



COUNTY OF MARIN ENVIRONMENTAL HEALTH SERVICES

Host Facility– Plan Check Process

A Host Facility is a facility located in a brewery, winery, commercial building, or another location as approved by Environmental Health and operates in conjunction with a permitted catering operation or retail food facility that already has a current health permit. The checklist of requirements below will assist you in determining if your facility qualifies as a Host Facility. If you are unsure if the infrastructure at your facility complies with the requirements, Environmental Health staff can assist you by conducting a site review of the facility or if plans for your proposed Host Facility should be submitted for review.

The Host Facility must meet ALL the following structural requirements. If any of these items is not currently available at the facility, PLAN SUBMISSION may be required.

<u>YES</u>	<u>NO</u>	ITEM DESCRIPTION
		1 RESTROOM (TOILET AND HANDWASHING): An approved restroom facility in the Host Facility that the catering operation will be using is required. The restroom must be located within 200 feet of the area where the Caterer prepares the food and must be accessible to all food handlers. The restroom must meet all local building and plumbing code standards. A common use restroom agreement must be submitted if a common use restroom is to be utilized outside of the Host Facility.
		2 HANDWASHING SINK: A permanently plumbed handwashing sink, in addition to the restroom handsink, for the catering operations use may be required. All handwashing sinks shall have a minimum of 100°F-108°F warm water under pressure for a minimum of 15 seconds. Handsinks must have hand soap and single use paper towels in dispensers.
		3 REFUSE AND LIQUID WASTE: The Host Facility must have approved methods for disposal of refuse and liquid waste. A janitorial sink equipped with hot and cold water and an atmospheric vacuum breaker or other approved backflow device at the faucet may be required.
		4 POTABLE HOT AND COLD WATER: A supply of potable hot and cold water. The hot water heater must be adequate to provide a hot water supply of a minimum 120°F at the sink fixtures requiring hot water at a peak demand rate.
		5 LOCATION FOR CATERING OPERATION: The Host Facility must provide a location for the catering operation to set up their operation. Food service operations of the catering operation are contingent upon the location that they will be setting up their equipment. Ensure all applicable codes are complied with including, but not limited to Zoning and Fire.

If you answered YES to ALL of the above items, a SITE REVIEW can be conducted.* If the answer is NO to any of the above items, PLAN SUBMISSION may be required (see second page).

***Please be advised that a site review does not guarantee that a full plan submittal will not be required. Plan review is not included under the site review fees. Construction plan submittal and approval is required prior to the start of any construction or remodeling of a food facility or utensil-washing establishment.**

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All County publications are available in alternative formats (Braille, Large Print, or CD), upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice) (415) 473-3232 (TDD/TTY) or by e-mail at disabilityaccess@marincounty.org. Copies of documents are available in alternative formats, upon request.

Host Facility – Plan Submittal Checklist

This checklist will help you prepare the plan submission for your Host Facility if you answered no to any boxes on the previous page. Ensure the items listed below are clearly shown on the plans. Submit one set of plans to this department.

A plan designer or consultant, draftsman, contractor, architect, or owner may prepare the plans. The plans must be drawn in ink, in a professional manner, to the scale indicated on the plans (e.g., ¼ inch=1 foot, etc.), and on a minimum paper size of 11 x 17 inches. Ensure sheets are of the same size and that font size is legible. If the plans are approved, you will be asked to provide two additional set of plans.

Applications for Plan Check and Health Permit

Plan Check Application: Submit one set of plans along with plan check review fee. Ensure that all information is legible and the correct contact person is listed for the plan notification status.

Health Permit Application: Once the plan check project has been completed and successfully passed inspection, a Health Permit will be issued to the Host Facility to operate. Health Permits are renewed annually.

Plan Submittal Requirements

✓ **Check the following items as you include them on the plans**

1	Location: Indicate the name and address of the Host Facility.
2	Owner: Indicate the name and contact number of the owner of the Host Facility.
3	Site Map: Include the facility and surrounding area. Indicate the proposed location where a Caterer will set up their operation. Include the trash area location if it is outside of the facility.
4	Site Layout: Provide a schematic of the layout of all equipment and fixtures in the facility. Specify the location and type of electrical connection(s) that will be provided for a Caterer to power their food-related equipment. Layout is to include any and all areas that equipment may be stored onsite by the Caterer.
5	Water/Waste Information: Indicate which sewer and water district serves the Host Facility (e.g., <i>insert sewer and water district info</i>). If the facility is using water from a water well, and/or the facility is connected to a septic disposal system, that information must also be included on the plans.
6	Plumbing Plan and Schedule: Provide a plumbing layout showing hot and cold-water supply lines, sewer waste drains, and floor drains. Clearly identify make, model number, gallons, and BTU/KW of the hot water heater.
7	Restroom and Handwashing Sinks: Show the location of the restroom facilities that the Caterer and their food handlers will have access to use. The restroom must be located within 200 feet of the area where the caterer prepares and dispenses the food. The restroom must meet all local building and plumbing code standards. Provide agreements if a common-use restroom is to be utilized. If the water temperature of a handwashing sink is not readily adjustable at the faucet, the temperature of the water shall be 100°F - 108°F. Handsinks must be equipped with single-use hand soap and paper towels in adjacent dispensers.
8	Janitorial Sink: Show the location and method of installation of janitorial sink equipped with hot and cold water. The sink faucet must be equipped with an atmospheric vacuum breaker or other approved backflow device. Provide the manufacturer’s specifications for this sink and indicate the type of backflow device it contains.
9	Standard Operating Procedure: Submit with your plans, a written operating procedure that describes the procedures, methods, and schedules for cleaning food related equipment; specifications for equipment that will be provided by the Host Facility to support the catering operation and how it will be maintained in good repair; how potentially hazardous foods will be maintained and how you will maintain a list of catering operations that will operate at the Host Facility with their menus, dates and times of their operations.

Prior to the final inspection:

- Once the plans are approved by EHS and applicable agencies including building, zoning and fire departments, facility construction may begin. Complete all work per approved plans.
- When construction is 80% complete, contact EHS five business days in advance to schedule a construction inspection(s) and a final inspection.