

Please make note of the following statuses and their meanings:

- **Application Review** – The application is being reviewed for completeness and invoice sent to the DEH Billing Contact for payment or the plans were disapproved and returned to the applicant for corrections. If sent back for corrections, the record status will be “Out to Applicant”.
- **Plan Check Review** – The plans are being reviewed by the DEH Environmental Health Specialist.
- **Inspection** – The plans have been approved and the operator must schedule the required field construction inspections. Typically, a new or major remodel of a food facility will require a minimum of 2 inspections: 50-80% complete and 100% complete. Call the scheduling line (858) 505-6660 at least (10) business days in advance to schedule your field inspections.

Step 12 – Resubmitting Plans for Review:

If the plans have been disapproved or need minor corrections, a message will be emailed to the **Applicant and the Owner** detailing the corrections to be made. The corrected plans can be resubmitted electronically in ACA. Follow steps one through four listed above. At step four, select **FHD** in the dropdown field, then **Online Resubmittal** next.

- Select the *Agent For Applicant*.
- Provide business name as it was originally submitted, then enter the final Record ID that was provided to you in an email for paying fees within the “Record/Project Number” field.
- Click **Add** to find and select the file, then provide a brief description of the attachment(s) and click **Save** to upload plans.

Note:

- Only the registered user who submitted the application can upload additional documents/plans.
- Once the document/plan has been uploaded, you must email the Plan Check Department to notify them of the resubmittal. The 10 day review time frame will start once email notification has been received and all applicable fees paid in full. You can email the Plan Check Department at FHDPlanCheck.LUEG@sdcounty.ca.gov.

Contact Us:

If you have questions about the digital plan submission process or general plan check questions, please contact us at (858) 505-6659 or by email at Plnchk@sdcounty.ca.gov.