



Countywide Services Agency

Environmental Management  
Department

Environmental Health Division  
John Rogers, Chief

County of Sacramento

Terry Schutten, County Executive  
Jim Hunt, Acting Agency Administrator  
Val F. Siebal, Department Director

## HOW TO OBTAIN PLAN APPROVAL AND HEALTH PERMIT FOR A FOOD ESTABLISHMENT

---

|  |   |
|--|---|
| <b>Purpose</b>   | The purpose of this document is to assist customers in the procedures for obtaining plan approval and a health permit.  |
| <b>When to obtain a health permit</b>                    | You must obtain a health permit whenever you sell or give away any food or beverage.<br><br><u>Exception:</u> A non-profit organization that gives or sells food to its members and guests at occasional events (i.e., no more than 3 days in a 90 day period) may not be required to obtain a health permit. Please contact Environmental Health (EH) at (916) 875-8440 to determine if a health permit is required. |
| <b>When to submit plans to EH</b>                        | You must submit plans to Environmental Health, Plan Review section, located at 10590 Armstrong Ave., Mather, CA 95655 anytime you <ul style="list-style-type: none"><li>• Construct or remodel a building into a new food establishment, or</li><li>• Remodel an existing food establishment.</li></ul>   |
| <b>When to obtain a building permit</b>                  | A building permit is required prior to any construction or remodeling work being done.  |
| <b>When to submit plans to Building Inspection Dept.</b> | In order to obtain your building permit you must submit plans to the local Building Inspection Department (BID) after submitting to Environmental Health, Plan Review section. Check with the local BID regarding their submittal requirements.   |

---

*Continued on next page*

## How To Obtain Plan Approval & Health Permit for a Food Establishment, continued

### EH submittal requirements

The following are the basic submittal requirements for Environmental Health:

- Three (3) sets of plans
- Paper size: minimum 24" x 18"
- Scale: minimum ¼" per ft.
- A plan review fee paid (see page 4)

### Plan content

The following is a table of information to be included in Environmental Health plan submittals. Building Inspection Division (BID) may require additional information.

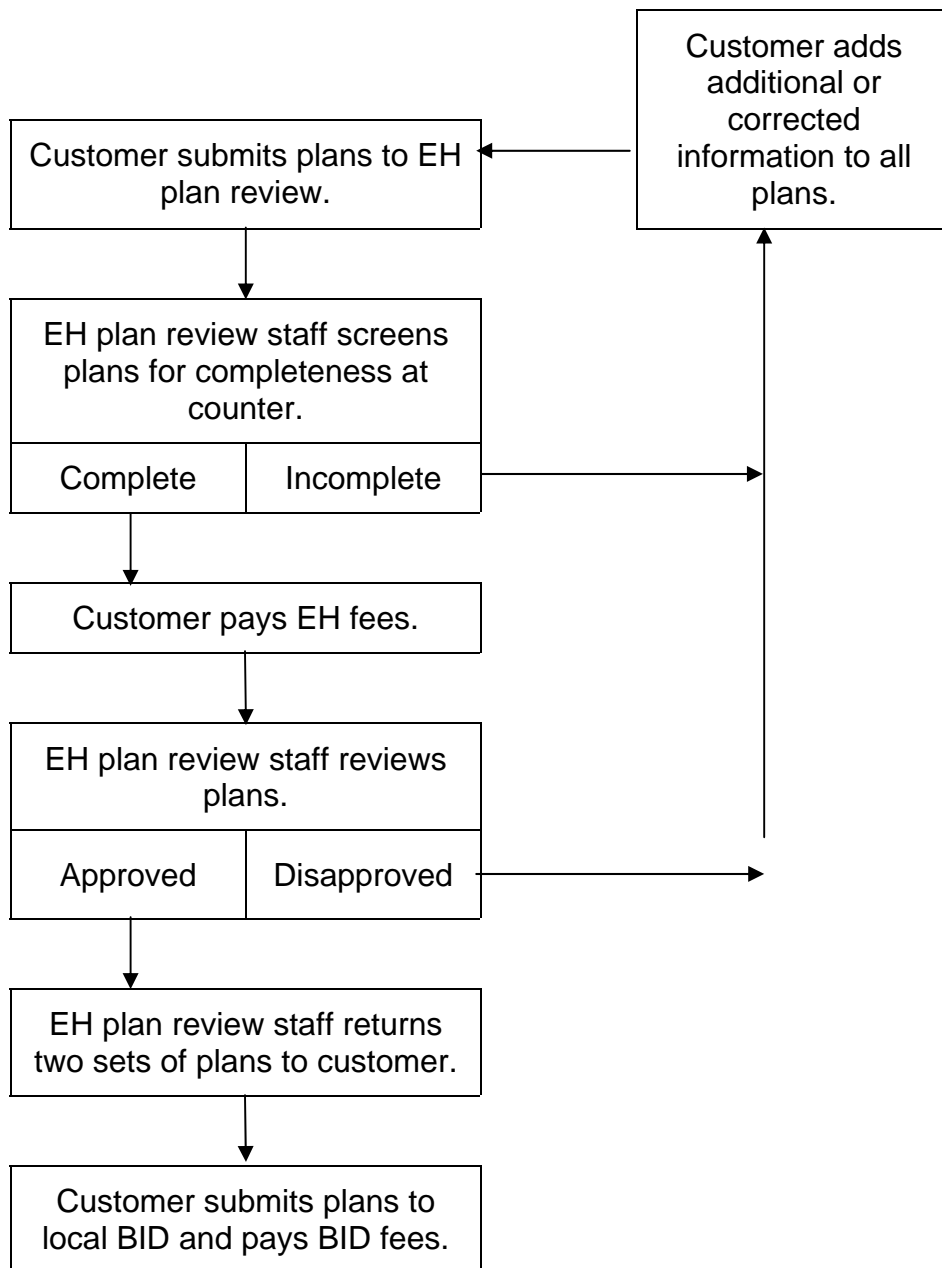
| Type of Information      | Description   |
|--------------------------|---|
| Identification           | Name and address of establishment.  |
| Site Plan                | Establishment location relative to other buildings, trash enclosure areas, and parking.   |
| Floor Plan               | All rooms labeled for usage and door schedule information (self-closures, type).  |
| Food Equipment Plan      | All equipment labeled and identified, include manufactures' name and model numbers.   |
| Plumbing Plan            | Hot and cold water and waste line diagrams. Water heater size, type and location.   |
| Materials and Finishes   | Floors, cove base, walls and ceilings materials.  |
| Lighting and Ventilation | Overhead lighting location and type. HVAC duct and register location and size. Provide cooking equipment hood ventilation details, if applicable. |

