



## **Construction Plan Approval Procedures for Food Facilities**

### **Excerpt from the California Health and Safety Code, Section 114380:**

(a) A person proposing to build or remodel a food facility shall submit complete, easily readable plans drawn to scale, and specifications to the enforcement agency for review, and shall receive plan approval before starting any new construction or remodeling of any facility for use as a retail food facility.

### **Plan Review Process:**

Plans are reviewed in the order they are received. Once your plan is reviewed and approved, the plan reviewer will contact you by phone or email. If revisions are needed, the plan reviewer will contact you to discuss what is required to meet Health and Safety code requirements. Expedited plan review is available.

### **Plan Submittal Requirements:**

Submit plans with application and fee to:

San Mateo County  
Environmental Health Services  
2000 Alameda de las Pulgas, Suite 100  
San Mateo, Ca 94403  
Phone: (650) 372-6200

Application and fee schedule for new and remodeling plans can be found here: [smchealth.org/food](http://smchealth.org/food)

- A completed plan review application with the required fees payable to San Mateo County Environmental Health
- Three (3) complete set of plans. Incomplete plans will be rejected.
- A description of the project
- Equipment locations on the layout
- One (1) set of equipment specifications sheets for all equipment.
- Other information may be requested during the plan review process. (i.e. menu, finish samples, etc.)

### **Minimum Requirements for Food Facility Plan Approval**

The plans shall show and specify in detail the following:

1. Name and address of the food facility, the name and telephone number of owner, contractor and contact person.
2. Plans drawn to scale, e.g. ¼ inch = 1 foot and including:

- a) site plan
- b) Floor plan showing equipment layout including method of installation. Equipment specifications, brochures, and elevations may be required.
- c) Complete equipment list, including equipment specifications (cut sheets). All new and replacement food related and utensil related equipment shall meet or be equivalent to approved applicable sanitation (ANSI/NSF) standards.
- d) Plumbing schedule
- e) Electrical schedule
- f) Detailed exhaust ventilation and make-up systems (indicate types of hoods, etc.)
- g) A site plan showing proposed waste storage receptacle location.
- h) Finish schedule for walls, ceiling, and floors that indicates the type of material, color, the surface finish, and the type of integral cove base at the floor/wall juncture. Samples of proposed finish material may be required. Give specific brand names.
- i) Menu information

### Equipment Design and Construction

The most common certifying groups for equipment are:

NSF INTERNATIONAL (NSF)	
INTERTEK (MARKED ETL SANITATION)	
UNDERWRITERS LABORATORY (UL) MARKED "CLASSIFIED UL EPH"	
CANADIAN STANDARDS ASSOCIATION (CSA) MARKED "CSA SANITATION TO NSF/ANSI"	

### Field Construction Inspections

1. Pre-Final/ Construction Inspections. Contact the plan check specialist when your project is about 80% completed or before the installation of equipment. The Plan Review Specialist may conduct construction inspections during your remodel to verify compliance with the California Retail Food Code (Cal Code), and approved plans.
2. Final Construction Inspection. Upon completion of construction, including finishing work, you must contact the plan check specialist to arrange for a final construction inspection. Final inspection should be requested at least five (5) days prior to the proposed opening of the establishment. Final construction must be approved by this Agency prior to opening for business or use of remodeled areas.

Utilities (electric, gas, potable water, sewage disposal) must be available at time of final inspection. Hot water of at least 120° F must be provided at the mop sink, and minimum 100°F at

utensil sink and all hand wash sinks. All equipment must be operational (refrigeration units must be at proper temperature of 41F or below.

**Additional Plan Review information:**

If any changes are made after the approval process, you must re-submit amended plans for review. There is no fee for the first re-submittal.

By law, building permits for food facilities are not to be issued until plan approval is obtained from Environmental Health. Refer to the local agencies for their requirements prior to start of construction.

All construction and equipment installations are subject to on-site inspection. The food facility shall be approved to open when they pass final inspections with Environmental Health and local agencies.

**Link for Building Departments in San Mateo County**

[http://www.cab.ca.gov/general\\_information/bd/san\\_mateo\\_county.shtml](http://www.cab.ca.gov/general_information/bd/san_mateo_county.shtml)

**Link for Unincorporated Cities in San Mateo County**

<http://planning.smcgov.org/>

**Link for San Francisco International Airport**

<http://sfdbi.org/permit-services>





## FOOD FACILITY PLAN REVIEW PROCESS

