



Food Facility Plan Check Process

Submit the following:

1. Plans (3 sets if submitting paper copies)
2. Plan review application
3. Equipment Specification Sheets
4. Scope of Work
5. Construction Plan Review Checklist
6. Payment

Plans are reviewed within 20 business days after all required documents listed above and payment is received. Review can occur concurrently with local agencies review.

Pending Information /Revision Request

Revised plans are reviewed within 10 business days. May be submitted over the counter.

Approved

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

Additional Review

Obtain local agencies approval before construction.

Construction begins.

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

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

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

Obtain local agencies approval before opening for business.