



San Mateo County
Environmental Health Services Division
 2000 Alameda de las Pulgas #100
 San Mateo, CA 94403
www.smchealth.org/foodforms
 phone (650) 372-6200 fax (650) 627-8244



PLAN REVIEW CHECKLIST

The following checklist information is required at plan check submission; the plan review specialist will contact you if additional information is needed. Plan Check drop-in times are Tuesday through Friday from 8:00 a.m. – 10:00 am. For other appointment availability, please contact Liberty Cerezo at (650) 372-6276.

PROJECT NAME: _____

ADDRESS: _____

CONTACT INFORMATION: _____

INFORMATION REQUIRED	Yes	n/a
Complete Environmental Health application		
Provide 3 sets of plans		
Provide 1 set of equipment specification sheets		
FLOOR PLAN		
Floor plan: minimum ¼" = 1 ft. scale		
All equipment must be labeled to correspond with equipment schedule		
PLUMBING PLAN		
Plumbing Plan: minimum ¼" = 1 ft. scale		
Hot and cold water lines		
Waste lines: Label all floor sinks and drains. Show which equipment drains indirectly or directly to sewer		
Water heater information (size, recovery rate, BTUS or KWS) use hot water demand calculation		
RESTROOMS		
Restrooms shall be accessible without going through the food prep, ware washing, or food storage areas unless route of access complies with the exception. (separation of 3 ft. from food prep and with rail/wall 3 feet in height).		
Provide ADA requirements.		
Provide soap and single service paper towel dispensers.		
Provide self-closing device on doors.		
WAREWASHING		
Dishwasher (Note: hot temp dishwasher requires a type II hood)		
Multi-use kitchen and/or customer utensils		
Three (3) compartment sink with integral drain boards on both sides of the sink, indirectly connected to sewer* (Building Department may request to be directly connected to sewer – Uniform Plumbing Code Section 704.3)		

HANDWASHING SINK	Yes	n/a
Must be located in each food preparation area.		
Provide wall mounted dispenser for soap and single service paper towels.		
JANITORIAL/MOP SINK		
Provide faucet with approved back flow prevention device/vacuum breaker.		
PREPARATION SINK		
Minimum 18" x 18" x 12" with at least one integral drain board, and must drain indirectly (air gap) to a floor sink. (Building Department may request to be directly connected to sewer – Uniform Plumbing Code Section 704.3)		
Floor sinks must be flushed to floor surface unless otherwise noted by local Building Department.		
Note: any washing, thawing or soaking of food items requires a prep sink. It is not required when food items are pre-packaged.		
LIGHTING		
Light Plan Minimum ¼" = 1 ft.		
Food preparation lighting must be covered with shatter proof covers.		
VENTILATION PLAN		
Minimum 1/4 " = 1 ft.		
Exhaust Hood: Detailed drawings, specifications, and calculations. 100% make up air is recommended and electrically interconnected with exhaust system. Air balance schedule required if make-up air does not equal hood exhaust.		
FINISH SCHEDULE		
Required for all rooms including walk-in boxes.		
Floors must be smooth, durable and non-absorbent.		
Cove base minimum 4" high with 3/8 inch radius integral with floor.		
Wall & ceiling surfaces are smooth, washable in ware washing areas, food preparation areas, janitorial areas, employee restrooms, and open food storage areas.		
STORAGE AREAS		
Storage of food (minimum 25% of the square footage (sq. ft.) of the kitchen/prep areas for restaurant etc. Additional storage may be required in facilities with more than 100 seats or greater than 400 sq. ft. of prep area.		
Employee clothing and/or personal effects (lockers, designated personal storage areas)		
Cleaning agents, supplies, and chemicals (enclosed shelving)		
Other storage areas, i.e. remote storage		
FOR MOBILE FOOD FACILITIES		
Refer to Mobile food facilities section.		
OTHER		
Proposed menu		
COMMENTS:		