



Contra Costa Environmental Health  
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## HOW TO OBTAIN PLAN APPROVALS AND CONSTRUCTION FINALS

Contra Costa Environmental Health has developed the following procedures to assist in the process of constructing a food or pool facility.

1. Obtain approval from the City or County Planning and Zoning Department to construct a food or pool facility.
2. Submission of Plans for Approval  
A plan approval must be obtained from Contra Costa Environmental Health before constructing or remodeling any building or pool site for use as a food facility, pool, spa, or bathhouse. Remodel of a facility means any construction, building, enlarging, altering, converting or repairing that requires a permit from the local building authority.

Contra Costa Environmental Health requires the following to process and approve facility plans:

- a. The plans must include sufficient information to demonstrate compliance with the California Uniform Retail Food Facilities Law for a food facility or, for pools, compliance with the California Health and Safety Code and Titles 22 and 24 of the California Code of Regulations.
- b. Plans may be prepared by an architect, draftsman, designer, contractor, or owner. All plans must be drawn in a concise, detailed and professional manner. For food establishments, include a proposed menu and/or list of the types of food that will be served or sold.

Additional information can be found in the California Plan Check Guide for Retail Food Facilities, Mechanical Exhaust Ventilation Recommendations, Buffet Service Guidelines, and various informational handouts that can be acquired from this Division.

**Inadequate plans will be rejected.** A letter may be mailed to you, either outlining the deficiencies and/or requesting additional information, if the plans are inadequate.

- c. A minimum of 4 sets of detailed plans and specifications and a completed application form must be submitted with the required plan check and construction inspection deposit fee (see attached fee schedule).

- d. Submit plans and deposit fees to this office. Allow at least **20 working days** (four weeks or more) for review of plans.
- e. Upon approval, 2 sets of plans are to be submitted to the building department by the applicant or applicant's representative. The plans will be available at the Contra Costa Environmental Health office Monday through Friday from 7:30 a.m. to 4:30 p.m. The third set of plans will be kept on file by Contra Costa Environmental Health until construction has been completed. An approved set of plans must be maintained at the construction site until the final pre-opening inspection has been made.
- f. Before construction begins, approvals must be obtained from Contra Costa Environmental Health, local building authority and other appropriate agencies. Building permits for food or pool facilities will not be issued until plan approval has been obtained from Contra Costa Environmental Health.

**NOTE: If any changes on the approved plans are made, revised plans shall be submitted to Contra Costa Environmental Health for review and approval prior to construction.**

3. Construction Inspections

The following construction inspections by Contra Costa Environmental Health are required:

- a. Food establishments and public pool bathhouse facilities require pre-final and final inspections.
- b. Public pools, including spa pools, require pregunite, preplaster and final inspections.

4. Construction Inspection Appointments

Requests for required construction inspections must be made directly to this office at least **2 working days** in advance. **Arrangements for a final inspection should be made a minimum of 7 days prior to the anticipated opening date.**

**NO FACILITY SHALL OPEN FOR BUSINESS UNTIL FINAL APPROVAL IS OBTAINED FROM THIS DIVISION AND A VALID ENVIRONMENTAL HEALTH PERMIT TO OPERATE IS ISSUED**

# PLAN CHECK DEPOSIT FEE SCHEDULE

(Fees are subject to change without notice)

EFFECTIVE MARCH 1, 2000

## I. FOOD ESTABLISHMENTS

<u>Category</u>	<u>Capacity</u>	<u>Fee</u>
Retail Food Market <sup>(1)</sup>	Less than 2,000 square feet	\$1,008.00
Retail Food Market	2,000 to 3,999 square feet	1,158.00
Retail Food Market	4,000 to 5,999 square feet	1,641.00
Retail Food Market	6,000+ square feet	1,866.00
Restaurant	0-25 seats	1,080.00
Restaurant	26-49 seats	1,380.00
Restaurant	50-149 seats	1,641.00
Restaurant	150+ seats	1,866.00
Restaurant	0-25 seats, with drive-through	1,230.00
Restaurant	26-49 seats, with drive-through	1,530.00
Restaurant	50-149 seats, with drive-through	1,791.00
Restaurant	150+ seats, with drive-through	2,016.00
Catering		1,491.00
Drive-through		1,083.00
Commissary		1,491.00
Carts Commissary		660.00
Tavern, Cocktail Lounge Bar		1,191.00
Snack Bar		1,191.00

## II. POOLS

Public Pools <sup>(2)</sup> and Spa Pools	1,119.00
Additional Pool or Spa (in same deck)	372.00
Bathhouse Facilities	372.00

## III. MISCELLANEOUS

Facilities subject to a No-Fee Permit <sup>(3)</sup>	265.00
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## IV. REMODELS

Remodeled areas that do not exceed 100 square feet	265.00
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<sup>(1)</sup> Retail food markets include retail food stores, wholesale food establishments (if under the jurisdiction of Contra Costa Environmental Health), bakeries, and food processing establishments, food packaging establishments and food storage establishments.

<sup>(2)</sup> Types of public pools include, but are not limited to, swimming, diving, wading, therapy, spa and hot tub pools other than private pools maintained by an individual for the use of family and friends. Public pools include, but are not limited to, all commercial pools, recreational pools, community and municipal pools, pools at public or private schools, hotels,

motels, resorts, auto and trailer parks, auto courts, apartments, condominiums, housing developments, clubs, gymnasiums, and health establishments.

<sup>(3)</sup> The fee includes plan check, field inspection and application fee (not a deposit) for 2 hours minimum. Additional time required beyond 2 hours will be charged at the rate of \$115.00 per hour.