

A PLAN REVIEW IS NEEDED WHEN:

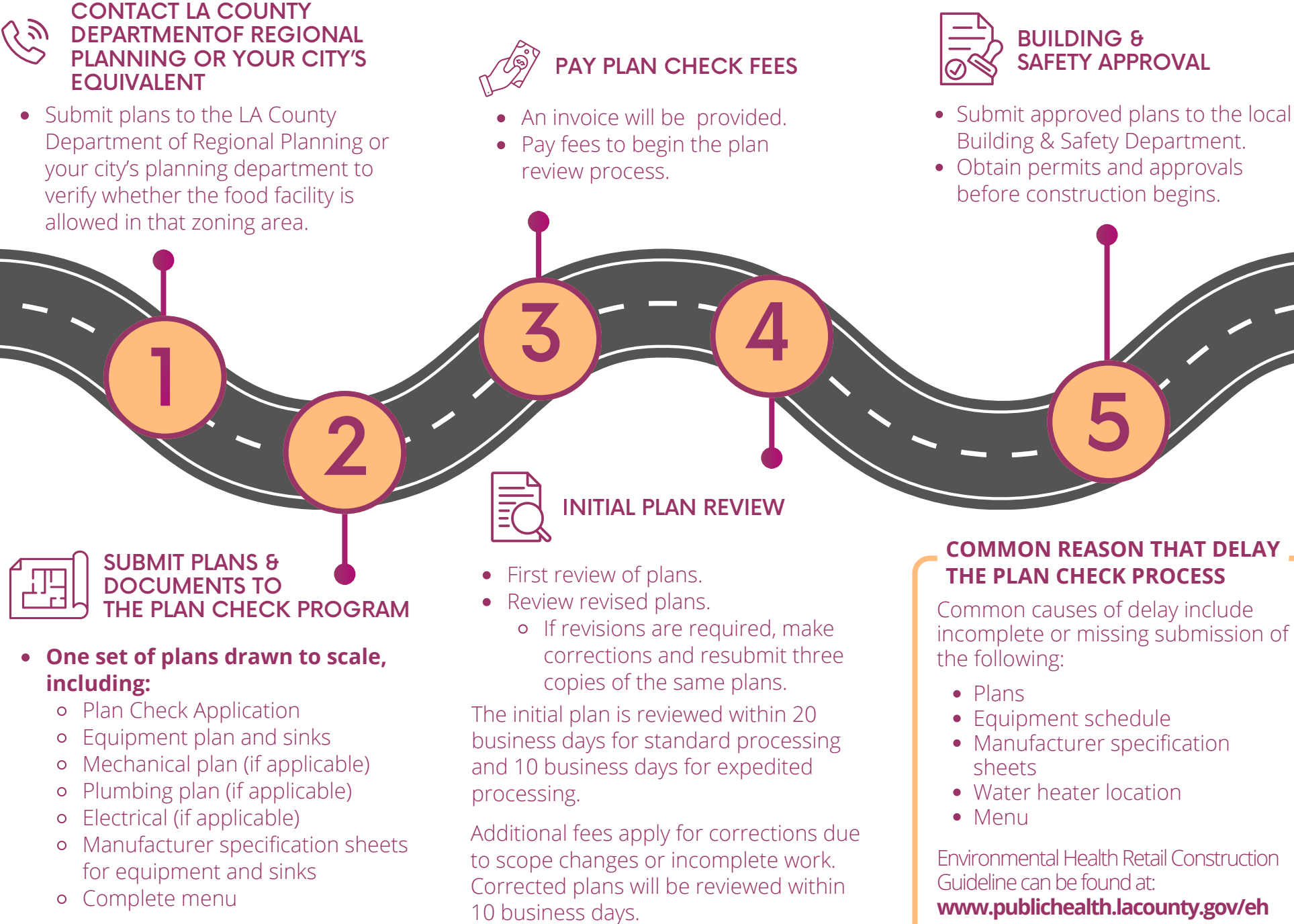
- Building a new retail food facility
- Opening a food business at a location that was not previously a food facility
- Remodeling an existing facility
- Installing or replacing an exhaust hood
- Adding or changing food service equipment
- Expanding service areas (e.g., bars, food prep areas)

FEES TO EXPECT:

- **Plan Check Fee:** This fee includes two plan reviews and two inspections. The amount is determined by the square footage of the food facility or the area being remodeled.
- **Health Permit Fee:** This annual fee varies depending on the type of business and seating capacity.



