



Environmental Management Department
Food Facility Plan Review Application
 New Construction / Major Remodel / Minor Remodel

OFFICE USE ONLY

PE: _____	\$: _____
Account #: _____	
Date Paid: _____	
Receipt #: _____	
County BID #: _____	

Submit this form with one complete set of plans to the Sacramento County Environmental Management Department (EMD) located at 11080 White Rock Rd, Ste 200, Rancho Cordova, CA. 95670. For electronic plan submittals, contact EMD Plan Review at (916) 874-6010 or email us at emd-ehplanreview@saccounty.net to receive additional submittal instructions. All plans must be drawn to scale (min 1/4" per foot) and printed on at least 24" x 36" paper when applicable. **Note: EMD plan review application and approval will expire one year after the date submitted.**

SR: _____ FA: _____ PR: _____ CT: _____ PE: _____

Facility Information: Facility Name: _____ Ph #: _____
 Address: _____ City: _____ Zip: _____
 Type of Facility (restaurant, market, etc): _____ Sq.Ft: _____

Payment / Billing Contact: Name: _____ Ph #: _____
 Address: _____ City: _____ Zip: _____
 Email: _____ Fax #: _____

Plan Submittal Contact: Name: _____ Ph #: _____
 Email: _____ Fax #: _____

- SCOPE OF WORK** (check all that apply): New Construction Remodeling Existing Permitted Food Facility
- Adding New Equipment Replacing Existing Approved Equipment Changing Facility Floorplan / Layout
- Adding or Replacing Sinks Adding or Replacing Dishwasher Adding or Replacing Water Heater
- Adding or Replacing Hood Ventilation System Adding or Replacing Walk-in Refrigerator or Freezer
- Replacing Floor, Wall, or Ceiling Finishes Substantial Menu Change Other: _____

- | | |
|---|--|
| <input type="checkbox"/> PE 1710 New Construction - Retail Market (Prepackaged)
(Prepackaged food sales only. No food preparation activity) | \$ 825.00
(Includes: initial review, 2 resubmittals, 2 inspections) |
| <input type="checkbox"/> PE 1711 New Construction < 2000 Sq.Ft.
(New construction or major remodel > 50% of combined Sq.Ft.) | \$ 2344.00
(Includes: initial review, 3 resubmittals, 2 inspections) |
| <input type="checkbox"/> PE 1712 New Construction 2000 – 6000 Sq.Ft.
(New construction or major remodel > 50% of combined Sq.Ft.) | \$ 2541.00
(Includes: initial review, 3 resubmittals, 2 inspections) |
| <input type="checkbox"/> PE 1713 New Construction > 6000 Sq.Ft.
(New construction or major remodel > 50% of combined Sq.Ft.) | \$ 3441.00
(Includes: initial review, 3 resubmittals, 3 inspections) |
| <input type="checkbox"/> PE 1714 Major Remodel
(Remodeling between 25-50% of combined Sq.Ft.) | \$ 1345.00
(Includes: initial review, 2 resubmittals, 1 inspection) |
| <input type="checkbox"/> PE 1715 Minor Remodel With Inspection
(Remodeling < 25% of combined Sq.Ft.) | \$ 897.00
(Includes: initial review, 2 resubmittals, 1 inspection) |
| <input type="checkbox"/> PE 1716 Minor Remodel Without Inspection
(Remodeling < 25% of combined Sq.Ft.) | \$ 519.00
(Includes: initial review, 2 resubmittals) |
| <input type="checkbox"/> PE 1717 Single Equipment Replacement
(Like for like replacement of existing approved equipment) | \$ 204.00
(Includes: initial review, 2 resubmittals) |
| <input type="checkbox"/> PE 1740 New Construction – Mobile Food Facility
(Category D permits only) | \$ 725.00
(Includes: initial review, 2 resubmittals) |

Plan Approved By: _____ Date: _____



**Environmental Management Department
Mobile Food Facility (MFF) Category D
Plan Submittal Checklist**

Submit **one (1) complete set of plans** along with the plan review application to the Environmental Health (EH) Plan Review office located at 11080 White Rock Rd. Rancho Cordova, CA. 95670. Plans must be drawn to scale, minimum ¼ inch per foot and be on minimum 8.5 x 11 inch paper. Additional sets of plans may be requested as needed. Contact EH Plan Review at 916-874-6010 or EMD-EHPlanReview@saccounty.net if you have questions about these requirements.

