



# County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH  
FOOD AND HOUSING DIVISION

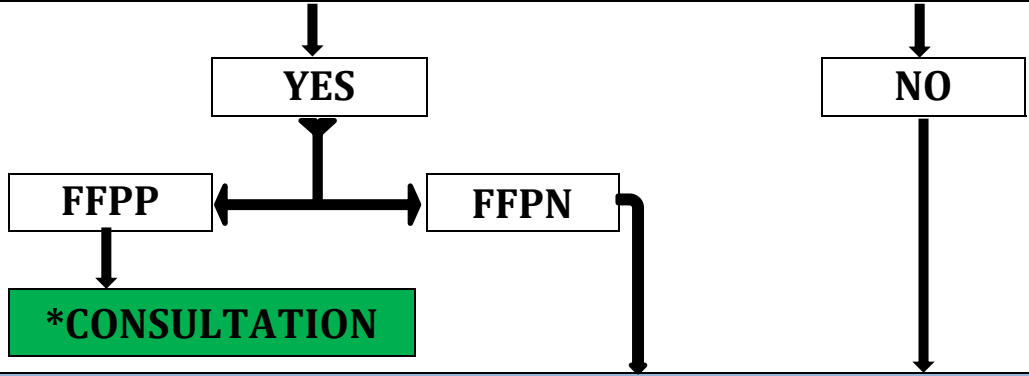
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Plan Check Scheduling Line: (858) 505-6660



## Host Facility for Catering – Plan Check Process

A Host Facility operates in conjunction with a permitted Caterer or already has a current Department of Environmental Health, Food and Housing Division (DEH-FHD) operating permit for a retail food facility that handles open food (permit type FFPP). The flowchart below, along with the checklist of requirements will assist you in determining the requirements you need to meet to become a Host Facility for Catering. Depending on the permit status and infrastructure available at your facility, you will be able to determine whether a plan check consultation\* or plan check submittal and review is needed for your proposed Host Facility.

**Does the site have an existing Food Facility Health Permit with DEH-FHD?**



**The Host Facility must meet ALL the following requirements**  
If any of these items is not currently available at the facility, **PLAN SUBMISSION** is required.

YES	NO	ITEM DESCRIPTION
		1 <b>RESTROOM:</b> A clean commercial restroom in the Host Facility that the Caterer will be using. The restroom must be located within 200 feet of the area where the Caterer prepares the food and must be accessible to all food handlers. The restroom must meet all local building and plumbing code standards. A common use restaurant agreement must be submitted if a common use restroom is to be utilized outside of the Host Facility.
		2 <b>JANITORIAL SINK:</b> A curbed janitorial sink equipped with hot and cold water and an atmospheric vacuum breaker or other approved backflow device at the faucet.
		3 <b>ELECTRICAL POWER SOURCE:</b> A sufficient source of electrical power located where the Caterer can utilize it for their required mechanical refrigeration equipment.
		4 <b>POTABLE HOT AND COLD WATER:</b> A supply of potable hot and cold water. The hot water heater must be adequate to provide a hot water supply of a minimum 120°F at the sink fixtures requiring hot water at a peak demand rate.
		5 <b>LOCATION FOR CATERER:</b> The Host Facility must provide a location for the Caterer to set up their operation. Food service operations of the Caterer are contingent upon the location that they will be setting up their equipment. Ensure all applicable codes are complied with including, but not limited to Zoning and Fire.

**If you answered YES to ALL of the above items, a CONSULTATION can be conducted.\***

**If the answer is NO to any of the above items, PLAN SUBMISSION is required.**

\*Please be advised that a plan check consultation does not guarantee that a full plan submittal will not be required. Plan review is not included under the consultation fees. Construction plan submittal and approval is required prior to the start of any construction or remodeling of a food facility or utensil-washing establishment.