Environmental Management Department
Val F. Siebal, Director

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

Purpose	The purpose of this document is to assist customers in the procedures for obtaining plan approval and a health permit.
When to obtain a health permit	You must obtain a health permit whenever you sell or give away any food or beverage. Exception: 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.
When to submit plans to EH	You must submit plans to Environmental Health, Plan Review section, located at 10590 Armstrong Ave., Mather, CA 95655 anytime you • Construct or remodel a building into a new food establishment, or • Remodel an existing food establishment.
When to obtain a building permit	A building permit is required prior to any construction or remodeling work being done.
When to submit plans to Building Inspection Dept.	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.

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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:

- One (1) set 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.

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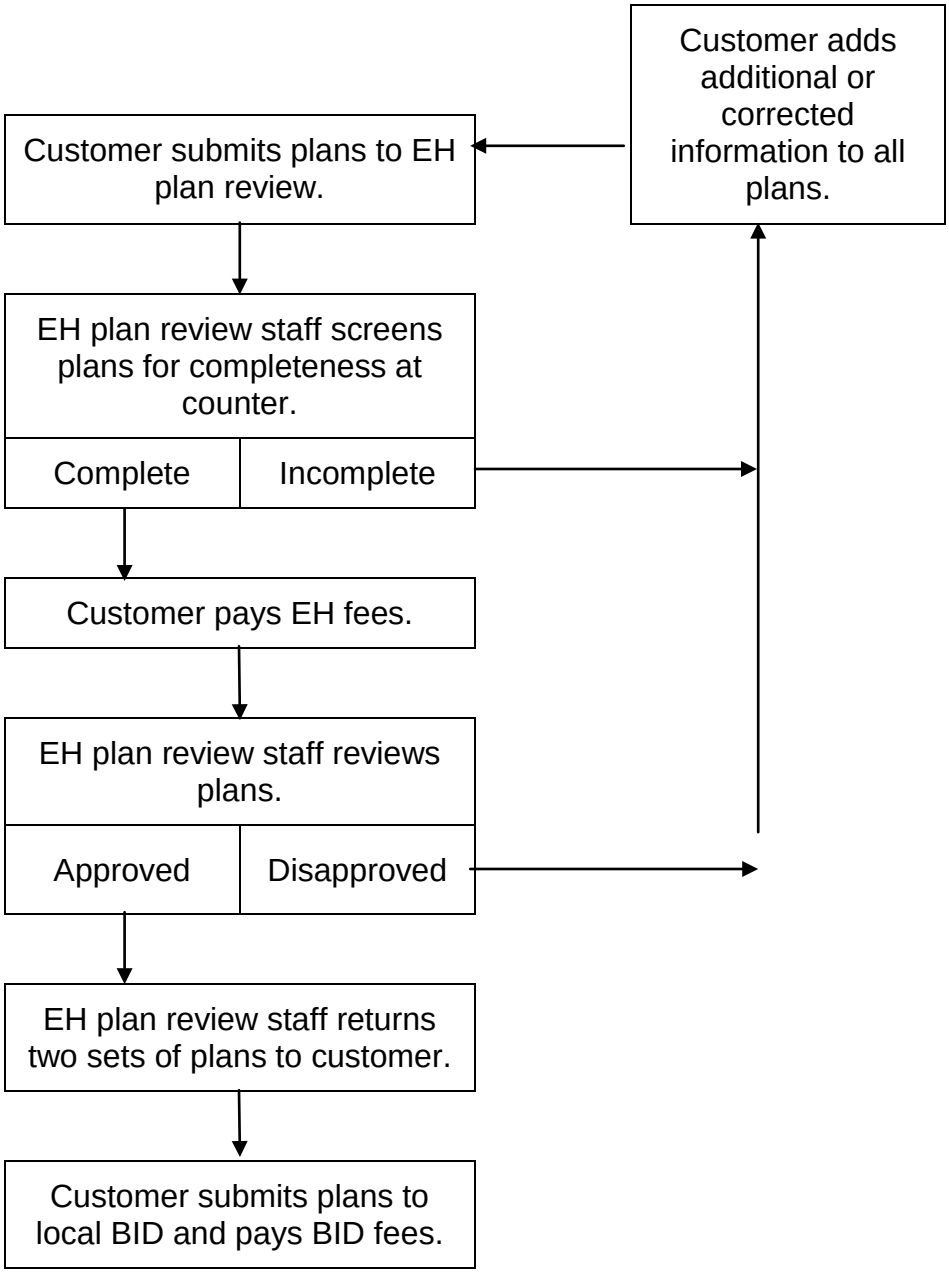
How To Obtain Plan Approval & Health Permit For a Food Establishment continued

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.



