

## **PLAN REVIEW SERVICE REQUEST**

## **RETAIL FOOD FACILITY**

Environmental Health Division 5050 Commerce Drive, Baldwin Park, CA 91706





Date of Service Request:						
Person Submitting:	Phone:					
Title:	Email:					
FOOD FACILITY INFORMATION						
Business Name/DBA:	Phone:					
Address:	Email:					
City:	Zip:					
BUSINESS OWNER						
Business Owner/ Corporation Name:	Phone:					
Address:	Email:					
SECTION 1: MARK THE APPROPRIATE BOX BELOW						
☐ Review of NEW construction plans for a food facility ☐ Review of REMODELING plans for an existing food facility						
SECTION 2: MARK ALL THAT APPLY						
☐ Existing food facility, new owner. ☐ The facility has re-usable tableware						
· · · · · · · · · · · · · · · · · · ·	a common-use restroom					
	a common-use janitorial facility					
*Note: Plans are not required for markets that meet the following criteria: 1) Prepackaged, non-potentially hazardous foods only, and 2) Food display and storage is less than 300 square feet. To obtain a Public Health Permit, please contact the appropriate District Office.  Visit https://bit.ly/plancheckoffices to locate your designated Plan Check Office.						
FOR DELACOPPING CANNY 1415Y 111 THE 155Y						
FOR REMODELING ONLY: MARK ALL THAT	APPLY					
<ul> <li>☐ You have a valid Public Health Permit/License. Public Health Permit/ License #</li> <li>☐ The Facility will remain open during remodeling. (Provide operational letter indicating the measures to be taken so the remodel will not impact current operations.)</li> <li>☐ The Facility will remain closed during remodeling.</li> <li>☐ Describe the scope of the remodeling to approved plans in the space below:</li> </ul>						

## **SECTION 3: CALCULATE YOUR FEES**

- 1. Check the appropriate box to select the size of the facility. For supermarkets (markets of 6,000 ft<sup>2</sup> or more), specify the size for each portion of the facility. Example:  $8,000 \text{ ft}^2 \text{ main market}$ ;  $1,000 \text{ ft}^2 \text{ meat market}$ ; and  $1,000 \text{ ft}^2 \text{ bakery}$ .
- 2. Select between **New** facility or **Remodel**.
- 3. Select either regular fee or expedited fee. For expedited, confirm with the Plan Check Program if the expedited service is available.
- 4. Add all fees to get Total Amount Due.

