

## Plan Check Process

The following items are required to meet the California Retail Food Code:

- Contact Lake County Community Development-Planning Division, City of Lakeport, or City of Clearlake to see if food facility can be in the proposed location/use permit requirement.
- Obtain and provide clearance from the Homeowner's Association (if applicable).
- Apply and complete a plan check application and pay the appropriate plan check fee (see below)
- Provide three (3) Site Maps, showing the location of your facility.
- Provide three (3) sets scaled plot plans showing the location of the hand sink, janitorial sink, preparation/veggie sink, 3-compartment sink, grease interceptor, all equipment, water heater, etc. (see attached Retail Food Facility Plan Check Guide for more detail)
- Provide three (3) sets of equipment specification sheets for all equipment.
- Provide a copy of your proposed menu.
- Provide a completed Hourly Hot Water Demand Table. (see attached Retail Food Facility Plan Check Guide- pg. 27)
- Provide grease interceptor specification. (Contact Lake County Environmental Health if on septic, Lake County Special Districts if on sewer for requirements)
- Contact the Lake County Building and Safety Division for any plumbing, electrical or construction requirements and permits.
- Authorization inspection (fee \$193.00) required for the change in use for the existing septic system (if applicable).
- Food Safety Certification required within 60 days of opening.
- Food Handler Cards required within 30 days.
- Apply and pay fee for your Annual Permit to Operate and schedule a Pre-Opening Inspection.

Our office has 20 working days to review your plans. After the plan check process has been completed, your proposal, and plot plans have been approved, a letter will be generated to let you know what will be required.

A pre-final inspection will be required to validate installation of equipment. Following the final inspection from the local building department, a pre-opening inspection is required from our office before a "Permit to Operate" (see attached application), is issued.

### **Plan Check Fees:**

New Low Risk Facility: \$585.00

New High Risk Facility: \$661.00

Remodel Low Risk Facility: \$286.00

Remodel High Risk Facility: \$520.00