



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

PLAN REVIEW FREQUENTLY ASKED QUESTIONS

1. **How long is the plan review process?** Allow up to 20 business days to review plans. Plans are reviewed in order 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: smcgov.org/planning*
 - “1” set of equipment specification sheets (cut sheets)
 - Food Program Application which is available on our website
 - Plan review fee: 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. **Are there other Agencies I need to contact?** Yes, including but not limited to Local Building and Planning/Zoning Dept., Fire Dept., Sanitation District, Alcoholic Beverage Control.
6. **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.
7. **When do I call for inspection?** Contact us for a pre-final inspection (80% completion) and a final inspection (100% completion, includes all finish work and operable utility hookups).
8. **Do you determine the size of the grease interceptor?** No, please refer to the local building/planning department and sewer authority. For unincorporated areas, contact the County of San Mateo Building and Planning department.
9. **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 bear the NSF mark.
10. **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.
11. **Can I see someone before I start my project?** Yes. Plan review drop-in consultation hours are by appointment only, Monday through Thursday, at 2000 Alameda de las Pulgas, Suite 100, San Mateo.
12. **Can I start construction before the plans are approved?** No. Plans must be approved first.