



COUNTY OF YOLO

Department of Community Services

Environmental Health Division
292 W. Beamer Street, Woodland, CA 95695
Phone: 530-666-8646 | Email: ehealth@yolocounty.org

FOOD FACILITY PLAN REVIEW APPLICATION

Submit this form with one complete set of plans to Yolo County Environmental Health (YCEH) located at 292 W. Beamer Street, Woodland, CA 95695. All plans must be drawn to scale (min ¼" per foot) and printed on at least 24" x 36" paper when applicable. An electronic copy is required. Please email electronic plans to ehealth@yolocounty.org. Please note: **YCEH has twenty (20) business days** to review plans and respond.

GENERAL INFORMATION:

Facility Information: Name of Business: _____ Name of Owner: _____
Site Address: _____ City: _____ Zip Code: _____
Owner or Business Email: _____ Phone #: _____
Seating Capacity of Facility: _____ Square Footage of Facility: _____

Plan Submittal Contact: Name: _____ Business Name: _____
Mailing Address: _____ City: _____ Zip Code: _____
Email: _____ Phone #: _____

Architect: Contact Name: _____ Business Name: _____
Mailing Address: _____ City: _____ Zip Code: _____
Email: _____ Phone #: _____

SCOPE OF WORK:

New Construction: Kitchen with Exhaust Hood Kitchen without Exhaust Hood
 Multiple Kitchens & Food Service Areas

Remodeling Existing Facility (check ALL that apply): Changing Facility Floorplan Adding or Replacing Sinks
 Replacing Floors, Walls, Ceiling Fixtures New Paint Menu Change Other: _____

Minor Equipment Change Only: Adding New Equipment Replacing Existing Approved Equipment

Food facility plan check fees are based on the type of work being done to the facility. For our current fees, please contact us at 530-666-8646. Expedited plan check services are available for an **additional 50%** of the applicable plan check fee. Expedite plan checks have a review period of **three (3) days up to five (5)**.

Plans Submitted By: _____ Date: _____
Name Signature

For Office Use Only

EHS Assigned to: _____	FA: _____	SR#: _____
Due by: _____	Fee Paid: _____	PE: _____
Risk Category: _____	Chk/CC: _____	Receipt#: _____

Introduction

Plans accepted by the Yolo County Environmental Health Division are required to include certain pertinent information. If this information is not provided, the plan check review cannot be completed.

Checklist for food establishment submittals

The following is a checklist of information needed at plan check submittal. Provide the page number(s) where information has been provided.

INFORMATION	PAGE #	
One (1) set of plans at initial submittal. NOTE: An electronic approved plan will be required prior to final inspection.		
Site Plan with refuse storage area showing on plan; outdoor refuse storage area or enclosure with non-absorbent material: easily cleanable, durable and sloped to sanitary sewer drain.		
Title Sheet: <input type="checkbox"/> Name of establishment <input type="checkbox"/> Address of establishment <input type="checkbox"/> Owner or contractor’s address <input type="checkbox"/> Contact phone number		
Floor Plan showing all equipment (minimum ¼” = 1 ft.) All equipment shall be labeled to correspond with equipment schedule.		
Make, Manufacture and Model Number or Specification Sheets for all food equipment. NOTE: Provide specification sheets numbered to match plans. All food equipment must be certified or classified for sanitation by ANSI certified program.		
Building Structure: <ul style="list-style-type: none"> • Will the building be demolished for the remodel? • Are all exterior doors self-closing? • Are all restroom doors self-closing? • Are any exterior walls or windows openable? • Are there any roll-up doors or windows? 	Yes	No
Plumbing Plan (minimum ¼” = 1 ft.): <input type="checkbox"/> Hot and cold-water lines <input type="checkbox"/> Waste lines: Label all floor sinks and drains. Show which equipment drains indirectly or directly to sewer. <input type="checkbox"/> Water heater information (Size, Recovery Rate, BTUs or KWs)		
Restrooms shall be accessible without going through food preparation, warewashing, or food storage areas unless route of access complies with the exception (separation of 3 ft. from food prep and with a rail/wall 3 ft. in height). Restrooms are required for employees. Additional restroom(s) are required if providing onsite dining to customers and/or grocery stores.		
Warewashing: <input type="checkbox"/> Will multi-use kitchen and/or customer utensils be provided? <input type="checkbox"/> Three-(3)-compartment-sink with attached drainboards, indirectly connected to sewer (minimum requirement). <input type="checkbox"/> Dishwasher with pre-rinse facilities.	Yes	No

Continued

Preview Checklist for Food Establishment Plan Review

Checklist for food establishment submittals, continued	INFORMATION	PAGE #	
	Handwashing Sink located in <u>each</u> food preparation area.		
	Janitorial / Mop Sink with Areas for Chemical Storage		
	Prep Sink: Minimum 18" x 18" x 12" with one 18" attached drainboard or an 18" prep table adjacent to the prep sink. Indirect waste connection to floor sink(s). NOTE: Any washing, thawing, or soaking of food items requires a prep sink. Not required when food items are pre-packaged or pre-prepared at another approved facility.		
	Lighting Plan (minimum ¼" = 1 ft.) - all overhead lighting.		
	Ventilation Plan (minimum ¼" = 1 ft.) - HVAC supply & return locations.		
	Exhaust Hood: Detailed drawings, specifications, and calculations. 100% make-up air required and electrically interconnected with exhaust system. Air balance schedule required if make-up air does not equal hood exhaust.		
	Finish Schedule for all rooms and walk-in refrigerators or freezers. Samples of proposed finishes may be required. <input type="checkbox"/> Floors: smooth, durable, and non-absorbent. <input type="checkbox"/> Cove base: minimum 4" high with 3/8" radius integral with floor. <input type="checkbox"/> Walls: shall be smooth, washable in warewashing, food prep, janitorial, employee restrooms and open food storage areas. <input type="checkbox"/> Ceiling: shall be smooth, washable with no exposed plumbing or electrical in warewashing, food preparation, janitorial, employee restrooms and open food storage areas. <input type="checkbox"/> Struts: shall be easily cleanable, sealed and not harbor pests.		
	Storage Areas: <input type="checkbox"/> Storage of food (Minimum 144 square feet (sq. ft.) for restaurant, 72 sq. ft. for such small facilities as bars, produce department. More storage may be required in larger facilities. <input type="checkbox"/> Will you be doing any catering? (requires more storage) <input type="checkbox"/> Employee clothing and/or personal effects (lockers, designated cupboards) <input type="checkbox"/> Cleaning agents, supplies, and poisons (enclosed shelving)		
	Menu Required: Provide a menu <input type="checkbox"/> Will any raw meat, poultry or seafood be cooked? <input type="checkbox"/> Will you cook and cool food in advance? <input type="checkbox"/> Will you be using any special processes such as making sushi rice, sous vide, cook/chill, or storing food in reduced oxygen packaging?	Yes	No
Utilities: <ul style="list-style-type: none"> • Water provided by: _____ • Sanitary sewer provided by: _____ 			