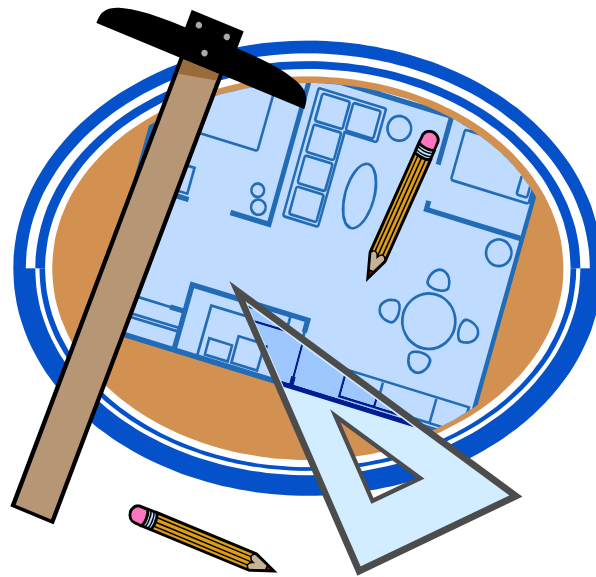


**County of Sonoma
Department of Health Services
Environmental Health**

PLAN REVIEW PACKET *for* RETAIL FOOD FACILITIES



The Plan Review Packet Includes:

1. Procedure for Food Facility Plan Review and Approval
2. Local Companies Which Draw Food Facility Plans
3. Quick Reference for Building Departments
4. Quick Reference for Special Processes
5. Flooring Guidelines for Food Establishments
6. Hot Water Heater Worksheet
7. Requirements for Mechanical Exhaust Ventilation Plans
8. Mechanical Exhaust Ventilation Fabricators and Air Balance Testing Companies
9. Quick Reference for Grease Trap Jurisdictions
10. Plan Review Application



Environmental Health ❖ 625 5th Street, Santa Rosa, CA 95404 ❖ 707-565-6565 ❖ EH@sonoma-county.org

<https://sonomacounty.ca.gov/Health/Environmental-Health-and-Safety/>

TO: Contractors, Consultants and Facility Owners

SUBJECT: Procedure for Food Facility Plan Review and Approval (Restaurant)

BACKGROUND: California Retail Food Code (CALCODE) requires plan review approval prior to construction on all new and remodeled food facilities. The following guidelines are based on CALCODE, which should be referred to if there is need for clarification.

Environmental Health & Safety will review plans within 20 working days of receipt. If plans are not approved, a notice will be sent to the applicant detailing additional information needed. Plans may be submitted via mail and must be accompanied with a completed Plan Review Application and required fees. Plans will not begin the plan review process until all plan review fees, the application and required plan documents and copies are submitted.

Upon completion of plan review, two of the three approved sets of plans must be picked up by the applicant or a representative of the applicant. The yellow copy of the approved Plan Review Application is attached to the applicant's copy of the plans and shall remain at the construction site. The pink copy of the approved Plan Review Application is attached to the set of plans designated for the local building department and must be signed by them. It is the responsibility of the applicant to submit the pink set of plans to the building department and obtain necessary building permit(s). **The building permit(s) cannot be issued without plan review approval from Environmental Health & Safety.** It is the responsibility of the applicant to obtain a use permit from the building department (if required).

Construction of your project must be completed, final construction approval must be granted by Environmental Health & Safety and verification of approval from the jurisdictional building department prior to issuance of the Retail Food Facility Permit. Contact this office at (707) 565-6565 at least one week prior to your completion date to schedule a construction inspection.

The following information is necessary for timely review and approval:

- Complete and sign the **Plan Review Application and pay the required fee** (see fee schedule). Projects that have never had a retail food facility permit will be considered new construction. New construction plan review fee begins with a four-hour fee. A minor remodel is based on a two-hour fee. Plans will not begin the review process without completion of a plan review application and payment of the required fees. Plan review, construction inspection(s) and travel fees are separate from the operational permit fee. Plan review fees are a prepaid estimate of time and are based on the current hourly rate fee (see fee schedule). Any additional time over the plan review fees will be invoiced after the project is complete.
- Submit **THREE sets of detailed plans** and **ONE set of manufacturer equipment specification sheets, plus ONE electronic set of the plans and manufacturer equipment specification sheets.** Electronic documents may be submitted in PDF format via CD, flash drive or, if under 1 MB, email to eh@sonoma-county.org. Please be sure to include your food facility's name in the subject line.
- **Scale:** Plans shall be drawn to a minimum scale of 1/4" = 1 foot. Identify each room or area on the plans.
- **Site plan:** Submit details of the entire site, including proximity to road, driveway, parking, building footprint, other structures/infrastructure and refuse enclosure.
- **Floor plans:** Submit plans of the entire facility including plumbing layout, electrical layout, reflected ceiling plan, equipment layout details and equipment elevations.
- **Square footage:** Provide square footage of food facility and number of seats in dining room, bar and patio/outdoor dining.
- **Menu:** Submit a menu or list of foods to be prepared in the food facility.

- **Equipment schedule:** Include manufacturers' specification sheets and the method of installation for all equipment. Food service sinks must meet applicable National Sanitation Foundation (NSF) standard.
- **Finish schedule:** Specify materials and finishes for floors, floor bases, walls, ceiling, shelving and cabinets. This schedule should include the type of material and the surface finish. Give specific brand names. Samples or specifications of proposed finish materials may be required. See handout "Flooring for Food Establishments."
- **Mechanical exhaust ventilation:** Hoods shall be installed over all equipment that produce heat, gases, smoke or vapors. Refer to the current edition of the Uniform Mechanical Code (UMC), Chapter 5, for requirements. For each hood, provide plans, completed hood work sheet and other information as specified on "Requirements for Hood Plans" form, available at the office or exhaust hood manufacturer's hood specification sheet.
- **Plumbing plan:** Show a complete plumbing layout and water heater location. If more than one water heater is proposed please identify the units and connections. Floor sinks must be accessible for cleaning and installed flush with the floor finish. Include specification sheets for all food service sinks. All food service sinks must meet NSF standards.
- **Toilet facilities:** Toilet facilities are required for each food facility and must be employee accessible. Contact your local building department for specific American with Disabilities Act (ADA) requirements regarding toilet room design and number of required restrooms prior to submitting plans to this office. Food facilities located within amusement parks, stadiums, arenas, food courts, fairgrounds, and similar premises shall not be required to provide toilet facilities for employee use within each food facility if the toilet facilities are located within 200 feet in travel distance of each food facility and are readily available for use by employees.
- **Water heater:** Specify size and output in BTU/hour, KW or GPM of the water heater. If fixtures are located more than 60 feet from the water heater, a recirculation pump must be installed. See "Guidelines for Sizing Water Heaters" available from this office for additional requirements. If more than one water heater is proposed, identify the units and connections. Water heater minimum sizing requirements will be calculated by the plan reviewer and stamped on the plans for gas (BTU), electric (KW) and on demand/instantaneous water heaters (GPM). **If you are proposing an on-demand water heater please include the name and model number.**
- **Handwash sink(s):** A sink to be used exclusively for handwashing with hot and cold water must be provided within every food preparation/scullery/janitorial area and equipped with mounted soap and towel dispensers. Handwash sinks must be easily accessible.
