



## PLAN SUBMISSION CHECKLIST

### for all new facilities, major, and minor remodels and limited food preparation

EHS Food Plan Reviewers will use this checklist as they review your project. It is to your benefit to provide accurate information and to complete all sections. Be sure to *correctly enter the page number* as the reviewers will not search your plans to find the required information.

On the lines in the left column, identify the page numbers of the plan sheets where the appropriate issues are addressed on the plans or write "Yes" or "N/A" if items do not pertain to your scope of work.

The following items are listed in detail on the checklist and are ALWAYS required for every submittal:

- ✓ Construction Application
- ✓ Food Facility Data Sheet
- ✓ One set of plans
- ✓ Food and drink menu
- ✓ Spec sheets for all existing AND new equipment
- ✓ Letter from the Sanitary District or approval from EHS Land use if on septic system

**IF ANY OF THE INFORMATION BELOW IS INCOMPLETE, THE PLANS WILL NOT BE ACCEPTED FOR REVIEW**

General	
REQUIRED. Mark with 'Yes'	Submit a Construction Application
REQUIRED. Mark with 'Yes'	Submit a copy of the food and drink menu.
REQUIRED. Mark with 'Yes'	Submit a Food Facility Data Sheet
Mark 'Yes' or N/A	Submit a Specialized Processing Questionnaire if the menu includes any specialized processes (e.g. reduced oxygen packaging, vacuum packaging, canning, sous vide, smoking, acidification, bottling juices, seed sprouting, etc.).
Mark 'Yes' or N/A	Submit a Standard Operating Procedure for Rapid Cooling if food will be cooked and then chilled and submit a Standard Operating Procedure for using a Vertical Roaster if used.
Mark 'Yes' or N/A	Submit a copy of menu showing calories per food item if facility is part of a chain of 20 or more locations.
REQUIRED. mark with 'Yes'	<b>Initially provide one (1) complete set of plans</b> (accurate, clear, drawn to scale, 1/4" per 1' required, and must be designated for construction only).
REQUIRED. Indicate page #	Identify the scope of work of the project.
REQUIRED. Indicate page #	Include a detailed site plan. This plan must show the cross streets and the location of the food facility and include a north arrow.
REQUIRED. Indicate page #	Include an existing and proposed floor plan.

REQUIRED. Indicate page #	<p>Clearly designate/describe all areas, including:</p> <ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Storage (indoor and outdoor)</li> <li>• Refrigeration (indoor and outdoor)</li> <li>• Bars</li> <li>• Wait-stations</li> <li>• Customer self-serve stations</li> <li>• Garbage/refuse storage</li> <li>• Utensil washing</li> <li>• Retail spaces</li> <li>• Employee locker area</li> <li>• Chemical storage/janitorial</li> <li>• Offices</li> <li>• Seating (indoor and outdoor)</li> </ul> <p>Include all interior and exterior doors and windows. Include the total square footage of the facility and the seating capacity.</p>
<b>Grease Traps/Interceptors</b>	
REQUIRED to be marked 'Yes' or N/A	<p><b>ON SEWER:</b> Include a letter from the Sanitary District which details the size of the grease trap/interceptor or an exemption letter from this requirement for plans that include any plumbing work.</p> <p><b>PLANS WILL NOT BE ACCEPTED WITHOUT THIS LETTER.</b> (Check N/A only if connected to septic system)</p>
Mark 'Yes' or N/A	<p><b>ON SEPTIC:</b> Provide the completed Land Use Review Request</p> <p>Grease trap sizing must be completed by an engineer and submitted to Environmental Health Land Use for review.</p> <p>Provide approval letter or email from Environmental Health Land Use for the required grease trap/interceptor if on a sewage disposal system. (Check N/A only if connected to sanitary sewer)</p>
REQUIRED to be marked 'Yes' or N/A	<p>Is the grease trap/interceptor accessible for inspection and cleaning? Note: It shall not be located in a food handling area unless flush with the floor.</p>
Indicate page # OR 'N/A'	<p>Provide an elevation of the grease trap/interceptor demonstrating it is flush with the floor.</p>
Indicate page # OR 'N/A'	<p>Include manufacturer and model number on the plumbing schedule, show location of grease trap/interceptor, and show grease waste lines with directional arrows.</p>
Indicate page # OR 'N/A'	<p>Provide manufacturer's specification sheet for the proposed grease trap/interceptor.</p>
<b>Finishes</b>	
REQUIRED. Indicate page # or provided in Food Facility Data Sheet	<p><b>Room Finish Schedule:</b> The room finish schedule should indicate the floor, wall and ceiling finishes and materials described for each area, including walk-in units and restrooms. Identify wall textures, finish of all painted surfaces and radius of base cove. Label the exact material on the schedule and cross-key with each material sample provided. <i>See <a href="#">Approved Flooring Materials</a> and <a href="#">Approved Wall and Ceiling Materials</a>.</i></p>

