

**EL DORADO COUNTY  
ENVIRONMENTAL MANAGEMENT DEPARTMENT -  
ENVIRONMENTAL HEALTH DIVISION  
(530) 621-5300 or (530) 573-3450**

**PLAN REVIEW AND APPROVAL  
FOR CALIFORNIA RETAIL FOOD FACILITIES**

**I. PROCEDURES FOR PLAN REVIEW AND APPROVAL:**

Pursuant to the California Health and Safety Code, Division 104, Part 7, Section 114380, a plan approval must be obtained from the El Dorado County Environmental Health Division before constructing or remodeling any building for use as a food facility, or remodeling an existing food facility. Remodel of a food facility means construction, building, or repairing that requires a permit from the local building authority. The following procedures are required to process and approve food facility plans as well as to obtain final approval to open for business:

1. The plans must include sufficient information to demonstrate compliance with the minimum requirements of the California Retail Food Code (CRFC)
2. Plans may be prepared by an architect, draftsman, designer, contractor or owner. All plans must be drawn in a concise, detailed and professional manner. Inadequate plans will be rejected.
3. Items to be submitted to begin the plan review process:
  - A minimum of two(2) sets of detailed plans
  - Equipment specifications
  - A complete Service Request application
  - A complete business plan (include a copy of the menu)
  - A minimum plan review fee (fee determined by size and function of facility)
4. Upon plan approval, one set of approved plans must be maintained at the construction site until the final inspection has been made. The second set of approved plans will be kept on file by the Environmental Health Division until construction has been completed.
5. Before commencing construction, approvals must be obtained from Environmental Health, the local building authority and other appropriate agencies. Building permits for food facilities are not to be issued until plan approval has been obtained from the El Dorado Environmental Health Division.
6. If any changes on the approved plans are desired, revised plans shall be submitted for review and approval prior to construction.
7. All construction and equipment installation shall be subject to field inspection. The food facility shall not open for business until final approval is obtained from the El Dorado Environmental Health Division and a valid Food Facility Permit is issued. Call your Environmental Health Specialist at least 48 hours in advance for inspection appointment(s).

## **II. MINIMUM REQUIREMENTS FOR FOOD FACILITY PLANS:**

Plans shall be drawn to scale (the recommended scale is 1/4 inch = 1 foot), and shall include the following:

1. Name and address of the food facility
2. Name, mailing address, and telephone number of owner, contractor, and contact person
3. Vicinity map
4. Floor plan of entire facility
5. Floor plan showing equipment layout including:
  - a) Complete equipment checklist, including the methods of installation if necessary
  - b) Equipment specification sheets
6. Plumbing layout
7. Electrical layout (including lighting schedule)
8. Exhaust hood ventilation and make-up air systems design
9. Site plan including proposed exterior waste storage receptacle location
10. Room finish schedule for floors, base (coving), walls, and ceiling that indicates the type of material, the color and the surface finish for each room or area. Give specific brand names and colors. Samples and specifications of proposed floor and base material are required.

## **III. FIELD INSPECTION PROCEDURES:**

1. Contact your Environmental Health Specialist at least 48 hours in advance to request an inspection
2. Preliminary Construction Inspection --This inspection should be scheduled prior to the installation of equipment. The room finish materials and the rough plumbing will be checked.
3. Final / Pre- opening inspection -- This inspection should be scheduled upon completion of construction, including finishing work and operation of all equipment. At this time, the facility should be ready to operate, but the storage of food is not allowed until final approval is received.
  - a. Prior to opening for business or use of remodeled areas, the following must be completed:
  - b. Final construction must be approved
  - c. Plan check fees must be paid an annual health permit fee must be paid

**Please call your Environmental Health Specialist if you have any questions.**