



Plan Check Consultations

The Food, Water, and Housing Division Plan Check Program is responsible for ensuring that regulated facilities are built in a manner that protects public health. Submittal of plans will be required for projects involving new construction and remodeling of food establishments, mobile food facilities, public swimming pools, and body art facilities. It is also required for changes of equipment or changes to menu in food and mobile food establishments.

Consultations with a Plan Check Specialist may be an option for some minor plan check changes, including changes of owner for a facility that will maintain the same menu, or approvals of a commissary for catering. Consultations can also be used by prospective buyers prior to purchasing an existing facility to determine the improvements that may be needed for their proposed new operation or to discuss a concept related to a project before plans are submitted for review.

Please be advised that a plan check consultation does not guarantee that plan submittal will not be required. The consultation may determine that a facility needs to be retrofitted to bring it up to current code requirements or may need substantial changes to fit the new operation that require plan submission and approval. Plan review is not included under the consultation fees.

The following are the types of Plan Check Consultations available:

- **Field Consultation**
The Plan Check Specialist will meet the facility representative at the site to provide an evaluation of the facility. No construction or change of equipment must be done prior to the consultation. A menu of proposed food and beverage items for sale must be provided at the time of the initial consultation.
- **Office Consultation**
These consultations are provided by appointment only and are scheduled at the DEH-FHD headquarters in Kearny Mesa, located at 5500 Overland Avenue, Suite 110, San Diego, CA 92123. Office consultations are typically used for larger construction projects or for restaurant chains that desire to obtain information regarding the plan check process. **Office Consultations are not considered part of the plan check review process.**

Plan Check Consultations continued

- **Catering Commissary – Field Consultation**

The Plan Check Specialists can determine if a given facility can adequately serve as a commissary for a caterer. To be approved, the prospective commissary must be able to provide the necessary cooking equipment, cleaning facilities, and dedicated storage space, etc., for the caterer’s food and beverage menu. The caterer should be present during the consultation and present a valid Food Safety Certification. A menu of proposed food and beverage items for sale must be provided at the time of the initial consultation.

- **Mobile Food (MFF) – Office or Field Consultation**

MFF consultations can be conducted in the field at the MFF commissary or mobile location site (required for single operating sites) or at DEHQ offices, depending on your proposed operation. Consultations are typically used for changes of ownership of MFF that are currently permitted by the County of San Diego, or to obtain a permit for a MFF permitted at an outlying County, provided that you have a set of approved (stamped) plans and a current health permit issued by the other County; the MFF must also have the insignia issued by the California Department of Housing and Community Development. A menu of proposed food and beverage items for sale must be provided at the time of the initial consultation.

To help us provide the service that you and all of our customers deserve, please be sure to attend your consultation on the date and time scheduled. If you must cancel your plan check inspection please call the scheduling line at least 24 hours in advance at (858)505-6660.

FOOD, WATER, AND HOUSING DIVISION – CONTACT PHONE NUMBERS	
Plan Check Scheduling	(858) 505-6660
Plan Check Technical Questions	(858) 505-6659
Permits	(858) 505-6666