*Continued on next page*

**How To Obtain Plan Approval & Health Permit For a Food Establishment continued**

**Process:  
obtaining plan  
approval**

This is the process for submitting plans and obtaining plan approval for food facilities. A complete set of plans will be reviewed within 20 working days, or less if workload permits.



*Continued on next page*

## How To Obtain Plan Approval & Health Permit For a Food Establishment, continued

---

**Fees for  
Environmental  
Health plan review**

For a current list of fees, please request a copy of the Environmental Health Program Fee Schedule by calling (916) 875-8440. The fee schedule may also be located on the Environmental Management Department website at:

[www.emd.saccounty.net/EMDfees.htm](http://www.emd.saccounty.net/EMDfees.htm)

---

**Expedited review**

Expedited review is conditional, based on availability of EH staff. If available, plans may be expedited and reviewed within 2 working days at an additional fee to defray the cost of overtime.

---

**Consultation  
review**

EH staff is available to answer questions and provide helpful information and materials regarding the plan review process. However, if a need arises for additional assistance, a Consultation Review is available, by appointment, at an hourly rate.

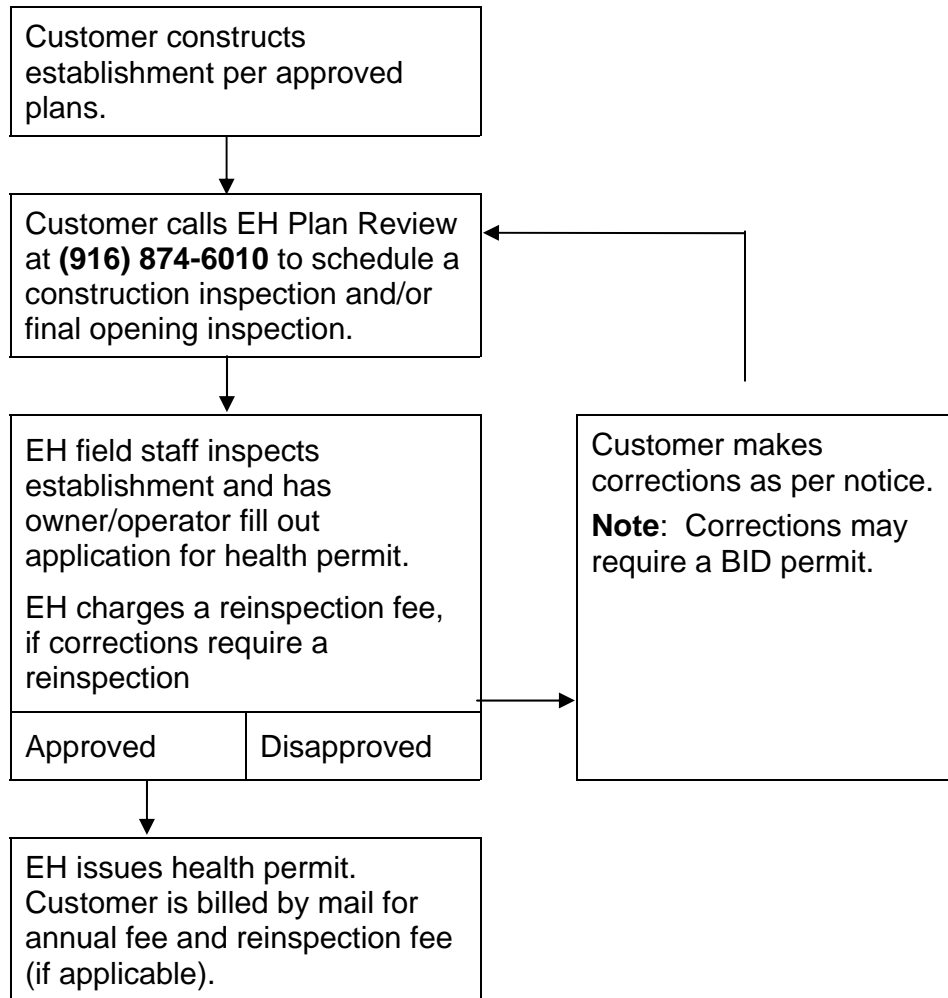
---

*Continued on next page*

**How To Obtain Plan Approval & Health Permit For a Food Establishment, continued**

**Process:  
obtaining health  
permit**

This is the process for obtaining a health permit for a food establishment



**EH inspection requirements**

The establishment must be built according to approved plan. In addition, all construction must be finished and the equipment installed and operational prior to calling for your health permit inspection from EH. Contact Plan Review at (916) 874-6010 to approve any deviations from approved plan.

**Fees for Environmental Health permit**

For a current list of permit fees, please request a copy of the Environmental Health Program Fee Schedule by calling (916) 875-8440. The fee schedule may also be located on the Environmental Management Department website at:

