN Department of Revenue.
4. A lease agreement that is signed, dated and notarized as is applicable. (1st & last page)
5. A certificate of occupancy which is issued by a municipal or county building department.

The completed questionnaire and required documentation can be uploaded to TDA's Consumer and Industry Services website at NewFood.business@TN.gov or mailed to:

Tennessee Department of Agriculture
Consumer and Industry Services
Attn: Food and Dairy
P.O. Box 40627
Nashville, TN 37204

We appreciate your cooperation and look forward to doing business with you.