- **Utensil washing:** A 3-compartment stainless steel sink with dual integral drain boards is required. The sink must be capable of accommodating the largest utensil (dish or pot) to be washed. Each drain board shall be as large as the sink compartments. The 3-compartment sink must drain to a floor sink (or other equivalent receptacle) via an indirect connection with a one-inch air gap space above the top rim of the floor sink.
- **Dishwashing/Glass washing:** If multi-use customer glassware is used, provide a 3-compartment stainless steel sink with dual integral drain boards. An automatic dishwashing machine or glass washing machine with high temp or chemical sanitizer may be added in addition to a 3-compartment sink.
- **Food preparation sink:** Facilities that perform food activities such as thawing, rinsing, or soaking are required to have a separate stainless steel food preparation sink that meets NSF standards. Minimum size of a food preparation sink is 18 x18 x12 inches with either a single integral drain board 18 x18 inches or an adjacent table 18 x18 inches or larger. If the food preparation sink is located closer than two feet from a hand sink or 3-compartment sink, a six-inch splash guard is required. The food preparation sink must drain to a floor sink (or other equivalent receptacle) via an indirect connection with a one-inch air gap above the top of the rim of the floor sink.
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- **Mop sink:** Provide an approved janitorial sink with hot and cold water and backflow protection. Submit a specification sheet. The sink shall be located to prevent contamination of any food preparation areas, food storage areas, utensils, or equipment. A wall or enclosure may be required depending on location of the mop sink. Provide space for storage of a mop bucket and cleaning supplies. A curbed utility wash-down area may be used in lieu of a mop sink. Mop sink/janitorial areas are required to have acceptable flooring (refer to the flooring guidelines). The walls around the mop sink must be of an impervious material: either Fiberglass Reinforced Plastic (FRP) or tile to eight feet or ceiling height and a reasonable splash distance to the sides. A mop sink may be located within 200 feet travel distance if the food facility is located within an amusement park, stadium, arena, food court, fairground, or similar premises.
- **Grease trap:** Provide location and size. Check with the local public works department for requirements.
- **Sneeze guards:** Provide complete scale drawings and finish schedule for each sneeze guard.
- **Employee clothes storage:** A room, enclosure, or designated area separated from toilets, food storage, food preparation areas and utensil washing areas must be provided where employees may change and store clothes. Facilities with fewer than 10 employees per shift can meet this requirement by providing employee lockers or similar cabinets.
- **Storeroom:** The required floor area of the storeroom shall be determined as 25% of the kitchen area or one square foot per seat, whichever is greater. This area must include cleanable metal shelves. Shelves must be located to allow for six inch of clear space between the floor and the bottom shelf.
- **Lighting:** Shatterproof shields are required on lights above food preparation areas, utensil washing areas, and where open food is stored. At least 50-foot candles of lighting intensity shall be provided in areas where employees are working with food, or working with utensils or equipment. At least 20-foot candles of lighting intensity shall be provided where food is provided for consumer self-service or where fresh produce is prepared.
- **Refuse enclosure:** A dumpster pad and enclosure are required in accordance with local building department standards.
- **Water supply:** The water supply shall be from a water system approved by the Health Officer or the California Department of Public Health, Drinking Water Division. Water wells must be permitted and approved by the California Department of Public Health, Drinking Water Division. Provide appropriate documentation for state regulated transient non-community water systems and non-transient non-community water systems.
- **Sewage disposal:** The establishment must be connected to a municipal sewer system or an individual sewage disposal system. If the operation is to be served by an individual sewage disposal system, contact the Sonoma County Permit and Resource Management Department for current requirements.
- **Walk-in refrigeration/freezer units:** Walk-in refrigeration and freezer units must open directly into the food facility.



