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TITLE: Plan Submission Procedures	

AUTHORITY:

Health and Safety Code Section 114380

POLICY:

Requirements for the submission of plans and specifications in applying for a permit to construct or remodel a food establishment.

PROCEDURES:

1. Plan Submission Procedures

Plans are to be submitted to the Environmental Health Services Division in triplicate (prior to submission to the local Building Department). A plan check fee (payable to “S.B. Co. Environmental Health Services”) is due at the time the plans are submitted. Fees are based upon the size of the establishment (excluding office space and customer eating areas). The fee is non-refundable and is separate from the fees which may be charged for the services of other government agencies. Plans will be approved or returned for corrections within twenty (20) working days after receipt. If plans must be returned for extensive revision or major correction, an additional fee equal to 50 percent of the original fee must be paid each time the plans are re-submitted. Upon approval of the plans, two (2) sets will be returned to the applicant for submission to the local Building Department in application for permits for any proposed structural, electrical, plumbing or ventilation work. Upon issuance of any necessary building permits, the “job set” of plans, bearing the approval stamps of all responsible government agencies, will be returned to the applicant. It is essential that this set of plans be kept at the job site for reference during all stages of the project... If the applicant wishes to propose any changes to the plans as approved, the effected sheets of drawings or specifications must be resubmitted for the approval of the responsible agencies.

2. Plan Identification

The following information must be clearly indicated on the cover sheet of the drawings:

The business name and location of the proposed food establishment, the name, mailing address and telephone number of both the individual who prepared the plans and the establishment

owner, the square footage of the establishment (excluding office space and customer eating areas) and the scale to which the plans were drawn. Each sheet of the drawings must be numbered sequentially and dated to indicate the date originally drawn or most recently revised.

3. Plan Components

Floor Plan: Showing all rooms and areas of the establishment, identified as to intended use (e.g. prep. Kitchen, cook line, dish was area, food storeroom, rest rooms, customer area, employee change room, janitorial area exterior refuse holding area, waitress station, bar and service bar).

Equipment Plan: Showing all equipment related to the storage, preparation display and service of food and the washing and storage of utensils. As may be necessary for clarification, specifications must be submitted showing equipment materials and dimensions and plumbing, gas, electrical and ventilation needs. A dishwashing machine, if proposed, must be indicated by the name of the manufacturer and the model number (as listed by the National Sanitation Foundation).

Plumbing Plan: Showing the type and location of all plumbing fixtures, (including water heater gallonage), sewer connections and hot and cold water connections. Readily accessible indirect waste receptors (floor sinks or fixed air gap devices) must be shown for all food holding equipment which discharges liquid waste. (e.g. ice machines, ice bins, food prep. sinks, refrigerator drain and condensate lines, wet steam tables and spill trays of beverage dispensing equipment). Backflow protection devices must be shown in protecting water lines when there will be a direct connection between the potable water supply and chemicals, nonpotable water, other liquids or gases (e.g. water lines connected to pressurized carbonated beverage dispensing equipment, food waste disposers, steam cookers and dishwashing machines with detergent, rinse aid or sanitizer feeders).

Electrical or Reflected Ceiling Plan: Showing the type and location of light fixtures. In addition, the types of shields or diffuser panels proposed to prevent breakage of light bulbs and fluorescent tubes installed in food preparation and utensil was rooms and walk-in refrigerators must be indicated.

Mechanical Plans: Specification on any mechanical exhaust ventilation system (hood and make-up air vents, as shown on the equipment plan) must be provided by the applicant's completion of this Division's Mechanical Exhaust Ventilation System Plan Check Data sheet. These specifications and calculations are to be submitted with elevated drawings of the complete hood and duct systems.

Finish Schedule: The plans or accompanying specifications must state both the material and surface finish for floors, floor/wall junctures (bases), walls and ceilings in all rooms and areas of the proposed food establishment. In addition, the color of the finish of walls and ceilings in food preparation and utensil wash rooms must be stated (e.g.) "Kitchen walls and ceiling: white enamel paint over smooth gypsum wall board"). If acoustical ceiling panels or fiberglass reinforced wall panels are proposed for installation in such rooms, the name of both the manufacturer of the product and the product line (or design number) must be stated. It may be neces-

sary for the Division to request that a sample of the proposed floor, base, wall or ceiling finish be submitted for evaluation with the plans and specifications.

4. Inspection and Final Approval

Progress of a project and conformity of the work to the plans will be evaluated by randomly scheduled inspections during construction. However, it is the applicant's responsibility to call (with one to two working days notice) and request an inspection immediately prior to the installation of equipment and again upon completion of all work. When the final inspection demonstrates that the project has been completed according to the approved set of plans and in conformity with applicable provisions of the State Health and Safety Code, the Health Permit application will be approved. Upon issuance of the Health Permit, the applicant will be billed for an annual Permit fee, based upon the size of the establishment. It is the applicant's responsibility to obtain the separate approvals, inspections or licenses which may required by any other government agencies.