



PLAN REVIEW FREQUENTLY ASKED QUESTIONS

- 1. How long is the plan review process?** We have up to 20 business days to review plans. Plans are reviewed in order which they are received.
- 2. Do I need an architect to prepare my plans?** No, however, we recommend the use of an architect or food service designer to satisfy other requirements needed for other agencies. i.e., local city building and planning department, fire, sanitary sewer district, etc.
- 3. What is required for plan review submittal?**
 - “3” set of plans **if facility is located in unincorporated areas, refer to the County of San Mateo Building and Planning for additional requirements. <http://planning.smcgov.org/>*
 - “1” set of equipment specification sheets (cut sheets)
 - Food Program Application which is available on our website
 - Plan review fee <http://www.smchealth.org/ehfees>
- 4. Is the plan check fee the same as the health permit fee?** No. The plan review fee is a separate fee. Once your facility passes the final inspection, another invoice will be sent to you for the annual health permit fee.
- 5. Do I need to pay another fee when I resubmit plans?** No, we allow one revision without fee. Additional reviews will be assessed an hourly fee.
- 6. When do I call for inspection?** Contact us at 80% of completion and at 100% completion for the final inspection.
- 7. Can you answer a question about the size of my grease interceptor?** Please refer to the local building/planning department and sewer authority. For unincorporated areas, contact the County of San Mateo Building and Planning department.
- 8. What types of equipment are approved for use in a food facility?** Equipment must be commercial grade and comply with applicable ANSI/NSF, UL, ETL. Custom fabricated equipment must be made by a certified NSF fabricator and must have the NSF mark.
- 9. Do I need to submit samples?** Yes, since there are a variety of colors, textures and look alike products, samples should be submitted for review.
- 10. Can I see someone before I start my project?** Yes, plan check drop-in hours without appointments are Monday to Friday between 8:00 am-10:00 a.m. To request other times, please make an appointment.

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