SAN MATEO COUNTY HEALTH
ENVIRONMENTAL HEALTH SERVICES

Environmental Health Services
Food Program
2000 Alameda de las Pulgas, Suite #100
San Mateo, CA 94403
Phone: (650) 372-6200 | Fax: (650) 627-8244
smchealth.org/food

Food Facility Plan Check Process

Submit the following:
1. Plans (3 sets if submitting paper copies)
2. Plan review application
3. Food plan check fee categories
4. Payment

Plans are reviewed within 20 business days from payment. Review can occur concurrently with local agencies review.

Denied ❌

Submit Revisions
Revised plans are reviewed.

Approved ✅
Valid for two years from date of approval. Paper copies (2) retrieved by applicant. Electronic approved plans will be emailed.

Obtain local agencies approval before construction.

Construction begins.

Mid-construction Inspection
Contact EHS for ~80% pre-final inspection.

Schedule Final Inspection and Apply for a Permit
Contact EHS to schedule a final inspection and submit a new food business application.

Final Inspection
Inspection report issued for approval to operate. Pending grading placard issued. Permit will be mailed. EHS will sign off on city job card.

Obtain local agencies approval before opening for business.