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Local Companies That Draw Food Facility Plans*

ATS Design Group/ Al Turner Studio	(707) 537-8024
Ballinger Restaurant Equipment, Inc.	(707) 544-8924
Castino Restaurant Equipment & Supply	(707) 585-3566
Central Mechanical Co.	(650) 588-0420
Design 4 Dining	(866) 935-7860
Elee Tsai	(707) 575-9990
Henderson Architect	(707) 237-5240
Jim Winkel	(707) 332-0020
Kosar Associates	(707) 887-1286
Mena Architects (only for grocery store plans)	(415) 348-0100
Myers Restaurant Supply, Inc.	(707) 570-1200
Northbay Restaurant Design, Stan Gardiner	(707) 484-6573
O'Malley Wilson Westphal – A/E Alliance	(707) 636-0828
Restaurant Design Concepts	(510) 436-9333
Robert Moore, Architect	(707) 578-8152
Rosenberg's Restaurant Equipment	(707) 542-4271

*The above companies are not endorsed by this Department, and no one company is recommended over another. The companies are in no particular order as to ranking. This list is for informational purposes only to assist the public in the plan review process. This list should not be construed to be complete or all-inclusive.

Quick Reference for Building Departments

City of Cloverdale
126 N. Cloverdale Blvd.
Cloverdale, CA 95425

Community Development
707-894-1701
www.cloverdale.net

City of Cotati
201 W. Sierra Ave.
Cotati, CA 94931

Building Department
707-665-3636
www.ci.cotati.ca.us

City of Healdsburg
435 Allan Ct.
Healdsburg, CA 95448

Community Development
707-431-3346
www.ci.healdsburg.ca.us

City of Petaluma
11 English St.
Petaluma, CA 94952

Community Development
707-778-4301
www.cityofpetaluma.net

City of Rohnert Park
130 Avram Ave.
Rohnert Park, CA 94928

Development Services- Building
707-588-2240
www.ci.rohnert-park.ca.us

City of Santa Rosa
100 Santa Rosa Ave.
Santa Rosa, CA 95401

Community Development
707-543-3200
<http://ci.santa-rosa.ca.us>

City of Sebastopol
7120 Bodega Ave.
Sebastopol, CA 95472

Building Department
707-823-8597
<http://ci.sebastopol.ca.us>

City of Sonoma
1 The Plaza
Sonoma, CA 95416

Building Department
707-933-2205
www.sonomacity.org

Town of Windsor
9291 Old Redwood Hwy.
Windsor, CA 95492

Building Department
707-838-5341
www.ci.windsor.ca.us

Permit & Resource Management Dept
2550 Ventura Ave., Santa Rosa, CA 95403
Unincorporated Sonoma County
Forestville
Guerneville
Bodega Bay
Bodega
Occidental
Graton
Geyserville
Penngrove

PRMD-Building Department
707-565-1900
www.sonoma-county.org/prmd



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Quick Reference for Special Processes

Wholesaling Food Products and Processed Food Registration (canning jam, jelly, pickles, etc.)

California Department of Public Health
Food and Drug Branch
1500 Capitol Ave. MA7602
P.O. Box 997435
Sacramento, CA 95899-7435
Main Phone# 916-650-6500
FDBinfo@cdph.ca.gov

Meat Drying/Curing/or Smoking

California Department of Food and Agriculture
Meat and Poultry Division
1220 N. Street
Sacramento, CA 95814
(916) 900-5004
ahbfeedback@cdfa.ca.gov

Cheese/Ice Cream/Gelato/Popsicle Processing

California Department of Food and Agriculture
Milk and Dairy Foods Control Branch
1515 Clay Street, Suite 803
Oakland, CA 94612
R. John Macy
(510) 622-4810
jmacy@cdfa.ca.gov

FLOORING GUIDELINE FOR FOOD ESTABLISHMENTS

When installing a new floor or replacing an existing floor, contact our office to insure the floor and base meet current requirements.

The California Retail Food Code (CALCODE) Section 114268 states the following:

- (a) *Except in sales areas and as otherwise specified in subdivision (d), the floor surfaces in all areas in which FOOD is prepared, prepackaged, or stored, where any UTENSIL is washed, where REFUSE or garbage is stored, where janitorial facilities are located in all toilet and handwashing areas shall be SMOOTH and of DURABLE CONSTRUCTION and nonabsorbent material that is EASILY CLEANABLE*
- (b) *Floor surfaces shall be coved at the juncture of the floor and wall with a **3/8-inch minimum radius coving** and shall extend up the wall at **least four inches**, except in areas where FOOD is stored only in unopened bottles, cans, cartons, sacks or other original shipping containers.*

The following floor types will meet the above CALCODE requirements:

Full kitchens (containing cooking equipment), **sculleries, meat or fish preparation areas, bars, bakeries**, and any areas with a power wash down:

1. Quarry tile (any color) with a four-inch quarry tile coved base. Epoxy grout is recommended.
2. Seamless troweled on epoxy floor (not paint) ¼ inch minimum thickness with a four-inch self-coved base.
3. 100% homogenous vinyl flooring recommended by the manufacturer for use in commercial kitchens. The floor must have heat-welded seams and a four-inch self-coved base.

Limited food preparation areas, service areas such as delicatessens, sandwich shops, espresso shops, areas behind service counters, employee change areas and janitorial rooms:

1. Those floors listed above for full kitchens.
2. The minimum flooring required is a commercial grade sheet vinyl having chemically welded seams with a four-inch self-coved base.

Toilet facilities (employee or customer use)

1. Those floors listed for full kitchens and limited food preparation areas
2. Ceramic tile with four-inch coved base tile

Dry storage areas (all prepackaged, no open food containers, no food preparation, no sinks, no refrigerators and no ice machines):

1. Those floors listed for full-service kitchens and limited food preparation areas.
2. The minimum flooring required is vinyl composition tile (VCT) with a four-inch vinyl/rubber top set coved base.

