

## Application for Food Facility Plan Review

Approval of plans shall be obtained from the Kern County Environmental Health Services Division (KCEHD) before a building permit will be issued by the local building department. Plans are submitted to both KCEHD and the local building department simultaneously. Once KCEHD staff reviews the plans, a compliance list of conditions necessary to obtain approval is issued to you. Please contact the appropriate building department regarding their procedures. Construction may begin after approval is obtained from both departments.

### **Who should submit plans?**

Plans and specifications are required to be submitted to KCEHD by any person that:

- a. Is constructing or remodeling any building for use as a food facility.
- b. Plans to reopen a food facility which has been closed for 6 months or more.
- c. Plans to open an existing food facility where the equipment has been removed.
- d. Plans to lease out a portion of a food facility which would result in a new permit.
- e. Plans to change the operation of a food facility, i.e., changing the operation from a limited menu to a full service operation.

### **What should I submit for plan review?**

The plans must include sufficient information to demonstrate compliance with the “*Minimum Requirements for Food Facility Plans*” listed below.

- a. Plans may be prepared by an architect, draftsman, designer, contractor, or owner. All plans must be drawn in a concise, detailed and professional manner. Incomplete plans will be rejected; and
- b. A minimum of two (2) sets of detailed plans and specifications; and
- c. A completed Application for Plan Review; and
- d. The fees for plan review must be paid at the time the plans and Application for Plan Review are submitted to KCEHD.

## **Minimum Requirements for Food Facility Plan Review**

Plans should be drawn to scale. The recommended scale is one quarter inch is equal to one foot ( $\frac{1}{4}'' = 1'$ ) and shall include the following:

- a. Name and address of the food facility; and
- b. Name, email address, mailing address and telephone number of the facility owner; and
- c. Name, email address, mailing address and telephone number of the contractor doing the work on the facility, and/or a contact person; and
- d. Vicinity map; and
- e. Floor plan of entire facility; and
- f. Floor plan showing equipment layout including:
  - i. Complete equipment checklist, including the methods installation; and
  - ii. Equipment manufacturer specifications sheets and elevations; and
- b. Plumbing layout; and
- c. Electrical layout; and
- d. Exhaust hood ventilations and make-up air systems; and
- e. A site plan including proposed waste storage receptacle location; and
- f. Room finish schedule for floors, base, walls and ceiling indicating the type of material, the color and the surface finish for each room and/or area. Give specific names/manufacturer/model number/styles, etc. Be specific! Samples or specification of proposed finish material should be submitted and may be required; and
- g. A completed Menu & Food Facility Operations form which can be found below. In addition to the requirements identified in a-f above, submit a proposed menu, including any seasonal, off-site, and/or banquet menus.

\*Note: If equipment specifications and finish schedules are not printed on the plans, the Equipment List Form and the Finish Schedule Form must be completed and submitted.

Hard copies of the plans, Application for Plan Review, and applicable fees may be submitted to KCEHD at this location:

Kern County Environmental Health Division  
Attn: Plan Review Specialist  
2700 M Street, Ste 300  
Bakersfield, CA 93301

You will be required to check in and obtain a visitor's pass at the front door kiosk. Inform the receptionist that you are submitting plans for a food facility to the Kern County Environmental Health Services Division. You will be directed to suite three hundred 300 on the third floor where you may be asked to leave all documents and schedule an appointment to meet with the Plan Review Specialist.

Kern County Environmental Health Division  
 2700 M Street, Suite 300, Bakersfield, CA 93301  
 Telephone: (661) 862-8740 Fax: (661) 862-8701 E-mail: EH@KernCounty.com

## Application For Food Facility Plan Review

<b>Facility</b>	Name		Phone
<b>Information</b>	Address		Fax
	City, State, Zip		Assessor Parcel Number/APN #
<b>Business Owner</b>	Name		Phone
<b>Information</b>	Home Address		Fax
	City, State, Zip		E-Mail Address
<b>Engineer/Contractor</b>	Name		Phone
<b>Or Contact Person</b>	Address		Fax
	City, State		E-Mail Address
<b>Type of Work</b>	<input type="checkbox"/> New <input type="checkbox"/> Conversion    Estimated Completion Date _____ <input type="checkbox"/> Remodel of existing food establishment <input type="checkbox"/> Is this business currently operating? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Will this facility be used as a commissary for a mobile food vehicle? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Scope of Work</b>			
<b>Water/Sewage</b>	Water System	Sewage Disposal	
<b>Project Comments</b>			
<b>Jurisdiction</b>	County _____ City of _____	Building Permit #	
A service fee for plan review must accompany this application. Please check the appropriate box and submit the corresponding plan check fee.			
	<b>Square Footage</b>	PE Code	<b>Service Fee</b>
<b>Plan Check</b>	<input type="checkbox"/> Up to 1,000 square feet	FP09	\$724.74
<b>Fees</b>	<input type="checkbox"/> 1,001 to 10,000 square feet	FP10	\$1,089.68
	<input type="checkbox"/> Over 10,000 square feet	FP11	\$1,398.08

