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.smegov.org/](http://planning.smegov.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](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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