[www.emd.saccounty.net/EMDfees.htm](http://www.emd.saccounty.net/EMDfees.htm)

*Continued on next page*

## How To Obtain Plan Approval & Health Permit For a Food Establishment, continued

### EH and BID agency information

The following is a table of information for the Environmental Health (EH) and Building Inspection Departments (BID) involved in plan approval and obtaining a health permit.

| Agency Name   | Location   | Phone Number   |
|---|--|----------------|
| Environmental Health, Plan Review, downtown office    | 10590 Armstrong Ave.,<br>Mather, CA 95655                    | (916) 874-6010 |
| Sacramento County Building Inspection Dept.           | 4101 Branch Center Rd.<br>Sacramento, CA 95827               | (916) 875-5296 |
| Sacramento City Building Inspection Dept.             | 300 Richards Blvd<br>Sacramento, CA 95811-0218               | (916) 808-5656 |
| City of Folsom Building Inspection Dept.              | 50 Natoma St.<br>Folsom, CA 95630                            | (916) 355-7210 |
| City of Galt Building Inspection Dept.                | 495 Industrial Dr<br>Galt, CA 95632                          | (209) 366-7200 |
| City of Isleton Building Inspection Dept.             | P.O. Box 716<br>101 2 <sup>nd</sup> St.<br>Isleton, CA 95641 | (916) 777-7770 |
| City of Citrus Heights Building Inspection Dept.      | 6237 Fountain Square Dr.<br>Citrus Heights, Ca 95621         | (916) 725-2448 |
| City of Elk Grove Building Permit Office              | 8401 Laguna Palm Way<br>Elk Grove, CA 95758                  | (916) 478-2235 |
| City of Rancho Cordova Building Inspection Department | 2729 Prospect Park Dr<br>Rancho Cordova, CA 95670            | (916) 875-5296 |
| Environmental Health, main office                     | 10590 Armstrong Ave.,<br>Mather, CA 95655                    | (916) 875-8440 |

### Other related agencies

There are a number of other agencies you may need to consult. Some of these are:

- State Alcohol Beverage Control (ABC)
- local Planning or Zoning Department
- local Business License
- local Fire Department or District, and
- local Police or Sheriff Department

Consult your local telephone directory for addresses and telephone numbers.