<p>REQUIRED to be marked 'Yes' or N/A</p>	<p><b>Finish Samples:</b> Proposed finishes for the floor (including integral cove bases), wall, ceiling, cabinetry and countertops must be reviewed during the plan review.</p> <p><b>A material sample will ALWAYS be required for the:</b>  ~ acoustical ceiling material  ~ epoxy flooring showing proposed texture  ~ wood flooring ~ sheet vinyl flooring</p> <p><b>No photos will be accepted for the above items.</b></p> <p>For other proposed* materials including existing finishes, samples will not be required for plan check applications as long as the submission includes color photos correctly depicting the colors proposed for all areas (including restrooms and janitorial closets, and existing finishes) except dining.</p> <p>Please ensure any photo(s) of the proposed materials are clearly labeled using the same reference included in the room finish schedule (i.e., PT-01, QT, 01, etc.) and the photo states the location(s) where material will be used.</p> <p><b>*NOTE OF EXCEPTION:</b> If any material is proposed to be used that is <b>NOT ON THE APPROVED MATERIALS LIST</b> a sample of that material must be submitted.</p> <p>Samples are not needed for common materials including FRP, quarry tiles, stainless steel, or laminate (however, specify color on the finish schedule).</p>
<p>REQUIRED. Indicate page #</p>	<p>Provide detail on plans showing an integral cove base with 3/8" radius.</p>
<p>REQUIRED to be marked 'Yes'</p>	<p>Are all finishes, smooth, durable, non-absorbent and easily cleanable? This applies to all finishes, excluding the dining area.</p>
<p><b>Equipment</b></p>	
<p>REQUIRED to be marked 'Yes' or N/A</p>	<p>Provide cut sheets/manufacturer specification sheets for all equipment showing conformance with applicable ANSI standards. Be sure to number the cut-sheets/manufacturer specification sheets to correspond with equipment numbers designated on plans.</p>
<p>REQUIRED to be marked 'Yes' or N/A</p>	<p>For custom equipment, provide sufficient details to determine ANSI/NSF equivalency. Provide shop drawings from an ANSI certified manufacturer.</p>
<p>REQUIRED. Indicate page #</p>	<p>Provide an equipment layout to include:</p> <ul style="list-style-type: none"> <li>• Clearly numbered equipment list that is cross-keyed with the equipment layout; label equipment as new or existing</li> <li>• specify new vs existing equipment</li> <li>• <b>Equipment list and equipment layout shall be on same page for reference</b></li> </ul>
<p>Indicate page # OR 'N/A'</p>	<p>Provide elevations for all equipment (e.g., 6" legs, casters, cove base). Do not show casters less than 6" high unless equipment can be readily moved by a single person.</p>

