



County of Orange Health Care Agency, Environmental Health Division
 1241 E. Dyer Rd., Ste. 120, Santa Ana, CA 92705
 Phone: (714) 433-6074 / Email: plancheck@ochca.com

Plan Submittal Checklist – Food Facility

Facility name: _____

Address: _____

Contact name and phone number: _____

Contact email: _____

For **unpackaged** food facilities:

Yes	No	Criteria
		1 set of plans
		Floor plan drawn to scale (¼ inch = 1 ft), readable, black ink
		Previous floor plan (remodels only)
		Equipment specification sheets (1 set only)
		Equipment schedule with make and model of all equipment
		Finish schedule for all areas (floor, 3/8" radius coved based, walls, ceiling)
		Menu
		Dry storage – 32 linear ft of 3-tier NSF certified shelving units OR 96 running ft (4-tiers maximum)
		Lockers or change room
		Detailed exhaust hood drawings, including elevations and CFMs
		3-compartment sink with dual integral drainboards and indirect waster
		Handwash sink
		18" x 18" prep sink with indirect waste to floor sink
		Mop sink with chemical shelf and mop rack
		Water heater location and energy input rating (BTU or kilowatts)
		Employee restroom(s)
		Customer restroom(s) for on-site consumption of foods

For **packaged** food facilities:

Yes	No	Criteria
		1 set of plans
		Floor plan drawn to scale, ¼ inch = 1 ft, readable, black ink
		Previous floor plan (remodels only)
		Equipment specification sheets (1 set only)
		Equipment schedule with make and model of all equipment
		Finish schedule for all areas (floor, 3/8" radius coved based, walls, ceiling)
		Menu
		Dry storage – 16 linear ft of 3-tier shelving units
		Mop sink with chemical shelf and mop rack
		Water heater location and energy input rating (BTU or kilowatts)
		Employee restroom(s)