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## 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

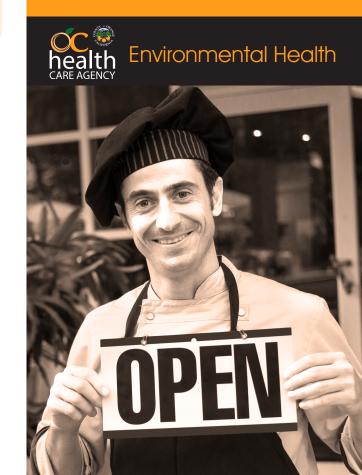
Fax: (714) 433-6424

Email: plancheck@ochca.com



## Plan Check and Permitting Guide

Step by Step Guide for Food Businesses





## 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

- inspections) based on the square footage and scope of project.
- Pealth permit fee (due annually) is based on type and size of the food business.

- selling or giving away food to the public.
- **Environmental Health Division** at (714) 433-6000 to schedule an inspection.
- subject you to penalties

com/eh/home/fees or call (714) 433-6074.

## **Plan Check Process**



#### There are two fees:

Plan check fee (covers review/

## When is a health permit required?

- 1 A health permit is required when
- 2 To apply, contact the
- Health permits are not transferable. Operating a food business without a permit may and closure.

For fee information, visit www.ochealthinfo.

## **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.

## **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

## **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.



