

Food Facility Plan Check Application
Humboldt County Department of Health and Human Services
Division of Environmental Health
100 H Street, Suite 100
Eureka, California 95501
707-445-6215

All Items Must Be Completed
Incomplete Applications Will Be Returned

Name of Facility _____

Facility Street Address _____

Facility City/State/Zip _____

Name of Owner/Operator _____

Owner/Operator Phone Business _____ Cell _____

Mailing Address _____

Mailing City/State/Zip _____

Name of Person Submitting Plans _____

Relation to Project (architect, contractor, etc.) _____

Telephone Number(s) _____

General Contractor Phone & Email _____

Plumbing Contractor Phone & Email _____

Refrigeration Contractor Phone & Email _____

Foodservice Equip. Contractor Phone & Email _____

Exhaust Hood Contractor Phone & Email _____

Application Information

1. A Plan Check fee is due with this submittal, covering the first 3 hours of staff time. Staff time in excess of 3 hours will be billed with the plan approval, and must be paid before a permit can be issued.
2. One complete copy of the plans is required. See reverse side for submittal requirements.
3. Consult the *Humboldt County Food Facility Plan Check Guide* for detailed information regarding plan preparation and submittal.

Amount Paid \$ _____	DEH Use Only	Receipt # _____
Response Due By: _____		Approval Date: _____
EHS Signature: _____		SR# _____

Plan Check Submittal Checklist

- () Floor Plan, drawn to scale, and specifies:
 - () Waste/Recycling Area
 - () Food Storage Areas
 - () Floor Sink location(s)
 - () Employee changing/locker area

- () Equipment checklist that corresponds to the above floor plan, including methods of installation

- () Equipment manufacturer specification sheets, for all kitchen equipment: tables, refrigerators, freezers, small wares, shelving, sinks, buffets, etc.

- () Completed Hood worksheet, one worksheet for each hood -or- UL Listing Card for hood system (if applicable)

- () Equipment manufacturer specification sheets for ventilation hood, exhaust fans, make-up air fans, and cooking equipment

- () Plumbing Schedule

- () Electrical Schedule

- () Finish Schedule

- () Hot Water Demands Worksheet

- () Proposed Sample Menu

- () Floor Sample

****This checklist is designed to help you provide the reviewing Environmental Health Specialist (EHS) with a complete Plan Check Submittal. The reviewing EHS may request additional information and/or materials.**