

PLAN CHECK TIMELINE

Start

- Applicant to Submit These Items to Environmental Health Services (EHS):
- Plan review application
 - 3 sets of paper plans or 1 electronic set
 - Complete menu
 - Plumbing diagram
 - Equipment list and specification pages
 - Plan review fee

EHS Reviews Plans
Plans are reviewed in the order they are received and EHS may take up to 20 business days

Plans Approved

Applicant Prepares for On-Site Inspection
Obtain the following:
-Housing and Community Development (HCD) Insignia for occupiable facilities only
- Commissary agreement
-Restroom agreement
-Route schedule

Schedule Plan Check Inspection

EHS Conducts Plan Check Inspection
3 inspections for plan review are provided. (Any additional inspection will be billable)

Facility Approved

Applicant Provides EHS with the Following During the Final Inspection:

- Health permit application
- Commissary agreement
- Restroom agreement
- Route schedule
- Vehicle registration
- Pay health permit fee

Not Approved

Applicant makes corrections to rejected plans and resubmits a new complete set of plans to EHS. (Re-submittal review time may take up to 7 business days)

Did Not Pass Inspection

Applicant Corrects Violation(s)

Receive Decal

Congratulations! You are now a permitted food facility!*

*Note: Before you begin operating, check with city, county, and private land owners. (A business license may be required)