FACILITY	SIZE (SQ. FT.)				
RESTAURANT/ CATERER	<ul> <li>NEW: 500 Sq. Ft. or less - \$1,044.00</li> <li>NEW or Remodel: 501 - 1,999 Sq. Ft \$1,530.00</li> <li>NEW or Remodel: 2,000 - 3,999 Sq. Ft \$1,865.00</li> <li>NEW or Remodel: 4,000 - 9,999 Sq. Ft \$2,276.00</li> <li>NEW or Remodel: 10,000 Sq. Ft. or more - \$2,723.00</li> <li>Remodel: 300 Sq. Ft. or less - \$315.00</li> <li>Remodel: 301 - 500 Sq. Ft \$1,044.00</li> </ul>	<ul> <li>NEW: 500 Sq. Ft. or less (Expedited) - \$1,566.00</li> <li>NEW or Remodel: 501 - 1,999 Sq. Ft. (Expedited) - \$2,295.00</li> <li>NEW or Remodel: 2,000 - 3,999 Sq. Ft. (Expedited) - \$2,798.00</li> <li>NEW or Remodel: 4.000 - 9,999 Sq. Ft. (Expedited) - \$3,414.00</li> <li>NEW or Remodel: 10,000 Sq. Ft. or more (Expedited) - \$4,085.00</li> <li>Remodel: 300 Sq. Ft. or less (Expedited) - \$473.00</li> <li>Remodel: 301 - 500 Sq. Ft. (Expedited) - \$1,566.00</li> </ul>			
REMOTE STORAGE/ WAREHOUSE	<ul> <li>NEW: 0 - 500 Sq. Ft \$858.00</li> <li>NEW or Remodel: 501 - 4,999 Sq. Ft \$1,007.00</li> <li>NEW or Remodel: 5,000 - 9,999 Sq. Ft \$1,157.00</li> <li>NEW or Remodel: 10,000 Sq. Ft. or more - \$1,268.00</li> <li>Remodel: 0 - 300 Sq. Ft \$315.00</li> <li>Remodel: 301 - 500 Sq. Ft \$858.00</li> </ul>	<ul> <li>NEW: 0 - 500 Sq. Ft. (Expedited) - \$1,287.00</li> <li>NEW or Remodel: 501 - 4,999 Sq. Ft. (Expedited) - \$1,511.00</li> <li>NEW or Remodel: 5,000 - 9,999 Sq. Ft. (Expedited) - \$1,736.00</li> <li>NEW or Remodel: 10,000 Sq. Ft. or more (Expedited) - \$1,902.00</li> <li>Remodel: 0 - 300 Sq. Ft. (Expedited) - \$473.00</li> <li>Remodel: 301 - 500 Sq. Ft. (Expedited) - \$1,287.00</li> </ul>			
VEHICLE COMMISSARY	<ul> <li>NEW: Food Vehicle Cleaning/Storage - \$201.00</li> <li>NEW or Remodel: Food Vehicle Commissary - \$796.00</li> <li>NEW or Remodel: Food Vehicle Storage - \$201.00</li> <li>Remodel: Food Vehicle Cleaning/Storage - \$201.00</li> <li>Remodel: Food Vehicle Commissary - 300 Sq. Ft. or less - \$315.00</li> </ul>	<ul> <li>NEW: Food Vehicle Cleaning/Storage (Expedited) - \$302.00</li> <li>NEW or Remodel: Food Vehicle Commissary (Expedited) - \$1,194.00</li> <li>NEW or Remodel: Food Vehicle Storage (Expedited) - \$302.00</li> <li>Remodel: Food Vehicle Cleaning/ Storage (Expedited) - \$302.00</li> <li>Remodel: Food Vehicle Commissary (Expedited) - 300 Sq. Ft. or less - \$473.00</li> </ul>			
LICENSED HEALTHCARE FACILITY	<ul> <li>NEW: Less than 500 Sq. Ft \$1,033.00</li> <li>NEW or Remodel: 500 - 1,999 Sq. Ft \$1,512.00</li> <li>NEW or Remodel: 2,000 - 3,999 Sq. Ft \$1,844.00</li> <li>NEW or Remodel: 4,000 - 9,999 Sq. Ft \$2,250.00</li> <li>NEW or Remodel: 10,000 Sq. Ft. or more - \$2,692.00</li> <li>Remodel: 0 - 300 Sq. Ft \$315.00</li> <li>Remodel: 301 - 499 Sq. Ft \$1,033.00</li> </ul>	<ul> <li>NEW: Less than 500 Sq. Ft. (Expedited) - \$1,550.00</li> <li>NEW or Remodel: 500 - 1,999 Sq. Ft. (Expedited) - \$2,268.00</li> <li>NEW or Remodel: 2,000 - 3,999 Sq. Ft. (Expedited) - \$2,766.00</li> <li>NEW or Remodel: 4.000 - 9,999 Sq. Ft. (Expedited) - \$3,375.00</li> <li>NEW or Remodel: 10,000 Sq. Ft. or more (Expedited) - \$4,038.00</li> <li>Remodel: 0 - 300 Sq. Ft. (Expedited) - \$473.00</li> <li>Remodel: 301 - 499 Sq. Ft. (Expedited) - \$1,550.00</li> </ul>			