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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: http://emd.saccounty.net/Pages/EMDFees.aspx
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.

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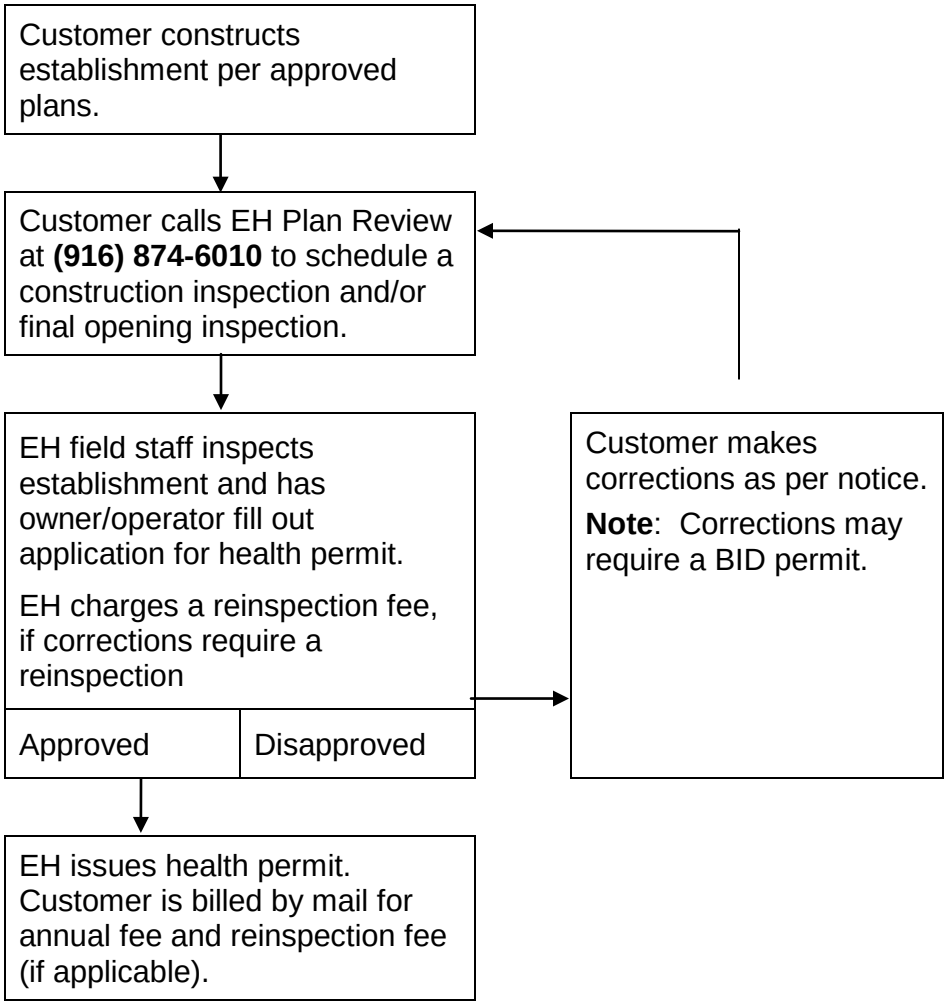
How To Obtain Plan Approval & Health Permit For a Food Establishment, continued

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:

http://emd.saccounty.net/Pages/EMDFees.aspx

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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	10590 Armstrong Ave., Mather, CA 95655	(916) 874-6010
Sacramento County Building Inspection Dept.	4101 Branch Center Rd. Sacramento, CA 95827	(916) 875-5296
Sacramento City Building Inspection Dept.	300 Richards Blvd Sacramento, CA 95811-0218	(916) 808-5656
City of Folsom Building Inspection Dept.	50 Natoma St. Folsom, CA 95630	(916) 355-7210
City of Galt Building Inspection Dept.	495 Industrial Dr Galt, CA 95632	(209) 366-7200
City of Isleton Building Inspection Dept.	P.O. Box 716 101 2nd St. Isleton, CA 95641	(916) 777-7770
City of Citrus Heights Building Inspection Dept.	6237 Fountain Square Dr. Citrus Heights, Ca 95621	(916) 725-2448
City of Elk Grove Building Permit Office	8401 Laguna Palm Way Elk Grove, CA 95758	(916) 478-2235
City of Rancho Cordova Building & Safety Division	2729 Prospect Park Dr Rancho Cordova, CA 95670	(916) 851-8760
Environmental Health, main office	10590 Armstrong Ave., 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.