OC health CARE AGENCY

ENVIRONMENTAL HEALTH-PLAN CHECK

SECTION (1)-FOR INITIAL SUBMITTALS ONLY

All items listed below must be checked and submitted during the initial plan submittal, as they collectively constitute a complete application.

☐ **Application**: An online plan check application has been submitted with accurate information and correct contact details.

☐ **Menu**: A complete menu detailing all food and beverage items to be offered at the facility has been submitted or included in the plans. If applicable, Standard Operating Procedures (SOPs) and documentation outlining food processing operations have also been provided. The menu should include the facility's name and site address.

☐ **Specification Sheets:** Specification sheets for all equipment ("spec" or "cut") sheets, have been submitted, and/or other relevant equipment manufacturer information.

☐ **Plans**: The complete plan set must include all of the following items, as applicable to the scope of work:

(1) Cover Sheet
- •Must be collated with the plans and submitted as the first page.
- •Completed with Section (1) or Section (2) (whichever applies).
- •Includes Project Information and Scope of Work.

(2) Scaled Plans
- •All plans drawn to scale (e.g., ¼" = 1', ½" = 1', or equivalent).
- •Includes drawn details and elevation drawings.

(3) Facility Identification
- •Facility name and address on all sheets (must be consistent).

(4) Site Plan
- •Shows facility location and refuse area.

(5) Demolition Floor Plan Sheet No:
- •Required if remodeling an existing facility.

(6) Proposed Equipment Floor Plan Sheet No:
- •Equipment Schedule
- •Lists make and model of all equipment.
- •Remodels: differentiate Existing (E) vs New (N) in table format.
- • Walk-in Units: Submit manufacturer's refrigeration sheets if applicable.

(7) Finish Schedule Sheet No:
- •Completed by area in table format.
- •Includes floors, walls, ceilings, and coved base finishes (except customer waiting/dining areas).
- •Required for self-service areas (e.g., soda dispensing).
- •Elevation drawings cannot replace a finish schedule.

(8) Elevation Drawings Sheet No:
- •Drawn to scale for food service areas.

(9) Storage Areas
- •Dry storage and liquor storage clearly labeled on plans and equipment schedule.

(10) Lockers/Change Rooms
- •Include proposed installation method for lockers.

(11) Electrical Plan Sheet No:
- •Shows electrical panel and proposed lighting.

(12) Mechanical Sheets Sheet No:
- •Exhaust hood drawings with elevations.
- •Exhaust and makeup air (CFM).
- •Restroom ventilation.

(13) Reflected Ceiling Plan Sheet No:
- •Shows all ceiling attachments and structures.
- •Includes proposed finishes.

(14) Plumbing Sheets Sheet No:
- •Water Supply Plan: hot and cold water to all fixtures.
- •Waste & Vent Plan: sewer, drains, floor sinks/drains, grease traps/interceptors.
- •Water heater details: location, installation method, energy input.

(15) Window & Door Schedule Page No:
- • Lists all proposed doors and windows with drawn details.

☐ **Agency Submittals** I have submitted plans to the local Building Department (City or County), or to OC Public Works for projects in unincorporated areas, or I have verified that no plan submittal is required. I have documentation of this verification and can provide it upon request.

Our plan check team will review all complete initial submittals within 20 business days after payment has been processed.

The undersigned certifies that all information provided and all items checked in this section have been carefully reviewed for accuracy and completeness. The responsible party further acknowledges that they have reviewed the applicable construction guidelines and understand the requirements therein. Any missing, incomplete, or incorrect information may result in the plan being deemed incomplete and not accepted for review.

Sign Here: _____

SECTION (2)-FOR REVISION SUBMITTALS ONLY

All items listed below must be checked and provided during the revision submittal.

A complete set of revised plans must be provided to our office. Revision submittals that lack any of the items listed below, as applicable, will be deemed incomplete and will not be placed in the queue for review. See Section (1) for clarification on what constitutes a complete set of plans. Please note that any plans submitted after approval will be subject to the applicable hourly fee.

