



**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 [ehplanreview@saccounty.gov](mailto:ehplanreview@saccounty.gov) 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.**

SRH _____	FA: _____	PR: _____	CT: _____	PE: _____
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**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"/> <b>PE 1710 New Construction Retail Market</b><br>(Prepackaged food sales only. No food preparation activity)       | <b>\$ 1119.00</b><br>(Includes: initial review, 2 resubmittals, 2 inspections) |
| <input type="checkbox"/> <b>PE 1711 New Construction &lt; 2000 Sq.Ft.</b><br>(New construction or major remodel > 50% of combined Sq.Ft.)   | <b>\$ 2428.00</b><br>(Includes: initial review, 3 resubmittals, 2 inspections) |
| <input type="checkbox"/> <b>PE 1712 New Construction 2000 – 6000 Sq.Ft.</b><br>(New construction or major remodel > 50% of combined Sq.Ft.) | <b>\$ 2787.00</b><br>(Includes: initial review, 3 resubmittals, 2 inspections) |
| <input type="checkbox"/> <b>PE 1713 New Construction &gt; 6000 Sq.Ft.</b><br>(New construction or major remodel > 50% of combined Sq.Ft.)   | <b>\$ 4358.00</b><br>(Includes: initial review, 3 resubmittals, 3 inspections) |
| <input type="checkbox"/> <b>PE 1714 Major Remodel</b><br>(Remodeling between 25-50% of combined Sq.Ft.)                                     | <b>\$ 1393.00</b><br>(Includes: initial review, 2 resubmittals, 1 inspection)  |
| <input type="checkbox"/> <b>PE 1715 Minor Remodel With Inspection</b><br>(Remodeling < 25% of combined Sq.Ft.)                              | <b>\$ 929.00</b><br>(Includes: initial review, 2 resubmittals, 1 inspection)   |
| <input type="checkbox"/> <b>PE 1716 Minor Remodel Without Inspection</b><br>(Remodeling < 25% of combined Sq.Ft.)                           | <b>\$ 538.00</b><br>(Includes: initial review, 2 resubmittals)                 |
| <input type="checkbox"/> <b>PE 1717 Single Equipment Replacement</b><br>(Like for like replacement of existing approved equipment)          | <b>\$ 211.00</b><br>(Includes: initial review, 2 resubmittals)                 |
| <input type="checkbox"/> <b>PE 1740 New Construction Mobile Food Facility</b><br>(Category D permits only)                                  | <b>\$ 751.00</b><br>(Includes: initial review, 2 resubmittals)                 |



**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 plan review at 916 874 6010 or email at [emd-ehplanreview@saccounty.gov](mailto:emd-ehplanreview@saccounty.gov) with any questions.

Plans shall include the following information: (114380)	Page #
<b>Title Sheet</b> (1 <sup>st</sup> page of plans) must include: <ul style="list-style-type: none"> <li>Name of the business along with the owner, architect, and/or builder contact information.</li> </ul>	
<b>Floor plan:</b> Show the location of all food equipment, cooking equipment, sinks, hood ventilation system, counter tops, storage cabinets or shelving, refrigerators, etc.	
<b>Elevation plan:</b> Show the exterior top, sides, and rear of the vehicle. (114321) 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.	
<b>Food equipment list:</b> 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"> <li>Provide manufacturers product specification sheets for all food equipment.</li> <li>All food equipment must meet ANSI/NSF standards. (114130)</li> </ul>	
<b>Door and window plan:</b> Show the location of all doors, windows, and vents. <ul style="list-style-type: none"> <li>All exterior doors and windows must self-close. (114303)</li> <li>Service windows must be no greater than 216 square inches, self-closing and spaced at least 18 inches separately. (114259.2)</li> </ul>	
<b>Plumbing plan:</b> 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.	
<b>Ware-washing:</b> Show the location of the three (3) compartment dish sink with attached drain boards. <ul style="list-style-type: none"> <li>Minimum size of each basin:               <ul style="list-style-type: none"> <li>12" wide x 12" long x 10" deep or 10" wide x 14" long x 10" deep (114313)</li> <li>Water heater shall have a capacity of at least 4 gallons (114325)</li> </ul> </li> </ul>	
<b>Handwashing sink:</b> 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"> <li>Minimum size of basin: 9" wide x 9" long x 5" deep. (114311)</li> </ul>	
<b>Safety equipment:</b> Show the location of the fire extinguisher and first aid kit. (114323) <ul style="list-style-type: none"> <li>Fire extinguisher must be at minimum 10BC rated.</li> <li>Emergency exit must be at least 24"x36"</li> </ul>	
<b>Standard operating procedures:</b> <ul style="list-style-type: none"> <li>Cleaning and sanitizing of potable water tank (114221)</li> </ul>	
<b>Storage areas:</b> Show the location where the cleaning supplies and employee's personal items/clothing will be stored. (114161)	
<b>Finish Schedule (Floor, wall, and ceiling finishes):</b> (114301) <ul style="list-style-type: none"> <li>Floors shall be smooth, durable and non-absorbent.</li> <li>Cove base shall be min. 4" high w/ 3/8" radius integral with floor.</li> <li>Walls shall have a smooth washable finish.</li> <li>Ceiling shall have a smooth washable finish.</li> </ul>	
<b>Exhaust hood:</b> Show the location of the exhaust fan, grease cups, and baffle filters. (114149) <ul style="list-style-type: none"> <li>Baffle filters must have vertical slats.</li> <li>Exhaust hood must overhang cooking equipment by minimum six (6) inches.</li> </ul>	
<b>Lighting plan:</b> Show the location of all overhead lighting.	
<b>Proposed menu:</b> Provide a proposed menu or complete list of food items the mobile food facility will be serving to the public. (114252)	
<b>Housing &amp; Community Development (HCD) requirements:</b> 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. (114294)(c)	