Plans shall include the following information:	Page #
Title Sheet (1 st page of plans) must include: <ul style="list-style-type: none"> Name of the business along with the owner, architect, and/or builder contact information. 	
Floor plan: Show the location of all food equipment, cooking equipment, sinks, hood ventilation system, counter tops, storage cabinets or shelving, refrigerators, etc.	
Elevation plan: Show the exterior top, sides, and rear of the vehicle. Include overall dimensions and door and window placement. Show the cabinet and equipment elevations for all interior walls. Include equipment legs, cove base, curbs, shelving and cabinets.	
Food equipment list: List on the plan, the make, manufacture, and model number of all food equipment. Label the list with numbers that correspond to the location of the equipment on the floor plan. <ul style="list-style-type: none"> Provide manufacturers product specification sheets for all food equipment. All food equipment must meet ANSI/NSF standards. 	
Door and window plan: Show the location of all doors, windows, and vents. <ul style="list-style-type: none"> All exterior doors and windows must self-close. 	
Plumbing plan: Show the location of all hot, cold, and wastewater plumbing lines. Include all food equipment drain lines, the location and size of potable and waste water holding tanks, the location and size of the hot water heater, and the location of propane tanks.	
Warewashing: Show the location of the three (3) compartment dish sink with attached drain boards. <ul style="list-style-type: none"> Minimum size of each basin: <ul style="list-style-type: none"> 12" wide x 12" long x 10" deep or 10" wide x 14" long x 10" deep 	
Handwashing sink: Show the location of at minimum one (1) handwashing sink. Sink must be placed in a location that is easily accessible for food employees. <ul style="list-style-type: none"> Minimum size of basin: 9" wide x 9" long x 5" deep. 	
Safety equipment: Show the location of the fire extinguisher and first aid kit. <ul style="list-style-type: none"> Fire extinguisher must be at minimum 10BC rated. 	
Standard operating procedures: <ul style="list-style-type: none"> Cleaning and sanitizing of potable water tank Cleaning and sanitizing of all food preparation areas. 	
Storage areas: Show the location where the cleaning supplies and employee's personal items/clothing will be stored.	
Finish Schedule (Floor, wall, and ceiling finishes): <ul style="list-style-type: none"> Floors shall be smooth, durable and non-absorbent. Cove base shall be min. 4" high w/ 3/8" radius integral with floor. Walls shall have a smooth washable finish. Ceiling shall have a smooth washable finish. 	
Exhaust hood: Show the location of the exhaust fan, grease cups, and baffle filters. <ul style="list-style-type: none"> Baffle filters must have vertical slats. Exhaust hood must overhand all cooking equipment by minimum six (6) inches. 	
Lighting plan: Show the location of all overhead lighting.	
Prep sink (if applicable): Any washing, thawing, or soaking of food items requires a food preparation sink. Prep sinks are not required when food items are pre-packaged or are prepared at the approved commissary. <ul style="list-style-type: none"> Minimum size of prep sink basin: 18" wide x 18" long x 12" deep with one 18" attached drain board or an 18" prep table adjacent to the prep sink. Prep sinks require indirect waste connection to a floor sink. 	
Proposed menu: Provide a proposed menu or complete list of food items the mobile food facility will be serving to the public.	
Housing & Community Development (HCD) requirements: Prior to issuance of the health permit, the owner/operator must show proof that the mobile food truck has been inspected and passed HCD requirements. This usually takes the form of an HCD sticker placed on/near the door.	