



HOST FACILITY PLAN SUBMITTAL CHECKLIST

This checklist will help you prepare the plan check submission for your Host Facility. Ensure the items listed below are clearly shown on the plans. Submit three (3) identical sets of plans to Environmental Health Services (EHS).

A plan designer or consultant, draftsman, contractor, architect, or owner may prepare the plans. The plans must be drawn in ink, in a professional manner, to the scale indicated on the plans (e.g. ¼ inch = 1 foot).

PLAN CHECK APPLICATION

Properly complete the plan check application and submit with plan check review fee*. Ensure that all information is legible and the correct contact person is listed for the plan notification status.

**This fee includes review of the plans and two (2) site inspections only; additional site inspections will require the payment of additional plan check fees (at hourly inspection rates).*

OPERATING HEALTH PERMIT APPLICATION

Once the plan check process has been completed and successfully passed inspection, the Host Facility can apply for an operating health permit. Submit the completed health permit application along with the permit fee. Operating fees are renewed annually.

PLAN SUBMITTAL REQUIREMENTS

Check the following items as you include them on the plans.

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| 1 | Location: Indicate the name and address of the Host Facility. |
| 2 | Owner: Indicate the name and contact number of the owner of the Host Facility. |
| 3 | Site Map: Include the facility and surrounding area. Indicate the proposed location where a Caterer will set up their operation. Include the trash area location. |
| 4 | Site Layout: Provide a schematic of the layout of all equipment and fixtures at the facility. Specify the location and type of electrical connection(s) that will be provided to power food-related equipment and the location and type of available lighting. Layout must clearly detail the catering location. Catering location must be structurally protected from all sources of contamination (e.g. use of enclosures, sneeze guards, closed containers, etc.) |
| 5 | Equipment List: Provide a list of all food-related equipment that will be provided by the Host Facility to support the catering operation including make and model numbers (e.g. handwashing sink, 3-compartment sink, food preparation sink, mechanical refrigeration, steam table, etc.). |
| 6 | Finish Schedule: Provide a floor, coved base, wall, and ceiling finish schedule for all applicable areas (e.g. restrooms, janitorial, catering location). |
| 7 | Water/Waste Information: Indicate which sewer and water district serves the Host Facility (e.g., San Bernardino Valley Water District, etc.). If the facility is using water from a water well, and/or the facility is connected to an onsite wastewater treatment system, the EHS Land Use Prevention Program must approve the design and use. Contact the EHS Land Use Prevention Program at (800) 442-2283. |
| 8 | Plumbing Plan and Schedule: Provide a plumbing layout showing hot and cold water supply lines, sewer waste drains, and floor drains. Clearly identify make, model number, gallons, and the energy input of the hot water heater in either British Thermal Unit (BTU) or Kilowatt (KW). |
| 9 | Restroom and Handwashing Sinks: Show the location of the restroom facilities that the Caterer and their food handlers will have access to use. The restroom(s) must be located within 200 feet of the area where the Caterer prepares and dispenses the food. The restroom(s) must meet all local building and plumbing codes. The water temperature of the handwashing sink must be 100°F - 108°F. Handwashing sinks must be equipped with single-use hand soap and paper towels in adjacent dispensers. |
| 10 | Janitorial Sink: Show the location of the janitorial sink equipped with hot and cold water. The sink faucet must be equipped with an atmospheric vacuum breaker or other approved backflow device. |
| 11 | Operating Procedure: Submit with your plans, a written operating procedure that describes the procedures, methods, and schedules for cleaning food-related equipment, the disposal of refuse, and how potentially hazardous food will be maintained. |
| 12 | List of Catering Facilities: Submit a list of permitted, permanent food facilities that will provide catering services at the Host Facility with proposed menus. The Host Facility must verify that the Caterer has a valid health permit for its permanent location. |



PROCEDURES TO FOLLOW AFTER PLANS ARE APPROVED

PRIOR TO THE FINAL INSPECTION

Once the plans are approved, facility construction may begin. All work must be completed according to approved plans. To schedule an inspection, call the Plan Check scheduling line at (800) 442-2283 three to five business days in advance of your expected date of work completion.

After your facility has been inspected and received final plan check approval:

- Complete a Health Permit application to operate, and
- Pay applicable fees.

OBTAIN ALL NECESSARY PERMITS AND APPROVALS TO OPERATE FROM OTHER APPLICABLE LOCAL AGENCIES, INCLUDING ZONING, BUILDING AND SAFETY, AND FIRE DEPARTMENTS.

CONSULTATION INSPECTION

An EHS consultation inspection must be conducted with the Host Facility and **EACH** Caterer prior to allowing a Caterer to operate. A "Host Catering Facility Agreement" will be signed by the Host Facility and Caterer at the time of consultation, detailing Host Facility and Caterer responsibilities. EHS consultation time will be billed to the Caterer at the applicable hourly rate.

To help us provide the service that you and all of our customers deserve, be sure to attend our appointment on the date and time scheduled. In the event that you must cancel your plan check inspection, notify the Plan Check scheduling line at least 24 hours in advance.

If you have any questions or would like more information, please text or call EHS at (800) 442-2283.