



## PLAN CHECK

### FREQUENTLY ASKED QUESTIONS

**Q1: How many sets of plans do I need to submit?**

A1: The initial submittal must include one (1) set of plans along with one (1) set of equipment specification sheets. Upon approval of plans, additional sets will be requested for stamping and submittal to your local building department.

**Q2: Do I need to submit material samples?**

A2: It is recommended to submit a full sample board of all finishes at food facilities except dining areas. Samples for finishes that are known to vary with regards to thickness and texture, such as epoxy, sheet vinyl, and porcelain tiles may be required. Refer to the [Flooring](#) and [Ceiling](#) handouts for preapproved material.

**Q3: How long will it take my plans to be reviewed upon submittal?**

A3: It may take up to 20 business days (excludes holidays) for the initial response. Plans are reviewed in the order in which they are received. The review of a revised set of plans may take between 10 - 20 business days.

**Q4: Can I submit plans electronically?**

A4: At this time we cannot accept electronic plan submittals. Plans can be dropped off over the counter, along with a completed [plan check application](#) and [fee](#), or mailed to DEH, Consumer Protection Division, Attention: Plan Check Unit- 1555 Berger Drive, Suite 300, San Jose, CA 95112. Please include a check payable to the Department of Environmental Health (DEH).

**Q5: How much will my plan submittal cost?**

A5: Plan check fees can be found [here](#). Follow this [guide](#) to determine your fee. If you need additional assistance regarding which fee applies to your project, contact our main office number at (408) 918-3400 and ask for staff on Plan Check Desk Duty – Monday-Friday, 7:30 a.m. -10:00 a.m.

**Q6: Can my plans be reviewed and approved over the counter the same day I submit them?**

A6: No, we do not stamp and approve plans over the counter. However, we can check your plan for a free 20 minute consultation to *ensure* your submittal package is complete during our Plan Check Desk Duty hours Monday-Friday from 7:30 a.m.-10:00 a.m. A consultation beyond 20 minutes will be chargeable at \$219 per hour. Please view our [Plan Review Checklist](#) and [Food Facility Plan Requirements](#).



**Q7: Can I request my plans to be expedited?**

A7: There are limited opportunities for expedited review. Based on staff availability, your expedite request may be granted. In addition to your plan check fee, a minimum fee of \$493 for the first 2 hours will be collected prior to review. Each additional hour of review is chargeable at \$219 per hour

**Q8: Is it required to have my plans wet signed?**

A8: No, however it may be required by your local Building Department.

**Q9: Do my plans need to be drawn by a licensed architect?**

A9: No, however it is strongly recommended to hire a professional architect experienced in designing food facilities. Review times may be dependent on the completeness and quality of the submittal. Therefore, hiring an experienced architect may result in significant time saved with plan review and approval.

**Q10: Can I submit plans concurrently with the Building Department?**

A10: Please check with your local building department. A Building Permit may not be issued without DEH approved plans. Once plans have been approved by DEH, please submit at least one stamped copy to the Water Pollution Control Plant and local Building Department.

**Q11: Do I need to submit plans if I am only doing cosmetic work in the dining area?**

A11: Depending on scope of work, plan submittal may be required. Consult with a plan checker on Desk Duty Monday-Friday, from 7:30 a.m.-10:00 a.m.

**Q12: Can I operate and open my business once my plans have been approved?**

A12: No, a building permit is required prior to construction. All required inspections must be completed and signed off by all agencies. Final sign off is required by DEH and the local building department. Please review the DEH [Construction Card](#) to ensure all items are complete before your next scheduled inspection.

**Q13: Once my plans have been approved, when do I need to call for a construction inspection?**

A13: A preliminary construction inspection should begin within 180 days from the date the plans were approved. If an inspection has not been conducted within 180 days, an expired plan review fee of \$110.00 will be required to extend an additional 180 days.



**Q14: How can I arrange to schedule a construction inspection?**

A14: You may call our main line (408) 918-3400 and reference your project number (SR#\_\_\_\_). Please note that the lead time for scheduling construction inspections may be up to 3-4 weeks, depending on the number of scheduled inspections at that time. Refer to the [Construction Card](#) for requirements of each inspection.

**Q15: How many construction inspections do I need?**

A15: The number of inspections is noted in the approval letter and is determined by the scope of work. In general, new constructions and major remodels are allotted three inspections; minor remodels are allotted two inspections; single piece of equipment are allotted one inspection. Once the inspections exceeded the allotted amount, each additional inspection is chargeable at \$329 each.