



PLAN REVIEW FREQUENTLY ASKED QUESTIONS

- 1. How long is the plan review process?** Allow up to 20 business days to review plans. Plans are reviewed in order they are received.
- 2. Do I need an architect to prepare my plans?** No, however, we recommend the use of an architect or food service designer to satisfy other requirements needed for other agencies. i.e., local city building and planning department, fire, sanitary sewer district, etc.
- 3. What is required for plan review submittal?**
 - “3” set of plans **if facility is located in unincorporated areas, refer to the County of San Mateo Building and Planning for additional requirements: smcgov.org/planning*
 - “1” set of equipment specification sheets (cut sheets)
 - Food Program Application which is available on our website
 - Plan review fee: smchealth.org/ehfees
- 4. Is the plan check fee the same as the health permit fee?** No. The plan review fee is a separate fee. Once your facility passes the final inspection, another invoice will be sent to you for the annual health permit fee.
- 5. Are there other Agencies I need to contact?** Yes, including but not limited to Local Building and Planning/Zoning Dept., Fire Dept., Sanitation District, Alcoholic Beverage Control.
- 6. Do I need to pay another fee when I resubmit plans?** No, we allow one revision without fee. Additional reviews will be assessed an hourly fee.
- 7. When do I call for inspection?** Contact us for a pre-final inspection (80% completion) and a final inspection (100% completion, includes all finish work and operable utility hookups).
- 8. Do you determine the size of the grease interceptor?** No, please refer to the local building/planning department and sewer authority. For unincorporated areas, contact the County of San Mateo Building and Planning department.
- 9. What types of equipment are approved for use in a food facility?** Equipment must be commercial grade and comply with applicable ANSI/NSF, UL, ETL. Custom fabricated equipment must be made by a certified NSF fabricator and must bear the NSF mark.
- 10. Do I need to submit samples?** Yes, since there are a variety of colors, textures and look alike products, samples should be submitted for review.
- 11. Can I see someone before I start my project?** Yes, plan check drop-in hours without appointments are Monday to Friday between 8:00 am-10:00 a.m. To request other times, please make an appointment.
- 12. Can I start construction before the plans are approved?** No. Plans must be approved first.