Indicate page # OR 'N/A'	<p>A food preparation sink is required at all food facilities that do food preparation. For a typical retail food facility, you need the following sinks:</p> <ul style="list-style-type: none"> <li>• 3- compartment warewashing sink</li> <li>• Food preparation sink</li> <li>• Mop/janitorial sink</li> <li>• Handwashing sinks</li> </ul>
<b>Lighting</b>	
Indicate page # OR 'N/A'	<p>Submit a lighting plan, indicating exact footcandles for each area, per <a href="#">CalCode</a>. Provide a photometric plan or indicate the foot-candles in each area.</p>
Indicate page # OR 'N/A'	<p>Provide shatter-proof covers or bulbs where required.</p>
<b>Trash</b>	
Indicate page # OR 'N/A'	<p>Plans shall show the proposed bulk trash and food waste storage area. Easily cleanable and durable floors, walls, and ceilings are required.</p>
Mark "YES" or "NO"	<p>Are dumpsters and waste containers cleaned on-site?</p>
Indicate page # OR 'N/A'	<p>If floor drains and hot/cold water are provided to the trash enclosure, show drainage and hot/cold plumbing details, including hose bib. Must be approved potable water. Drains must be plumbed to the sanitary sewer or if required, grease trap/ interceptor.</p>
Indicate page # OR 'N/A'	<p>Provide collection containers in the facility for solid waste, recyclables, and organic waste in all areas where disposal containers are provided for customers, except in restrooms. Receptacles shall be colored black or grey for garbage, blue for recycling, and green for compost/organics. Graphic-rich signage must be posted on or above each receptacle following the waste hauler's guidelines.</p>
<b>Ventilation</b>	
Mark 'Yes' or N/A	<p>Submit <a href="#">Hood Exhaust Data Sheets</a> for hoods over cooking equipment and high temperature dishwashing machines. See <a href="#">Plan Check Guide for Food Facilities</a>. The <a href="#">Hood Exhaust Data Sheets</a> <b>must</b> be completed by a Mechanical Engineer or Mechanical Contractor. <a href="#">Hood Exhaust Data Sheets</a> are required when:</p> <ul style="list-style-type: none"> <li>• Installing or replacing a mechanical ventilation hood</li> <li>• Installing new cooking equipment under the hood.</li> <li>• Installing new high temperature dishwashing machines (not undercounter).</li> <li>• Replacing existing cooking equipment and high temperature dishwashing machines with a different model.</li> <li>• As required by inspector.</li> </ul> <p>Once <a href="#">Hood Exhaust Data Sheets</a> are approved and hood and equipment are installed, <a href="#">Hood Performance Data Sheets</a> and an air balance report must be submitted for review prior to the final inspection.</p>

Indicate page # OR 'N/A'	Provide the Listing placard or equivalent, for Listed hoods. A photo is acceptable for existing hoods. If not provided, it will be treated as an unlisted hood. Documentation must include the model specific Listing criteria, including exhaust volume, filter airflow rates, hood overhang (which may be greater than the <a href="#">California Mechanical Code (CMC)</a> ), make-up air, duct details, and any equipment or other limitations.
Mark 'Yes' or N/A	Provide a hood overhang that is a minimum of six inches or as required by the manufacturer or CMC.
Indicate page # OR 'N/A'	Provide complete hood ventilation plans from the manufacturer showing all dimensions, exhaust and makeup air fans, exhaust requirements, and certifications. Listed hoods should include the minimum exhaust flow rate, in CFM/ linear foot.
Indicate page # OR 'N/A'	Provide a reflected ceiling plan indicating the location of required exhaust and supply air vents. Show exact CFM for each exhaust and supply air vent. Indicate the type of required comfort cooling in the facility, i.e., refrigerated air conditioning, evaporative cooling, or fans. Include a drawing legend for each room.
Mark 'Yes' or N/A	Submit the <i>Hood Exemption Application</i> - This application <u>must</u> be completed for any cooking or rethermalizing equipment (excluding soup warmers) that will not be placed under a complete hood exhaust ventilation system. No more than 2 pieces of hood exempt equipment will be allowed.  Note: A double panini and a double oven are considered two pieces of equipment. Refer to <a href="#">CCDEH Exemption Guide</a> .
Mark 'Yes' or N/A	Submit ventilation plans for each room. Restroom ventilation must be interlocked with restroom lights.
<b>Storage</b>	
Indicate page # OR 'N/A'	Adequate cold-holding storage is required based on the proposed menu and/ or processes.
Indicate page # OR 'N/A'	Additional cold-holding storage is required to support rapid-cooling.
REQUIRED. Indicate page # or N/A	Provide backup ANSI approved food/beverage storage shelving equivalent to 25% of all kitchen space or one square foot of floor shelving per customer seat, whichever is greater (minimum 144 square feet of approved shelving).
Indicate page # OR 'N/A'	Bars or bar areas must have at least 72 square feet of backup storage shelving, separate from dry food storage shelving.
Indicate page # OR 'N/A'	Each separate department in a supermarket or other large food establishments must have adequate backup storage meeting these requirements.
Indicate page # OR 'N/A'	Provide adequate storage facilities for non-food items (e.g., utensils, dishes, paper products, and linens).
Indicate page # OR 'N/A'	Provide lockers or designated storage area for employee belongings (1 per employee per shift).
Indicate page # OR 'N/A'	Outdoor walk-in coolers or exterior storage shall adhere to the Outdoor Food Storage guidance.