FOOD	<ul> <li>NEW: 25 - 50 Sq. Ft \$858.00</li> <li>NEW: 51- 1,999 Sq. Ft \$1,119.00</li> <li>NEW or Remodel: 2,000 - 5,999 Sq. Ft \$1,232.00</li> <li>Remodel: 300 Sq. Ft. or less - \$315.00</li> <li>Remodel: 301 - 1,999 Sq. Ft \$1,119.00</li> </ul>	□ NEW: 25 - 50 Sq. Ft. (Expedited) - \$1,287.00 □ NEW: 51 - 1,999 Sq. Ft. (Expedited) - \$1,679.00 □ NEW or Remodel: 2,000 - 5,999 Sq. Ft. (Expedited) - \$1,848.00 □ Remodel: 300 Sq. Ft. or less (Expedited) - \$473.00 □ Remodel: 301 - 1,999 Sq. Ft. (Expedited) - \$1,679.00			
SUPERMARKET: MAIN MARKET	□ NEW or Remodel: 6,000 - 19,999 Sq. Ft \$1,567.00 □ NEW or Remodel: 20,000 Sq. Ft. or more - \$1,903.00	□ NEW or Remodel: 6,000 - 19,999 Sq. Ft. (Expedited) - \$2,351.00 □ NEW or Remodel: 20,000 Sq. Ft. or more (Expedited) - \$2,855.00			
SUPERMARKET: MEAT MARKET	<ul> <li>NEW: 25 - 50 Sq. Ft \$858.00</li> <li>NEW: 51 - 1,999 Sq. Ft \$1,119.00</li> <li>NEW or Remodel: 2,000 - 5,999 Sq. Ft \$1,232.00</li> <li>NEW or Remodel: 6,000 - 19,999 Sq. Ft \$1,567.00</li> <li>NEW or Remodel: 20,000 Sq. Ft. or more - \$1,903.00</li> <li>Remodel: 300 Sq. Ft. or less - \$315.00</li> <li>Remodel: 301 - 1,999 Sq. Ft \$1,119.00</li> </ul>	<ul> <li>NEW: 25 - 50 Sq. Ft. (Expedited) - \$1,287.00</li> <li>NEW: 51 - 1,999 Sq. Ft. (Expedited) - \$1,679.00</li> <li>NEW or Remodel: 2,000 - 5,999 Sq. Ft. (Expedited) - \$1,848.00</li> <li>NEW or Remodel: 6,000 - 19,999 Sq. Ft. (Expedited) - \$2,351.00</li> <li>NEW or Remodel: 20,000 Sq. Ft. or more (Expedited) - \$2,855.00</li> <li>Remodel: 300 Sq. Ft. or less (Expedited) - \$473.00</li> <li>Remodel: 301 - 1,999 Sq. Ft. (Expedited) - \$1,679.00</li> </ul>			
SUPERMARKET: BAKERY	<ul> <li>NEW: 0 - 500 Sq. Ft \$1,044.00</li> <li>NEW or Remodel: 501 - 1,999 Sq. Ft \$1,530.00</li> <li>NEW or Remodel: 2,000 - 3,999 Sq. Ft \$1,865.00</li> <li>NEW or Remodel: 4,000 - 9,999 Sq. Ft \$2,276.00</li> <li>NEW or Remodel: 10,000 Sq. Ft. or more - \$2,723.00</li> <li>Remodel: 300 Sq. Ft. or less - \$315.00</li> <li>Remodel: 301 - 500 Sq. Ft \$1,044.00</li> </ul>	<ul> <li>□ NEW: 0 - 500 Sq. Ft. (Expedited) - \$1,566.00</li> <li>□ NEW or Remodel: 501 - 1,999 Sq. Ft. (Expedited) - \$2,295.00</li> <li>□ NEW or Remodel: 2,000 - 3,999 Sq. Ft. (Expedited) - \$2,798.00</li> <li>□ NEW or Remodel: 4,000 - 9,999 Sq. Ft. (Expedited) - \$3,414.00</li> <li>□ NEW or Remodel: 10,000 Sq. Ft. or more (Expedited) - \$4,085.00</li> <li>□ Remodel: 300 Sq. Ft. or less (Expedited) - \$473.00</li> <li>□ Remodel: 301 - 500 Sq. Ft. (Expedited) - \$1,566.00</li> </ul>			