Walk-in refrigerators and freezers:

1. Metal floor and coved base installed as part of the NSF or equivalent walk-in.
2. Quarry tile with a quarry tile coved base or metal cove base provided by the manufacturer. Epoxy grout is recommended.
3. Seamless troweled on epoxy (not paint) minimum ¼ inch thick, 3/8-inch coved base supplied by the walk-in manufacturer.
4. New smooth, sealed concrete with four-inch coved concrete base, quarry tile cove base **or** metal coved base supplied by the walk-in manufacturer.

Dining area flooring materials are up to the discretion of the ownership. Mixed use or self-serve area requirements will be based on limited food preparation flooring requirements shown above.

Floor Drains

Upon new construction or extensive remodeling, floor drains shall be installed as follows:

1. In floors that are water-flushed for cleaning.
2. In areas where pressure spray methods for cleaning equipment are used.
3. In toilet facilities, floor drains are recommended, but not required.

Floor Sinks

For new construction or additions where floor sinks are required, the floor sinks must be flush mounted. Floor sinks must have adequate grates to prevent injury and be accessible for regular cleaning.

Please submit samples of new materials not listed for review and approval prior to installation.



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WATER HEATER SIZING WORKSHEET

ESTABLISHMENT _____ Date _____

ADDRESS _____

Fill in Applicable Fixtures	# Units	x	GPH	=	Total GPH	GPM
3-Compartment Sink (____" x ____" x ____")	3 (basins)		_____	=	_____	_____
*Pre-Rinse Unit for 3-Comp Sink	_____		_____	=	_____	_____
Bar 3-Compartment Sink	_____		_____	=	_____	_____
Hand Sink(s), Including Restrooms	_____		_____	=	_____	_____
Prep. Sink w/Faucet or Pre-Rinse	_____		_____	=	_____	_____
Dishwasher #1	_____		_____	=	_____	_____
Dishwasher #2	_____		_____	=	_____	_____
Mop Sink w/Backflow Faucet	_____		_____	=	_____	_____
Pre-Rinse w/Scrap Tray	_____		_____	=	_____	_____
_____	_____		_____	=	_____	_____

*Compare the pre-rinse GPH to the GPH for the sink fixture, use the largest value.

	Total GPH	=		Total GPM	=	
	Tank Units		_____	Instantaneous		_____
				<small>At a 60°F rise in temp</small>		

_____ Total GPH x _____ % (See sizing requirements below) = _____ GPH required

Formula for Gas water heaters

_____ GPH required x 60°F rise x 11 = _____ Total BTU input

Formula for Electric water heaters

_____ GPH required x 0.149 = _____ Total KW input

SIZING REQUIREMENTS FOR STORAGE WATER HEATERS (not instantaneous water heaters)

- A. Food facilities with multi-service eating utensils, heavy use (serving 3 meals a day) 100% GPH required
- B. Food facilities with multi-service eating utensils, moderate use 90% GPH required
- C. Food facilities with single service eating utensils, or don't use utensils at all 80% GPH required
- D. Food facilities that sell only prepackaged foods. A water heater with a minimum storage capacity of 10 gallons must be provided.



WATER HEATER SIZING WORKSHEET

3-Compartment utensil sinks

18" x 18" 14 gallons per compartment
24" x 24" 25 gallons per compartment

Custom sink sizes can be calculated using the following formula:

Length (ft) x Width (ft) x Depth (ft) x 7.5 = gallons per compartment

Bar 3-Compartment Sinks

6 gallons per compartment

Pre-Rinse Units

Hand spray type: 45 gallons
Other type: Refer to manufacturer's specifications for the equipment

Prep Sinks

5 gallons per sink

Janitorial (Mop) Sinks and Mat Washing Areas

15 gallons per sink or facility

Hand Sinks

5 gallons per sink

Clothes Washers

9 and 12 lb. washers 45 gallons
16 lb. washers 60 gallons

Employee Shower

20 gallons per shower

Other Fixtures That Use Hot Water

Refer to manufacturer's specifications for the equipment or NSF® listing.

Instantaneous Water Heaters (On-Demand)

Instantaneous water heaters must be sized to provide **120°F** water at a **60 degree rise** and at a rate of at least **2 GPM to each sink (hand sinks must receive at least ½ GPM)**. NSF listings are used to determine the minimum GPM hot water demand for commercial dishwashers.

