



County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH & QUALITY

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Plan Check Scheduling Line: (858) 505-6660

Food Facility – Plan Check Guidance – Verification of Complete Plans

The San Diego County Department of Environmental Health and Quality (DEHQ) – Food, Water, and Housing Division (FWHD), Plan Check Unit, recognizes that every project differs in scope, complexity, and design. The completeness of a plan submittal directly affects the review timeline. Once an application is deemed complete, DEHQ/FWHD will begin its substantive review in adherence to plan review deadlines. If an application is incomplete, the review timeline will not begin until a complete submittal is received.

For this reason, applicants are responsible for assessing the specific needs of their project and ensuring that all required items and documentation are included in the initial plan submittal to avoid delays in the review process.

For **new construction projects**, submitters must make sure that at least **all the following items** are included in their plan submittal. Refer to [Food Construction Guide/Plan Submittal Requirements](#) for more details.

For **minor remodel projects**, submitters must carefully evaluate and select **only the applicable components** that reflect the proposed changes for the project. Plans should clearly identify the areas and equipment affected by the remodel while maintaining compliance with all relevant health and safety standards.

Failure to include all the applicable items will result in the plans being deemed incomplete and will not be reviewed until updated with this information and resubmitted to this Department.

Note: For [Digital Plan Submissions](#) - All plan sheets must be submitted as **one PDF file**. **Uploading multiple PDF files of plans will result in automatic rejection of the plan submittal package**. Multiple PDF files will only be accepted if they exceed the allowable 100 MB file size.

CONSTRUCTION PLAN COMPONENTS

- ☐ **Menu** – All food and beverages to be sold.
- ☐ **Title Sheet** – Including but not limited to: Business name, owner/operator name and contact information, address of facility, scope of work, water and wastewater districts, utensil type (disposable or multi-use), facility size (sq ft.), number of employees per shift, certification statements, environmental health notes.
- ☐ **Site Plan** – Shows property boundaries, building footprint, setbacks, utilities, drainage, landscaping, trash location, and any other key components to the facility location.
- ☐ **Floor Plans** – Detailed layout of each part of the facility that provides information on walls, doors, windows, room names, and restrooms.
- ☐ **Restroom Plan** – Detailed layout of restroom and fixtures.

- ☐ **Reflected Ceiling Plan** – Ceiling layout, lighting, and location of HVAC diffusers.
- ☐ **Elevations** – Interior and exterior views of all sides of the structure.
- ☐ **Finish Plan & Schedule** - Floors, walls, and ceiling finishes.
- ☐ **Door & Window Schedules** – Details on all door and window sizes, types, and materials.
- ☐ **Kitchen Equipment Plan** – Location of all cooking, preparation, and dishwashing equipment with keynotes.
- ☐ **Kitchen Equipment Schedule** - Equipment list of all cooking, preparation, and dishwashing equipment with make and model numbers, dimensions, utilities, etc.
- ☐ **Mechanical (HVAC)** – Details on heating, ventilation, mechanical hood, and air conditioning layout.
- ☐ **Electrical** – Details on power distribution, lighting, outlets, panels, and circuits.
- ☐ **Plumbing** – Details on water supply, wastewater/sewage, grease trap/interceptor, venting, and gas piping diagrams.

SUPPORTING DOCUMENTATION (IF APPLICABLE):

- ☐ Specification Sheets
- ☐ Finish Samples
- ☐ Standard Operating Procedures for any Specialized Process that is under DEHQ oversight
- ☐ If permanent food facility is not fully enclosed, a Declaration Page **OR** Integrated Pest Management and Food Safety Risk Mitigation Plan must be submitted concurrently with initial submission.