<b>Water Heater</b>	
REQUIRED. Indicate page #	Complete the hot water demand calculation and submit with plans. See handout <a href="#">Hot Water Demand Worksheet</a> & <a href="#">CCDEH Hot Water Heater Guidelines</a> .
Mark 'Yes' or N/A	Provide water heater size, location and recovery rate as determined by the <a href="#">Hot Water Demand Worksheet</a> (BTU's or kilowatts); and if floor mounted, approved installation (e.g., 6" legs). Provide cut sheet.
<b>Plumbing/Indirect Waste</b>	
Indicate page # OR 'N/A'	Submit complete plumbing layout showing sewer lines, cleanouts, floor drains, floor sinks, vents, grease trap or grease interceptor, hot and cold water lines, and direction of flow to sanitary sewer.
Indicate page # OR 'N/A'	Indirect waste receptacles (floor sinks/funnel drains) shall have an air gap that is twice the diameter of the drain pipe or 1", whichever is greater. This shall be shown for <a href="#">utensil sinks</a> , prep sinks, walk-in condensers, beverage units, ice machines, hot water heater overflow, etc. Utensil sinks may be directly connected to the sanitary sewer if required by the local building department.
Mark 'Yes' or N/A	Floor sinks and funnel drains shall be readily accessible for inspection and cleaning. Floor sinks shall be flush with the floor or if elevated, an integral base cove shall extend up the sides of the floor sink.
Indicate page # OR 'N/A'	Location of all floor drains. Traffic areas slope to floor drains at least 1:50 where floor drains installed. Note: Floor drain are required in kitchens with Type I hood systems, utensil washing areas, meat or fish handling areas, produce trimming areas and bars.
Mark 'Yes' or N/A	Provide hot and cold water through a mixing faucet at each sink. Faucet spout must reach each sink compartment of multi-compartment sinks or provide additional faucet(s) to reach each compartment. Provide cut sheet.
Indicate page # OR 'N/A'	Provide handsink(s) in each food and/or beverage handling area and utensil washing area. Handsinks shall be located in line of sight, not through a doorway, and easily accessible, determined by plan reviewer.
Indicate page # OR 'N/A'	If applicable, the ice machine condensate waste line and ice bin waste lines must be plumbed separately and indirectly to a floor sink. Ice machine must be located within the food facility and a handsink located in the area.
Indicate page # OR 'N/A'	Provide an approved backflow prevention device at equipment connected to waterlines. (i.e. proofers, espresso machine, beverage carbonator, etc.) Refer to the list of approved devices provided by the <a href="#">Foundation for Cross-Connection Control and Hydraulic Research</a> .

<b>Janitorial Facilities</b>	
Mark 'Yes' or N/A	Will floor mats be provided in the kitchen and washed at the facility? Note: duckboards are not acceptable.
Indicate page # OR 'N/A'	Provide a mop sink or basin to prevent contamination of food, food preparations surfaces, utensils or equipment. It must be large enough to wash floor mats if these are used at the facility. Provide cut sheet. Must include: <ul style="list-style-type: none"> <li>• Hot and cold running water through a mixing faucet</li> <li>• An approved atmospheric vacuum breaker (AVB) at any threaded faucet</li> </ul> *Approved finishes are required at the janitorial facilities.
Indicate page # OR 'N/A'	Provide mop and broom hangers and storage for cleaning supplies.
<b>Restrooms</b>	
Mark 'Yes' or N/A	Are restroom(s) provided in the facility?
Indicate page # OR 'N/A'	Provide customer restrooms for all facilities that provide space for on-site consumption of food OR if facility has more than 20,000 square feet of floor space.
Indicate page # OR 'N/A'	Customer restroom is in a location where customers do not pass through food preparation, food storage, or utensil washing areas to reach the toilet facilities.
Indicate page # OR 'N/A'	Restroom doors equipped with self-closing devices?
<b>Vermin Control</b>	
Indicate page # OR 'N/A'	Door and window schedule provided. Note: Roll-up style garage doors or bi-fold doors are not approved to open into any area of food preparation.
Indicate page # OR 'N/A'	Provide self-closing exterior hinged doors.
Indicate page # OR 'N/A'	Provide approved automatically activated air curtain(s) at delivery doors.
Indicate page # OR 'N/A'	Provide screening at all openable windows screened (minimum 16 mesh).
REQUIRED. Mark with 'Yes'	There shall be no gaps, holes, harborage, or entryways for vermin (including underneath doors).

This checklist includes common items, which are typically missing or inadequately detailed that may delay plan review and approval. This checklist is not all inclusive and is subject to change without notice. Refer to [CalCode](#), CCDEH construction guidelines and the Marin EHS [Plan Check Guide](#) for additional requirements and details.