Refer to the instantaneous water heater unit manual to verify sizing.

For additional information on sizing and installation of water heaters, see *Guidelines for Sizing Water Heaters* available at the Environmental Health & Safety offices.

****If more than one water heater is proposed for the facility, please identify the units and connections.**

All approved plans are stamped with the minimum requirements for tank style gas, tank style electric, and instantaneous water heater units.



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EXHAUST HOOD FABRICATORS*

Gemini Stainless (Jeff Lambertson)	(510) 670-9090
Comco (Armand) **	(510) 832-6433
Simpson Sheet Metal	(707) 576-1500
Peterson Mechanical	(707) 938-8481
All Food Service Installations	(510) 410-3453
RLA Sheet Metal	(707) 433-8217
Henry Mechanical	(707) 838-3311

AIR BALANCE TESTING COMPANIES*

Carter Air Balance	(707) 252-4859
MTB	(707) 766-9790

*The above companies are not endorsed by this department, and no one company is recommended over another. The companies are in no particular order as to ranking. This list is for informational purposes only, in order to assist the public in the plan review process. This list is a living document and is in no way construed to be complete or all-inclusive.

**Indicates the company also does air balance testing.



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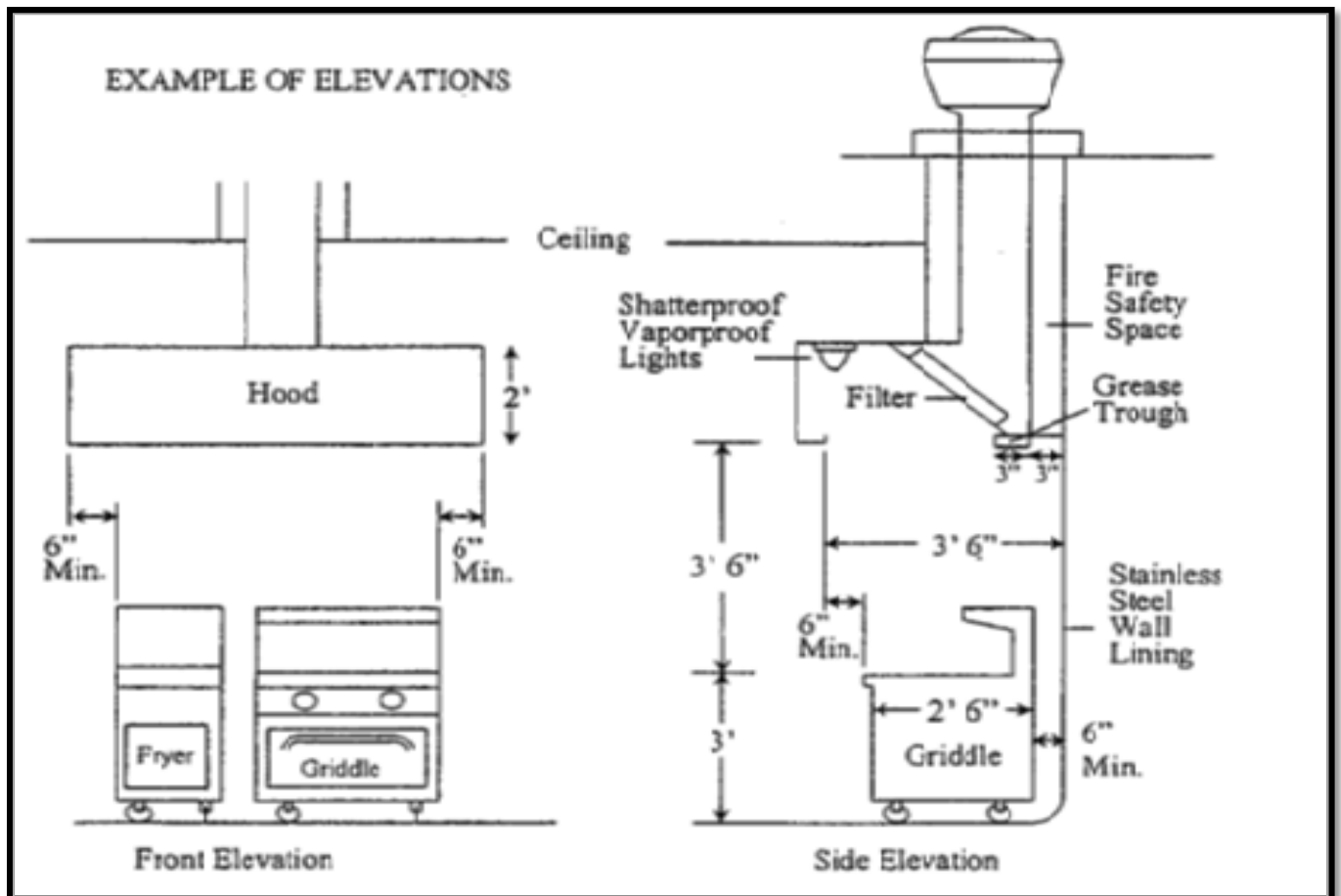
COMMERCIAL KITCHEN VENTILATION HOOD DATA SHEET