A complete revision submittal would typically include the items listed below. Please verify that you have submitted:

☐**Response Letter or Correspondence**
- Clearly identifies **each correction** made.
- Specifies the **location** of each correction on the revised plans (e.g. sheet number, detail number).
- Written operational statement, if applicable.

☐**Complete Set of Revised Plans (*see Section 1*)**
- Submit the entire collated plan set, not just individual revised sheets.
- Ensure all sheets are updated and consistent.
- For best practices and to aid in a speedy review ensure all changes are clouded for ease of reference.

☐ **Certification Statement**
- Section (2) is read and signed.

Revision submittals are screened by our office, and incomplete sets will not be placed in the review queue. Due to the large volume of revisions received, not every resubmittal can be thoroughly reviewed for completeness during initial screening. If a revision is placed in the queue and the plan checker later determines that the resubmittal is incomplete, the submitter will be notified that the review cannot be completed. Because the project occupied time in the queue before being deemed incomplete, this may result in delays. It is the sole responsibility of the submitter to ensure that all required corrections and documents are included before resubmitting. Our office is not responsible for any lost time caused by incomplete resubmittals.

Types of Revision Submittals: Resubmittals or Change of Scope

Resubmittals: Plans submitted with only changes directly linked to comments or corrections issued by this department.

Examples of Resubmittals:
- •Relocating or resizing a sink, floor sink, or floor drain per correction comments
- •Changing finish materials that were previously unapproved
- •Adding missing compliance details (e.g., cove base, backsplash height, floor slope)
- •Providing missing equipment data sheets or sanitation listings
- •Correcting labeling errors on plan sheets
- •Adjusting lighting or ventilation details as requested
- •Revising plumbing or electrical layouts solely to address issued corrections

Change of Scope: Plans submitted with changes outside the scope of the issued correction letter or with a change to the scope of work or operations.

Examples of Change of Scope:
- •Adding new rooms, bars, or food prep areas not previously shown
- •Changing type or location of major equipment (e.g., new hood, walk-in cooler)
- •Expanding plumbing or electrical systems beyond prior corrections
- •Modifying construction scope (e.g., converting dry storage to food prep)
- •Introducing operational changes that affect classification (e.g., pre-packaged to open food handling)
- •Adding equipment requiring referral to other agencies (CDFA, FDA, USDA)
- •Submitting partial plans that conflict with prior submittals
- •Changing contractor notes, installation methods, or ceiling/floor systems not previously reviewed
- •Substantial changes to the floor plan layout.

This submittal is: ☐ **Resubmittal** ☐ **Change of Scope**

Our plan check team will complete all resubmittals within 10 business days. However, plans with "change of scope" will be reviewed within 20 business days.
I acknowledge that submitting incomplete revised plans will result in delays and will remove the project from the queue.
I acknowledge that plans marked as a Resbumittal that are deemed to be a Change in Scope will result in the project being placed at the end of the queue for an additional 20-business day review cycle.

Sign Here: _____

PROJECT INFORMATION

FACILITY NAME

FACILITY ADDRESS

PROJECT OWNER NAME

PROJECT OWNER EMAIL

Construction Guidelines

SCOPE OF WORK

Contact Us:

General Plan Check Phone
(714)433-6074
E-mail Address
plancheck@ochca.com
Mailing address
1241 E. Dyer Rd., Santa Ana, CA, 92705 Suite 120
www.ochealthinfo.com
EH/plancheck

AGENCY COORDINATION

If you are reviewing this project on behalf of the local Building Department (City or OC Public Works for unincorporated areas) or the Fire Authority, and have any questions regarding the health plan review, please contact our general Plan Check line at (714) 433-6074.

Please note that our department no longer issues separate plan approval letters. This cover sheet serves in lieu of an approval letter and confirms that the plans have been submitted for health review. The status of the health plan review can be verified at any time through our online portal:

https://inspections.myhealthdepartment.com/orange-county/plan-review

Additionally, plans that have been reviewed and approved by Environmental Health will be provided with an official stamp on this page.

FOR OFFICE USE ONLY-PLAN CHECK'S SECTION

PROJECT NOTES:

APPROVAL STAMP:

OCEH
COVER SHEET

Last Updated 4.16.2026