



# County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH  
FOOD AND HOUSING DIVISION

P.O. BOX 129261, SAN DIEGO, CA 92112-9261  
(858) 505-6900 • 1 (800) 253-9933 • Fax: (858) 505-6848 • [www.sdcdelh.org](http://www.sdcdelh.org)  
Plan Check Scheduling Line: (858) 505-6660



## Host Facility – Plan Submittal Checklist

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

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, etc.), and on a minimum paper size of 11 x 17 inches. Ensure sheets are of the same size and that font size is legible.

### Applications for Plan Check and Operating Permit

**Plan Check Application:** Properly complete the [plan check application](#) and submit along 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 one (1) review of the plans and one (1) site inspection only; additional plan reviews or site inspections will require the payment of further plan check fees.*

**Operating Health Permit Application:** Once the plan check project 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

1	<b>Location:</b> Indicate the name and address of the Host Facility.
2	<b>Owner:</b> Indicate the name and contact number of the owner of the Host Facility.
3	<b>Site Map:</b> Include the facility and surrounding area. Indicate the proposed location where a Caterer will set up their operation. Include the trash area location if it is outside of the facility.
4	<b>Site Layout:</b> Provide a schematic of the layout of all equipment and fixtures in the facility. Specify the location and type of electrical connection(s) that will be provided for a Caterer to power their food-related equipment. Layout is to include any and all areas that equipment may be stored onsite by the Caterer.
5	<b>Water/Waste Information:</b> Indicate which sewer and water district serves the Host Facility (e.g., City of San Diego, Helix Water District, etc.). If the facility is using water from a water well, and/or the facility is connected to a sub-surface sewage disposal system, the Land and Water Quality Division (LWQ) of the Department of Environmental Health (DEH) must approve their design, testing, and use. Contact DEH-LWQ at (858) 565-5173.
6	<b>Plumbing Plan and Schedule:</b> Provide a plumbing layout showing hot and cold-water supply lines, sewer waste drains, and floor drains. Clearly identify make, model number, gallons, and BTU/KW of the hot water heater.
7	<b>Restroom and Handwashing Sinks:</b> Show the location of the restroom facilities that the Caterer and their food handlers will have access to use. The restroom must be located within 200 feet of the area where the caterer prepares and dispenses the food. The restroom must meet all local building and plumbing code standards. Provide agreements if a common-use restroom is to be utilized. If the water temperature of a handwashing sink is not readily adjustable at the faucet, the temperature of the water shall be 100°F - 108°F. Handsinks must be equipped with single-use hand soap and paper towels in adjacent dispensers.

✓ **Check the following items as you include them on the plans**

<b>8</b>	<b>Janitorial Sink:</b> Show the location and method of installation of curbed janitorial sink equipped with hot and cold water. The sink faucet must be equipped with an atmospheric vacuum breaker or other approved backflow device. Provide the manufacturer’s specifications for this sink and indicate the type of backflow device it contains.
<b>9</b>	<b>Operating Procedure:</b> Submit with your plans, a written operating procedure that describes the procedures, methods, and schedules for cleaning food related equipment; specifications for equipment that will be provided by the Host Facility to support the catering operation and how it will be maintained in good repair; as well as a list of catering operations that will operate at the Host Facility with their menus.

**Procedures to Follow after Plans are Approved**

**Prior to the final inspection:**

- Once the plans are approved, facility construction may begin. Complete all work per approved plans.
- Five to ten business days in advance of your expected date of work completion, call the Plan Check scheduling line at (858) 505-6660 to schedule a final inspection.
- Obtain all necessary permits and approvals to operate from other applicable local agencies, including building, zoning, and fire departments.

*Please note: If construction is properly completed and according to plans, typically one inspection is needed to final the project. This inspection is included in the plan check review fee. If more than one inspection is required, an additional fee will be assessed for each additional inspection.*

**During the final inspection:**

- Refer to the [Final Inspection Checklist](#) to familiarize yourself with the final inspection requirements.

**After your facility has received plan check approval to operate:**

- Within five days, apply for an Operating Health Permit (FA07 type) and pay permit fee.

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

**Call (858) 505-6660.**

<b>FOOD AND HOUSING DIVISION – IMPORTANT PHONE NUMBERS</b>	
<b>Plan Check Scheduling</b>	<b>(858) 505-6660</b>
<b>Plan Check Technical Questions</b>	<b>(858) 505-6659</b>
<b>Duty Desk</b>	<b>(858) 505-6900</b>
<b>Complaints</b>	<b>(858) 505-6903</b>
<b>Permits</b>	<b>(858) 505-6666</b>
<b>Foodborne Illness Line</b>	<b>(858) 505-6814</b>