TO BE COMPLETED BY APPLICANT - PLEASE PRINT - HEALTH PERMITS ARE <u>NOT</u> TRANSFERABLE			
Facility Name:		Phone:	
Facility Address:		City:	State: Zip:
Legal Owner:		Phone:	
Contractor/Agent:		Phone:	
EQUIPMENT TO BE PLACED UNDER EXHAUST HOOD			
Type of Equipment		Manufacturer	
EXHAUST HOOD SPECIFICATIONS			
Exhaust Hood: <input type="checkbox"/> Type I <input type="checkbox"/> Type II		Hood Dimensions: Length _____ ft. Width _____ ft.	
<input type="checkbox"/> Canopy <input type="checkbox"/> Eyebrow <input type="checkbox"/> Compensating <input type="checkbox"/> Non-Canopy (Back shelf) <input type="checkbox"/> Other _____			
<input type="checkbox"/> UL Listed (Manufacturer & Model #)			
<input type="checkbox"/> Custom-Unlisted (Fabricator/Installer)			Phone:
Exhaust CFMs:		Calculation Formula Used:	
UL listed hoods refer to manufacture specification sheet. Custom hoods use Uniform Mechanical Code formula.			
Number of Exhaust Ducts:		Duct Size(s): Length _____ in. Width _____ in. Duct Area: _____ ft ²	
Exhaust Velocity: _____ FPM		Duct exhaust velocity must be between 500 – 2500 FPM. Formulas: Duct Area: ft ² = length x width / 144 in ² /ft. Exhaust Velocity: FPM = Exhaust CFM / Duct Area	
Number of Filters:		Type of Filter: Filter Size: Length _____ in. Width _____ in.	
Filter Rating:		Formulas: Filter Area Needed: ft ² = Exhaust CFM / Permissible filter face velocity Number of filters required = Filter area needed / actual filter surface area in ft ² The permissible or optimum operating velocities vary based on the manufacturer usually 300 to 400 FPM.	
Notes: 1) Exhaust hood shall overhang cooking most equipment by at least 6 inches. 2) Distance from top of cooking surface to lowest portion of hood shall not exceed 4 feet. 3) Maximum one duct for every 12 feet of hood length. Check manufacturer specs for listed hoods. 4) Side panels are recommended for custom hoods. 5) Listed hoods are tested to UL 710 standards-short circuit type not recommended.			
MAKEUP AIR SUPPLY			
Make-up Air Supply CFMs:		UL listed hoods refer to manufacturer specifications. Custom hoods must equal Exhaust CFMs.	
Number of Registers:		2 or more are strongly recommended for all hoods and spaced so not to short-circuit exhaust.	
Note: Makeup air and hood exhaust must be electrically interconnected on one switch. Makeup air must be mechanically provided.			
I understand that any construction, alteration or repair, including, but not limited to, equipment changes or alterations, a menu change or change in facility's method of operation requires EHS review and approval.			
Signature:			Date:
Print Name:		Title:	
For Office Use Only			
EHS Reviewer:		SR:	Date:

REQUIREMENTS FOR HOOD PLANS

- **Provide 3 sets of plans, ¼-inch per foot, containing:**
 - Plan view:
 - Outline of hood over cooking equipment
 - Clearances around equipment and to walls
 - Exhaust and make-up air ducts
 - Make-up air diffusers on ceiling
 - All dimensions of equipment and ducts
 - Front and side elevations showing:
 - Cooking equipment
 - Hood overhang
 - Duct elbows and fans
 - Type of metal used in hood and ducts
 - Specify if hood is Type I, Type II, UL Listed, non- canopy, compensating, etc.
 - Name, address and phone number of facility and hood designer
- **Submit one set of cut-sheets (manufacturers' specification sheets) for:**
 - Cooking equipment - Exhaust fan - Make-up air fan - UL Listing Card for hood system (if applicable)

