

TO: Contractors, Consultants and Facility Owners

SUBJECT: Procedure for Food Facility Plan Review and Approval

BACKGROUND: California Retail Food Code (CalCode) requires plan review prior to construction on all remodeled food facilities. The following guidelines are based on CalCode, which should be referred to if there is need for clarification.

This Division will review plans within 20 working days of receipt. Plans are reviewed in the order of the date received. If plans are not approved, a correction notice will be sent to the applicant detailing additional information needed. Plans resubmitted will usually be reviewed within one week. Plans may be submitted via mail and must be accompanied with a completed plan check application and required fees. Plans will not begin the review process until all plan review fee's, application and required copies are submitted.

Upon completion of plan review, two of the three approved sets of plans must be picked up by the applicant. The yellow set of plans is the applicant's copy and shall remain at the construction site. The pink set of plans is to be hand-carried to the Building Department. It is the responsibility of the applicant to submit the pink set of plans to the building department and obtain necessary building permit(s). **The building permit(s) cannot be issued without plan review clearance from this Division.** It is the responsibility of the applicant to obtain a use permit (if required) from the **Planning Department** in their jurisdiction for the proposed use.

All construction of your project must be completed and final construction approval must be granted by this Division and verification of approval from the jurisdictional building department prior to the issuance of the Retail Food Facility Permit. Contact this office at **(707)-565-6565** at least one week prior to your completion date to schedule a construction inspection. The following information is necessary for timely review and approval:

- Complete and sign the **Plan Review application and pay the required fee of \$_____** for ____ hours.
- Submit **three sets** of detailed plans and **one set of manufacturers' equipment specification sheets**
- **Scale:** Plans shall be drawn to a minimum scale of ¼ " = **1 foot**. Identify each room or area on the plans.
- **Site plan:** Include dumpster pad, janitorial and remote restrooms if applicable.
- **Floor plans:** Submit plans of the entire facility including plumbing layout, electrical layout, reflected ceiling plan, equipment layout details and equipment elevations.
- **Square footage:** Provide square footage of food facility and number of seats in dining room and bar.
- **Menu:** Submit a menu or list of foods to be prepared in the food facility.
- **Equipment schedule:** Provide an equipment schedule that corresponds to the manufacturers' equipment specification sheets and the equipment plan view.
- **Finish schedule:** Specify materials and finishes for floors, floor bases, walls, ceiling, shelving and cabinets. This schedule should include the type of material, the color, and the surface finish. Give specific brand names. Samples or specifications of proposed finish materials may be required (see handout "Flooring for Food Establishments").
- **Hoods:** Hoods must be provided over all equipment that produces heat, bases, smoke or vapors. Refer to the current edition of the Uniform Mechanical Code (UMC), chapter 5, for requirements. For each hood, provide

- **Plumbing plan:** Show complete plumbing layout. Floor sinks must be accessible for cleaning and installed flush with the floor finish. Include specification sheets for all food service sinks. All food service sinks must meet NSF standards.
- **Restrooms:** Must be provided for use by employees. The fixture requirements are found in the Uniform Plumbing Code (UPC). Food establishments within a retail shopping center need not provide toilet facilities within their boundaries if public restrooms are located within 200 feet of the food establishment.
- **Water heater:** Specify all locations, size and output of the water heater(s). If fixtures are located more than 60 feet from the water heater, a recirculation pump must be installed. See “Guidelines for Sizing Water Heaters” available from this office for additional requirements. Minimum sizing requirements for water heaters will be calculated by the plan checker and stamped on the plans for gas and electric tank style units and on demand/instantaneous style units. **If you are proposing an on demand water heater please include the name and model number.**
- **Hand wash sink(s):** A sink to be used exclusively for hand washing with hot and cold water must be provided within each food preparation area and equipped with mounted soap and paper towel dispensers. Hand wash sinks are required to be in easily accessible areas. Restroom hand wash sinks are required in addition to wine pouring/glass washing areas.
- **Utensil /Glass washing:** A 3-compartment stainless steel sink with dual-integral drainboards is required. The sink must be capable of accommodating the largest utensil to be washed. The 3-compartment sink must drain to a floor sink (or other equivalent receptacle) via an indirect connection with a 1-inch airgap above the top rim of the floor sink.
- **Dishwasher/Glass Washer:** A dishwasher or glass washer with high-temp or chemical sanitizer may be added in addition to the 3-compartment sink. The pressurized drain line must drain indirectly to a floor sink via a 1-inch airgap above the top rim of the floor sink.
- **Food preparation sink:** Establishments needing a separate sink for food preparation such as thawing, rinsing, or soaking shall have a stainless steel sink that meets NSF standards and a minimum size of 18 x 18 x 12 with either one integral drain board or an adjacent table 18 x 18. The prep sink must drain to a floor sink (or other equivalent receptacle) via an indirect connection with a 1-inch airgap above the top rim of the floor sink.
- **Mop sink:** Provide an approved mop/janitorial sink with hot and cold water through a specialized backflow protection (Chicago) faucet. The sink shall be located so as to prevent contamination of any food preparation areas, food storage areas, utensils, or equipment. A wall or enclosure may be required depending on the location of the mop sink. Provide space for storage of a mop bucket, mop hanger and cleaning supplies. A curbed utility wash-down area may be used in lieu of a mop sink. Mop sink/janitorial areas are required to have acceptable flooring (see handout “Flooring for Food Establishments”). Mop sinks must be located within 200 feet travel distance from the food/wine establishment.
- **Storeroom:** The required floor area of the storeroom shall be determined as 25% of the kitchen area or 1 square foot per seat, whichever is greater. This area must include cleanable metal shelves. Shelves must be located to allow for 6” of clear space between the floor and the bottom shelf.
- **Sneeze guards:** Provide complete scale drawings and finish schedule for each sneeze guard.

- **Employee clothes storage:** A room, enclosure, or designated area separated from toilets, food storage, food preparation areas and utensil washing areas must be provided where employees may change and store clothes. Establishments with fewer than 10 employees per shift can meet this requirement by providing employee lockers or similar cabinets.
- **Lighting:** Shatterproof shields are required on lights above food preparation areas, utensil washing areas, and where open food is stored. In areas where food is prepared or utensils are washed, lighting of at least 20 foot-candles is required.
- **Dumpster area:** A dumpster pad and enclosure are required in accordance with the Building Dept. standards.
- **Grease trap:** Provide location and size. Check with the local public works department for requirements.
- **Water supply:** The water supply shall be from a water system approved by the Health Officer or the State Department of Public Health, Drinking Water Division. Private wells must be permitted and approved by the State Department of Public Health, Drinking Water Division. Provide information on all State well systems.
- **Sewage disposal:** The establishment must be connected to a municipal sewer system or an individual sewage disposal system. If the operation is to be served by an individual sewage disposal system, contact the Sonoma County Permit and Resource Management Department for current requirements.