



County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH
FOOD AND HOUSING DIVISION

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Plan Check Scheduling Line: (858) 505-6660



MULTIPLE KITCHEN COMPLEXES

This document is designed to provide plan check submittal guidance to Multiple Kitchen Complex applicants.

Multiple Kitchen Complex Operation

A Multiple Kitchen Complex Operation (Complex) is any establishment used as a place of business for the purpose of leasing, renting, or otherwise providing individual commercial kitchen space to independent retail food facility operators that are not a wholesale food business under regulation by the California Department of Public Health (CDPH). The independent retail food facility spaces may not be used by multiple operations. The Complex provides common shared infrastructure such as restroom facilities, janitorial facilities, dry food storage, and refrigerated and/or frozen food storage. A separate health permit is required for the Complex and each independent retail food facility operation.

Plan Submittal Requirements for a Multiple Kitchen Complex Operation

- A Plan Check fee for the review of the Complex plans and subsequent field inspections will be assessed for the amount of time spent on the project and will include an initial deposit for 8 hours of time. Any time beyond the initial 8 hours will be invoiced based on the time spent. A refund will be issued for remaining funds, if any, from the initial deposit for the plan review and field inspection process. All time will be invoiced at the current hourly rate which is outlined in the [current fee schedule](#).
- Submit 3 sets of plans to the Department of Environmental Health (DEH), Food and Housing Division (FHD) as required by the California Retail Food Code (CRFC) [§114380](#). Each plan check submittal includes two construction inspections for the Complex, which occur after the plans have been approved by DEH.
- Submitted plans must include the proposed design of the entire Complex and the following information:
 - A scope of work with a description of the proposed operation plan for the Complex.
 - All proposed shared infrastructure within the Complex, such as refuse areas, restroom facilities, common area used for individually secured dry storage spaces, and common area used for individually secured refrigerated/frozen food storage spaces.
 - Any shared equipment that will be provided by the Complex, such as an ice machine, will need a dedicated 3-compartment sink available to allow for the equipment to be adequately cleaned and sanitized. *Note: Shared ice machines must dispense ice through a chute to prevent cross-contamination by individual food facility operators.*
 - Shared food preparation sinks, shared utensil washing sinks, and shared hand-washing sinks will not be approved due to increased public health risks associated with multiple users.
 - Details on the build-out of each individual kitchen space that will be constructed as part of the Complex project for the purpose of leasing or renting to an individual retail food facility operation.
 - Details on all individual kitchen space infrastructure that will be included by the Complex for the individual food facility operations. For example, if individual mechanical exhaust hoods will be provided by the Complex in each kitchen space, all hood details and related mechanical data must be submitted on the plans for the Complex.
- A mid-construction inspection must be scheduled and conducted at 60-80% completion of the construction project.
- A final inspection must be scheduled and conducted once all construction is completed. Please allow 1-2 weeks to schedule the inspection.
- Approval to operate is granted after the successful completion of a final inspection, payment of any pending invoiced time is processed, and a health permit application has been submitted and paid for.

Multiple Kitchen Complex Tenant

A Multiple Kitchen Complex Tenant (Tenant) is a separately permitted independent retail food facility operation that is not a wholesale food business under regulatory oversight by the California Department of Public Health (CDPH) and leases, rents, owns, or otherwise utilizes commercial kitchen space within a permitted Multiple Kitchen Complex Operation.

Plan Submittal Requirements for a Multiple Kitchen Complex Tenant

- A Plan Check fee for the review of Tenant plans and subsequent field inspection will be assessed for the amount of time spent on the project and will include an initial deposit for 4 hours of time. Any time beyond the initial 4 hours will be invoiced based on the additional time spent. A refund will be issued for remaining funds, if any, from the initial deposit for the plan review and field inspection process. All time will be invoiced at the current hourly rate which is outlined in the [current fee schedule](#).
- Submit 3 sets of plans to DEH FHD as required in the CRFC [§114380](#). Each plan check submittal includes one construction inspection for the individual Tenant.
- Plans must include the following:
 - A complete menu.
 - A detailed scope of work for the individual Tenant operation.
 - An overall site plan of the approved Multiple Kitchen Complex Operation showing all shared infrastructure and the location of the individual kitchen space to be occupied by the Tenant submitting plans.
 - A floor plan of the individual kitchen space, clearly identifying all equipment and/or sinks that will be installed by the Tenant. Plans must identify all existing infrastructure provided by the Complex, if any, such as a hood, 3-compartment sink, food preparation sink, and handwashing sinks.
 - Equipment specifications for all equipment that will be added by the individual Tenant.
- Once notification is received from DEH-FHD that plans are approved, proceed with installing all equipment.
- Call your inspector to schedule an appointment for a final inspection after all equipment has been installed. Allow 1-2 weeks for an inspection appointment.
- Approval to operate is granted after the successful completion of a final inspection, payment of any pending invoiced time is processed, and a health permit application has been submitted and paid for.

To help us provide the best customer service, and to avoid delays in the approval process, please make sure you are available on the date and time scheduled for your appointment. If you need to cancel your appointment, please notify your inspector via phone or email at least 24 hours in advance. Missed appointments will need to be rescheduled and will be based on availability.

To submit plans digitally, visit our website at www.sdcountyplancheck.org for detailed instructions.

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