NEW CONSTRUCTION AND MODIFICATION
RETAIL FOOD FACILITY PERMITTING/PLAN CHECK PROCESS





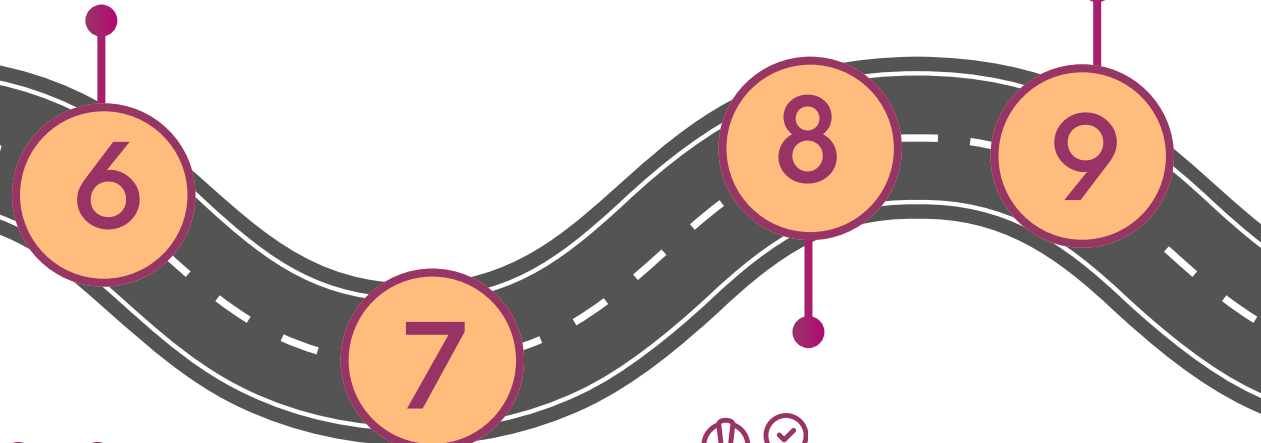
BEGIN CONSTRUCTION

- Begin construction.
- Schedule a preliminary inspection with the Plan Check Program when the project is 80% complete.



PAY PUBLIC HEALTH PERMIT FEE

- Pay the invoice for the Public Health Permit.
- The Public Health Permit is issued.
- Your food facility may open for business.



SUBMIT DOCUMENTS

- Submit a Public Health Permit Application.
- Obtain necessary business permits/licenses from city, state, and local agencies.
- Submit one of the following:
 - Driver's License/ID
 - Certificate of Limited Partnership
 - LLP Registration
 - Articles of Incorporation/Organization
 - Employer Tax Identification Number (EIN)



FINAL INSPECTION

- Complete construction.
- Schedule a final inspection with the Plan Check Program for construction approval.
- Obtain final approval from the Building & Safety Department.
- Provide proof of a Certificate of Occupancy or a signed building inspection card.
- Obtain conditional approval to operate from the Plan Check Program.

Get Guidance on Plan Requirements

Visit online for resources:

www.publichealth.lacounty.gov/eh

Environmental Health Division

Plan Check Program

Phone: (626) 430-5560

PLAN SUBMISSION & PAYMENT METHODS

By Mail:

Environmental Health HQ
Plan Check Program
5050 Commerce Dr.
Baldwin Park, CA 91706

Make checks payable to County of Los Angeles and include the invoice number. Do not mail cash.

In Person:

Environmental Health HQ
Mon–Fri, 8:00 am–4:30 pm

Accepts electronic payment, cash, check, cashier's check, or money order.

Online:

Submit plans and pay by credit/debit card or e-check.

Email for secured link:

DPH-PlanCheck_Food@ph.lacounty.gov

PLAN CHECK & PERMITTING GUIDE

New Construction and Modification of a Retail Food Facility

ENVIRONMENTAL HEALTH DIVISION

