

4

5

CONSTRUCTION INSPECTION(S)

When work is about 3/4 done, call for an inspection.

PLAN AHEAD!!!

It can take 2-3 weeks to schedule a preliminary or final inspection.

A final construction inspection approval, along with any required city or fire approvals, must be obtained in order to get a health permit.



HEALTH PERMIT APPROVAL

Within 7 business days of conditional approval to operate, submit:

- A completed Health Permit Application
- Supporting ownership documents (see reverse of application)
- Payment for your initial annual health permit fee

Failure to submit the above items may result in closure of the food business.



WELCOME!

We have received your plans, thank you for doing business in Orange County!

Your Plan Number is

SR _____

Your Submittal Date is

Expected Initial Review Date is

For More Information

Visit Online

www.ocfoodinfo.com/plancheck for plan review process or operating a food business.

www.ocfoodinfo.com/permit on how to obtain a health permit.

Speak to a Specialist

(714) 433-6074

Environmental Health

1241 East Dyer Road, Suite 120
Santa Ana, California 92705
Phone: (714) 433-6000
Fax: (714) 433-6424
Email: plancheck@ochca.com



Plan Check and Permitting Guide

Step by Step Guide for Food Businesses



Environmental Health





When is a plan check required?

- ✓ When constructing a new food business
- ✓ When remodeling an existing food business
- ✓ Making a menu change that requires adding new equipment
- ✓ Adding new equipment



How much will it cost?

There are two fees :

- 1 **Plan check fee** (covers review/ inspections) based on the square footage and scope of project.
- 2 **Health permit fee** (due annually) is based on type and size of the food business.



When is a health permit required?

- 1 A health permit is required when selling or giving away food to the public.
- 2 To apply, contact the Environmental Health Division at (714) 433-6000 to schedule an inspection.
- 3 Health permits are not transferable. Operating a food business without a permit may subject you to penalties and closure.

For fee information, visit www.ochealthinfo.com/eh/home/fees or call (714) 433-6074.

Plan Check Process

1

PLAN SUBMITTAL PROCESS

- ✓ Submit three sets of plans to Environmental Health
- ✓ Pay the **plan check fee**
- ✓ You will then be assigned a Service Request (SR) number
- ✓ Use the SR number to track your plan's progress at ocfoodinfo.com/plancheck

Plans should include:

- Equipment specification sheets
- Finish schedule
- Floor plan
- Mechanical, Electrical, & Plumbing Details
- Equipment schedule
- Finish samples
- Drawn to scale
- Elevations

Contact the assigned plan checker for any questions.

2

PLAN REVIEW

Approximately 20 business days after you submit and pay for your plan review, you will receive either:



- If plans are approved, go to Step 3
- If plans are not approved, review comment letter

3

PLAN APPROVAL

- ✓ Pick up your plans
- ✓ Take one set to the City
- ✓ Keep one set at the job site
- ✓ **START CONSTRUCTION!**

Plan approval gives you permission to start construction, but not to operate! To operate, you need a health permit.

