

PLAN SUBMISSION CHECKLIST

Complete this form as you prepare the plans, the application and any additional information for submission. On the lines in the left column, *identify the page numbers of the plan sheets* where the appropriate issues are addressed on the plans or write "N/A" if items are not shown on the plans. **If any of the information below is incomplete, the plans will not be accepted for review.**

- _____ Submit one (1) set of plans. Plans shall be submitted to a minimum scale of 1/4 inch to one foot.
- _____ Attach food and drink menu.
- _____ Include manufacturer specification sheets for all equipment (existing AND new equipment). Cross-key these specs with the equipment list on plans.
- _____ Include a letter from the Sanitary District which details the size of the grease trap/interceptor or an exemption letter from this requirement. **Plans will not be accepted without this letter.**

OR

- _____ Approval from Environmental Health Land Use for the required grease trap/interceptor if on a sewage disposal system.
- _____ Submit the Hood Exhaust Data Sheet (*Attachment VI of the EHS Plan Check Guide*). The Hood Exhaust Data Sheet must be completed by a Mechanical Engineer or Mechanical Contractor.
- _____ Submit Cooking Equipment Exhaust Ventilation Exemption Application- This application must be completed for any cooking or warming equipment that will not be placed under a complete hood exhaust ventilation system.

Page # _____ A detailed site plan. This plan must show the cross streets and the layout of the center. This plan shall also show the proposed exterior rubbish and food waste storage receptacle, including hose bibs and approved drainage. Include the north arrow.

Page # _____ Floor plan of the entire food facility, i.e., food preparation, serving and seating areas, restrooms, office, employee change room, janitorial area, storage, garbage, and trash areas. Include all interior and exterior doors. Include the total square footage of the facility and the seating capacity.

Page # _____ Complete the equipment layout to include:

- elevations and dimensions of the equipment
- clearly numbered equipment list that is cross-keyed with the equipment layout
- manufacturer make and model numbers must be included on the equipment list
- The equipment list and the equipment layout shall be on the same page for reference.

Page # _____ Complete plumbing layout showing sewer lines, cleanouts, floor drains, floor sinks, vents, grease trap or grease interceptor, hot and cold water lines, and direction of flow to sanitary sewer.

Page # _____ Complete electrical layout including the location of transformers, electrical and phone panels.

Page # _____ Complete exhaust ventilation layout including location of hood and make up air returns and ducts. Submit manufacturer specification sheets for filters, exhaust fan and make up air fan.

Page # _____ Lighting plan, indicating the exact footcandles for each area, per CalCode.

Page # _____ Reflected ceiling plan indicating the location of required exhaust and supply air vents. Show exact CFM for each exhaust and supply air vent. Indicate the type of required comfort cooling in the facility, i.e., refrigerated air conditioning or evaporative cooling. Include a drawing legend for each room.

Page # _____ Room finish schedule showing floor, base cove, wall and ceilings for each area shown on the plans. Label the exact material on the schedule and cross-key with each material sample provided. Material samples must be provided for initial review on a material sample board. (See Flooring and Wall and Ceiling Handouts for required finishes.) **Keep the size of the material sample board to no larger than 11" x 17".**