SUPERMARKET: DELI	□ NEW: 0 - 500 Sq. Ft \$1,044.00 □ NEW or Remodel: 501 - 1,999 Sq. □ NEW or Remodel: 2,000 - 3,999 S □ NEW or Remodel: 4,000 - 9,999 S □ NEW or Remodel: 10,000 Sq. Ft. 0 □ Remodel: 0 - 300 Sq. Ft \$315.00 □ Remodel: 301 - 500 Sq. Ft \$1,04	q. Ft \$1,865.00 q. Ft \$2,276.00 or more - \$2,723.00	☐ NEW or Remodel: 2,00 ☐ NEW or Remodel: 4,00 ☐ NEW or Remodel: 10,0 ☐ Remodel: 0 - 300 Sq. F	- 1,999 Sq. Ft. (Expedited) - \$2,295.00 00 - 3,999 Sq. Ft. (Expedited) - \$2,798.00 00 - 9,999 Sq. Ft. (Expedited) - \$3,414.00 000 Sq. Ft. or more (Expedited) - \$4,085.00		
	тс	TAL AMOUNT DU	E:			
	SECTION	4: OWNER REPRE	SENTATIVE DECLARAT	ION		
<ul> <li>I understand the following:         <ul> <li>The amount of fees paid is NON-REFUNDABLE and the Review/Service Request is NON-TRANSFERRABLE.</li> <li>The fee paid is based on my declaration of the business classifications indicated above. If this declaration is incorrect, the plans will not be reviewed until the correct fee is paid.</li> <li>Plans shall be reviewed within 20 (regular) or 10 (expedited) working days after receipt of payment.</li> <li>The reviewed plans (whether approved or not) are VALID FOR ONE YEAR.</li> <li>Plans must be approved prior to commencing construction or installing any equipment.</li> <li>It is a MISDEMEANOR violation to begin operation without a final inspection, approval, and valid Public Health Permit/License.</li> <li>The initial Plan Check fee includes a maximum of two (2) plan reviews and two (2) field inspections. Additional plan review and inspections are charged at \$167/hour with 1 hour minimum.</li> </ul> </li> <li>Signature:</li></ul>						
		SECTION 5: HO	W TO SUBMIT			
<ul> <li>The following must be submitted with your Review/ Service Request:         <ul> <li>Copy of existing Public Health Permit (for remodel only)</li> <li>One (1) set of plans for the initial review. Once reviewed and ready for approval, three sets of plans are required.</li> <li>Menu</li> <li>Manufacturer Specification Sheets for Equipment</li> <li>Payment</li> </ul> </li> </ul>						
PLAN SUBMISSION AND PAYMENT						
<ul> <li>The Review/ Service Request, plans, supporting documents, and payment can be submitted in person, by mail, or electronically.</li> <li>If submitting plans online, an invoice will be generated and emailed to you along with payment instructions.</li> <li>Do not submit your payment until you have received an invoice.</li> <li>Include your invoice number if paying by mail.</li> </ul>						
person at ar locations the between the Monday the Acceptable	Submit plans and payment in my Environmental Health office roughout Los Angeles County, e hours of 8:00 am - 4:30 pm, ough Friday, except for holidays. forms of in-person payment include cash, check, cashier's check, or	online using Credit Ca	nstructions:	MAIL: Mail plans and payments to the Plan Check Office. Make Check, Cashier's Check, or Money Order payable to: County of Los Angeles  Visit our website for the appropriate Plan Check Office locations at		

OFFICE USE ONLY						
CONTACT OFFICE	PAYMENT	PLAN CHECK (SR) #				
	Amount Paid   Cash  Check #	INVOICE#				
	Date Paid Cashier's Initials:	Reviewed by:				

Please note that there is an additional

convenience fee charge using online payment.

Visit our website for locations at

https://bit.ly/plancheckoffices