



PLAN CHECK INFORMATION FOR FOOD FACILITIES

The requirement to obtain a plan check for a new or remodeled food facility is contained in the California Health and Safety Code. Listed below are some frequently asked questions and answers related to this process:

1Q. HOW LONG WILL IT TAKE FOR MY PLANS TO BE REVIEWED?

1A. Every effort is made to review plans as soon as possible. The exact timeframe for reviewing plans varies with the workload, there is a maximum review time of 20 work days; however, we strive for a shorter period.

2Q. WHAT HAPPENS IF MY PLANS ARE NOT APPROVED?

2A. They will be returned to you with an explanation of the deficiencies so they can be corrected and resubmitted.

3Q. AFTER MY PLANS ARE APPROVED WHAT SHOULD I DO WITH THEM?

3A. Take one set of your plans to the City Building Department, or if in the unincorporated area, the County Building Department, and keep the other set at the construction site. Obtain your Building Permit and begin construction.

4Q. WILL THERE BE INSPECTIONS REQUIRED DURING THE CONSTRUCTION PROCESS?

4A. Yes, call your plan checker, whose contact information is on your approval letter, to arrange for an inspection when construction is 90% complete; the floor has been laid; and all major equipment, i.e., sinks, refrigerators, and cooking equipment is on-site, then call for a final inspection at the end of construction. **Call 2 working days prior to the date your inspection is desired.**

5Q. WHEN WILL I BE ABLE TO OPEN FOR BUSINESS?

5A. After the final construction inspection is conducted and you have met all Environmental Health requirements, an application for a Permit to Operate will be issued. You will also have to obtain the necessary Building Department clearances and obtain a city business license if required, prior to opening. Since most cities require proof that you are in compliance with "Health Department" requirements before you are issued occupancy clearance, be sure to keep your Environmental Health Division approvals.