Plans shall conform to Uniform Mechanical Code





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Quick Reference for Grease Trap Jurisdictions

The Sonoma County Department of Health Services does not have jurisdiction on grease trap sizing or inspection. Contact the appropriate agency on the list below for additional information.

City of Santa Rosa..... City of Santa Rosa
City of Sebastopol..... Utilities Department
City of Cotati..... Environmental Services Section
City of Rohnert Park..... 707-543-3369
Roseland Area (unincorporated Santa Rosa)

City of Cloverdale..... City of Cloverdale
..... City Hall Administration
..... 707-894-2521

City of Healdsburg..... City of Healdsburg
..... Public Works Department
..... 707-431-3346

City of Petaluma..... City of Petaluma
..... Public Works Department
..... Planning Division
..... 707-778-4308

Town of Windsor..... Town of Windsor
..... Public Works Department
..... 707-838-1006

City of Sonoma..... Sonoma County Water Agency
Forestville..... 707-526-5370
Guerneville
Bodega Bay
Bodega
Occidental
Graton
Geyserville
Penngrove
(Remainder of unincorporated Sonoma County)



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FOOD FACILITY PLAN REVIEW APPLICATION

NOTE: Environmental Health will not process the plans until plan review fees are paid (see [Fee Schedule](#)) and a complete, legible plan review package is submitted (i.e. application, 3 sets of plans drawn to a minimum scale of 1/4 inch = 1 foot, 1 set of manufacturer specification sheets, and proposed menu).

**SUBMITTING THE FOOD FACILITY PLAN REVIEW APPLICATION IS NOT A PERMIT TO OPERATE.
A FOOD FACILITY THAT OPERATES WITHOUT A VALID RETAIL FOOD FACILITY PERMIT MAY BE SUBJECT TO
CLOSURE AND PENALTY OF UP TO 3 TIMES THE COST OF THE PERMIT**

Facility Name _____ APN (if known) _____ Sq. Ftg. of Facility Interior _____

Site Address _____ Ste _____ City _____ Zip _____

Owner Name(s) _____ Phone _____

Mailing Address _____ Ste _____ City _____ State _____ Zip _____

Email Address _____

Contact Person/Title _____ Phone _____

Mailing Address _____ Ste _____ City _____ State _____ Zip _____

Email Address _____

Type of Construction (Check one): New Construction Remodel

Scope of Work _____

Extent of Food Service (Check all that apply): Prepackaged Food Only Food Preparation without Cooking Food Preparation with Cooking

Water Supply: Public _____ Private Well* Sewage Disposal: Public _____ On-Site/Septic**

**CDPH Drinking Water Branch clearance is required prior to issuance of permits **PRMD clearance is required prior to issuance of permits*

I understand that Environmental Health will review these plans within 20 working days after being processed. Environmental Health will only approve the plans when it has determined that all necessary information is in conformance with applicable laws and regulations. The local Building Department must receive Environmental Health approved plans prior to issuing a building permit for any construction/renovation of a food facility. Construction and/or installation of equipment in the facility shall not begin until Environmental Health has approved the plans and building permits are obtained. Plan review fees are a prepaid estimate of time and are based on the current hourly rate. Plan review and construction inspection fees (including travel time) are separate from the operational permit fee. The following must be completed before opening the food facility for business:

- Obtain final construction inspection approval from Environmental Health and all applicable regulatory agencies.
- Submit the Retail Food Facility Permit application and fees.
- Any additional time beyond the initial paid plan review fees are due prior to submittal of a Retail Food Facility Permit application.

Applicant Signature _____ Date _____

Print Name _____ Title _____

For office use only:

Application Date _____ FA # _____ SR # _____ District _____

Plans Reviewed by _____ Date _____ Plans Approved by _____ Date _____

Cash Check Credit Card Trans# _____ Date Rec'd _____ by _____ Amount Rec'd \$ _____

Comments _____