**IMPORTANT NOTE: If equipment specifications and finish schedules are not printed on the plans, the Equipment List Form and the Finish Schedule Form completed and submitted. Incomplete plans will not be accepted.**

# Menu Items and Food Operations

Facility Name

Facility Address

<input checked="" type="checkbox"/>	<b>TYPE OF FOOD FACILITY OPERATION.</b> Check the box below which best describes your food facility.
	<b>Commercially, Prepackaged Food Markets:</b> All food (100%) onsite is commercially prepackaged. There is no food/drink preparation or serving; no coffee service; no ice packaging; no unpackaged snacks, candy, or beef jerky; no beer tappers; no beverage dispensing, etc.
	<b>Non-Prepackaged Food Markets/Bakeries/Ice Cream Shops/Yogurt Shop:</b> Food is stored/displayed/sold in an unpackaged state.
	<b>Bars/Taverns:</b> Unpackaged beverages and commercially prepackaged foods are sold. There is no food preparation or sale of unpackaged foods.
	<b>Restaurant:</b> Complete food preparation occurs, including the handling, cooking, and serving of unpackaged foods (includes sandwich shops, deli, cafeteria, fast food, pizza, etc. Restaurants with cocktail lounges are also included in this category.
	<b>Other:</b> Please specify

Check the menu items in the left hand column that will be prepared and served at your food establishment. Check everything in the right hand column below which you will do at your establishment. This information will be used to determine your equipment and refrigeration needs.

<input checked="" type="checkbox"/>	FOOD ITEM	<input checked="" type="checkbox"/>	FOOD OPERATION
	Meat or meat dishes		Refrigeration of foods
	Fish or fish dishes		Cooling foods which have been heated or cooked
	Poultry or poultry dishes		Cooking foods
	Shellfish		Holding foods hot for more than 30 minutes
	Rice or Beans		Reheating foods which have been prepared on site
	Pasta		Preparing foods one day for service the next day
	Gravies, Sauces, or Soups		Washing vegetables such as lettuce, tomatoes, onions, etc.
	Green salads		Washing fish
	Sandwiches		Washing poultry

Potentially hazardous foods (such as meats, poultry, fish, shellfish, rice, beans, pasta, gravies) must be rapidly cooled after they have been cooked or heated if they are not going to be served immediately or held in a hot holding device. Rapid cooling must be completed by one or more of the following methods listed below based on the type of food being cooled. Check the method(s) below which you plan to use to rapidly cool hot food.

<input checked="" type="checkbox"/>	<b>APPROVED COOLING METHODS</b>
	Placing foods in shallow heat-conducting pans such as stainless steel
	Separating the food into smaller or thinner portions
	Using rapid cooling equipment
	Using containers that facilitate heat transfer
	Adding ice as an ingredient
	Inserting appropriately designed containers in an ice bath and stirring
	In accordance with a HACCP plan. (HACCP plan must be submitted for review and approval.)

# Equipment List Form

Item Number	Item	Manufacturer	Model Number	NSF	SPECIALTY FABRICATED	GAS	ELECTRICAL	HOT WATER	COLD WATER	DIRECT WASTE	INDIRECT WASTE	UL Sanitation	Comments

## Finish Schedule Form

CODE	ROOM OR AREA	FLOOR	FLOOR BASE OR COVE	WALLS	CEILING	REMARKS
	Dining Area					
	Waitress Station					
	Kitchen Area					
	Dishwashing Area					
	Janitorial Station					
	Employee Locker Room					
	Restroom					
	Storeroom					
	Walk In					
	Trash Enclosure					

<b>CODE</b>	<b>ROOM OR AREA</b>	<b>FLOOR</b>	<b>FLOOR BASE OR COVE</b>	<b>WALLS</b>	<b>CEILING</b>	<b>REMARKS</b>