



**Environmental Management Department
Mobile Food Facility (MFF) Category D
Plan Review Process**

For new construction MFF and concession trailers that have not been previously permitted as an MFF, the owner/operator shall submit a complete set of plans to Environmental Management Department for review and approval prior to beginning the construction or remodel.

Submittal:

-Submit all required plans (refer to plan submittal checklist) along with plan review application and fee of \$770.00. Upon receipt of plans and fee is paid the review turnaround time is up to 20 working days. Printed or electronic plans are accepted. For electronic plan submittals, contact EMD Plan Review at (916) 874-6010 or email: emd-ehplanreview@sacounty.net to receive additional submittal instructions

Review:

-If items are found during the review process that need correction, a notification letter will be emailed to the plan review contact on the application. Once all items are addressed please re submit plans along with responses to the notification letter. Resubmittals may take up to 10 working days for review.

NOTE: Only one resubmittal is covered with the plan review fee. Additional resubmittals may be billed at an additional fee.

Plan Approval:

-Once plans are approved, they will be stamped digitally and emailed to the contact on the plan review application.

NOTE: All mobile food facilities are required to pass an inspection by the California Department of Housing and Community Development (HCD). <https://hcd.ca.gov/about/contact.shtml>

Ready for EMD inspection?

- Submit health permit application along with applicable fees (\$789.00).
- Submit commissary, restroom verification, route sheet for review.
- Obtained HCD insignia

Once all items are received and verified you will be informed via email that an inspection can be scheduled.

NOTE:

-Annual health permits are based on a calendar year basis (January 1st to December 31st) and are NOT prorated