

Food Facility Plan Review



EMD Plan Review Requirements

Any person proposing to remodel an existing food facility or build a new food facility shall submit plans to the Environmental Management Department (EMD) for review and approval **prior to beginning the work.**

Plan review is required:

- Whenever a new food facility is being built
- Whenever a location is being converted into a food facility
- Whenever a kitchen or bathrooms are remodeled
- If there is a change in type of food being cooked (pizza place to a burger place)
- If equipment is being changed

EMD Plan Review Timelines

- Plans may be submitted simultaneously with your local building department.
- Timeframe for plan review is:
 - Approximately 20 business days from plan submittal to first comments.
 - Approximately 10 business days for resubmittal reviews (depending on scope of work).

How and Where to Submit Plans

- Electronic plans may be emailed to: emd-ehplanreview@saccounty.gov. If the plans are too large to be emailed, contact EMD at 916-874-6010 for information on how to submit your plans via an electronic drop box
- Paper plans may also be submitted in person or via mail to EMD
- With the plans, you will need to fill out and submit the following documents and information:
 - **Application for Environmental Health Plan Review (available on the EMD website)**
 - **Plan Submittal Checklist (available on the EMD website)**
 - **Proposed menu for the facility**
 - **Product specification sheets for all food equipment included in the plans**

Why do you need to submit plans to EMD?

- EMD plan reviewers can help you navigate code and ordinance requirements.
- Designing and constructing a code compliant facility will help avoid costly corrections and prevent health code violations.
- California Health and Safety Code section **114380** state that:

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.

What to Include in the Plans

- ✓ **Site plan and title sheet**
- ✓ **Floor and equipment plan**
 - Drawn to scale ¼ inch per foot
 - Product spec sheets required
- ✓ **Plumbing plan**
 - Supply and waste plumbing required
 - Water heater information required
 - All sink locations and sizes required
- ✓ **Door, window, and lighting plan**
- ✓ **Hood and HVAC ventilation plan**
 - Provide manufacture plans for hoods
- ✓ **Floor, wall, and ceiling finish plan**
 - Reflected ceiling plan, elevations and sample materials may be required

- Generally, a complete set of plans will contain the information listed on the left.
- However, each project is unique and may require additional information depending on the scope of work.
- Architects with experience designing retail food facilities can be helpful when determining what needs to be included in the plans.

Questions



Contacts and Additional Information

Environmental Health Plan Review contact information:

- Address: 11080 White Rock Rd. Ste. 200, Rancho Cordova, CA. 95670
- Phone #: (916) 874-6010
- Email: emd-ehplanreview@saccounty.gov
- Counter hours: Monday – Friday 8:00am to 12:00pm or by appointment.

Please visit our website for additional information.

- <https://emd.saccounty.gov/EH/Pages/PlanReview.aspx>

Planning on remodeling or upgrading your food facility? Watch this two minute video.

- <https://www.youtube.com/watch?v=KlpepVdcp4c>