



What to Expect During Plan Check Inspections



To schedule inspections call Environmental Health Services (EHS) with the dates the facility will be ready for inspection. Three inspections are included in the plan check fee, and any additional inspections needed will be charged at the hourly rate for a minimum of 30 minutes ([Current Fee Schedule](#)).

Prior to construction, all corrections listed in the facility’s plan approval must be implemented. Approved plans are valid for two years from the approval date (five years for schools and institutions).

Use the checklist below to ensure inspection items are completed for each inspection. Facilities are not approved to stock food or use remodeled areas/new equipment until the final inspection has been conducted and approved by EHS.

PRELIMINARY/ SECONDARY INSPECTION
<input type="checkbox"/> The food facility has approved finishes on the: <ul style="list-style-type: none"> <input type="checkbox"/> Floors, <input type="checkbox"/> Coved base, <input type="checkbox"/> Walls, and <input type="checkbox"/> Ceiling.
<input type="checkbox"/> The food facility has completed plumbing per the approved plan including the: <ul style="list-style-type: none"> <input type="checkbox"/> Floor drain and floor sink locations, <input type="checkbox"/> Sink locations (handwashing, mop, three-compartment, food preparation, etc.), <input type="checkbox"/> Water heater (same make and model number), and <input type="checkbox"/> Grease interceptor location.
<input type="checkbox"/> The food facility’s equipment is installed according to plan specifications. <ul style="list-style-type: none"> <input type="checkbox"/> Exhaust hood is the same make and model number as listed on approved plans.
<input type="checkbox"/> All equipment is American National Standards Institute/ National Sanitation Foundation (ANSI/NSF) certified for sanitation by an accredited company.
<input type="checkbox"/> The refuse area meets the plan criteria.
FINAL INSPECTION
<input type="checkbox"/> Any items that were not observed during the preliminary and secondary inspections are verified and any corrections needed have been completed.
<input type="checkbox"/> The food facility is connected to an approved: <ul style="list-style-type: none"> <input type="checkbox"/> Sewage disposal system, <input type="checkbox"/> Water source, and <input type="checkbox"/> Permanent power source.
<input type="checkbox"/> Water temperature reaches a minimum of 120°F at all sinks. <ul style="list-style-type: none"> <input type="checkbox"/> Water temperature for pre-mixed faucets (not readily adjustable) is between 100°F – 108°F.
<input type="checkbox"/> All equipment is installed and operating correctly.
<input type="checkbox"/> Refrigeration units are holding at or below 41°F.
<input type="checkbox"/> Facilities with exhaust hoods have provided a copy of the air balance report conducted by a licensed technician and the values match the proposed hood information on the approved plans. (EHS will conduct a smoke test on the exhaust hood.)
<input type="checkbox"/> The facility has completed the following: <ul style="list-style-type: none"> <input type="checkbox"/> Health Permit Application <input type="checkbox"/> Application for Semi-Frozen (Soft Serve) Milk Products Plant License (If the facility has soft serve machines.)

NOTE: Health Permit Applications and payments for health permits will not be accepted until the final inspection has occurred, and the facility has been given approval to operate.

Payment can be made with a check or money order payable to San Bernardino County, or online payments can be made on the [EHS website](#). A service fee may apply.



Common Corrections Checklist for Plan Check Inspections

The following is an abbreviated checklist of areas in food facilities that have common corrections, resulting in additional billable field inspections. Complete this checklist before the final plan check inspection.

EQUIPMENT				
<input type="checkbox"/> Installed equipment reflects the equipment listed on approved plans and ANSI/NSF certified for sanitation by an accredited company (no household equipment).				
<input type="checkbox"/> Equipment is in good repair (no broken handles, gaskets, etc.).				
<input type="checkbox"/> All equipment, pots and pans can be completely submerged into a three-compartment sink basin, or the following manual cleaning accommodations have been put in place: <ul style="list-style-type: none"> <input type="checkbox"/> A mixing faucet that dispenses hot (minimum 120°F) and cold water, <input type="checkbox"/> The faucet has an approved backflow prevention device, and <input type="checkbox"/> Wastewater drains to an approved sewer line (i.e. trench drain). 				
<input type="checkbox"/> All equipment in the facility is either: <ul style="list-style-type: none"> <input type="checkbox"/> 6 inches above the floor with easily cleanable legs, <input type="checkbox"/> Placed on commercial castors, or <input type="checkbox"/> Sealed to a 4-inch-tall concrete curb with an approved covered base. 				
<input type="checkbox"/> All table-mounted equipment that is not easily moveable is sealed to the table or elevated on 4-inch-tall readily cleanable legs.				
<input type="checkbox"/> Any steam tables and dipper wells that have a water connection have: <ul style="list-style-type: none"> <input type="checkbox"/> An over-the-rim fill line, and <input type="checkbox"/> A drain line that empties indirectly to a floor sink via an approved air gap. 				
<input type="checkbox"/> Dry storage racks (not including wall-mounted shelving) are ANSI/NSF certified and installed 72 inches high, 18 inches wide, are a maximum of 4-tiers and meet the below requirement for the facility type. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding-left: 20px;"><input type="checkbox"/> Prepackaged – 12 linear feet</td> <td style="width: 50%; padding-left: 20px;"><input type="checkbox"/> Full service – 24 linear feet</td> </tr> <tr> <td style="padding-left: 20px;"><input type="checkbox"/> Limited preparation – 18 linear feet</td> <td style="padding-left: 20px;"><input type="checkbox"/> Bar (standalone or in a food facility) – 12 linear feet</td> </tr> </table>	<input type="checkbox"/> Prepackaged – 12 linear feet	<input type="checkbox"/> Full service – 24 linear feet	<input type="checkbox"/> Limited preparation – 18 linear feet	<input type="checkbox"/> Bar (standalone or in a food facility) – 12 linear feet
<input type="checkbox"/> Prepackaged – 12 linear feet	<input type="checkbox"/> Full service – 24 linear feet			
<input type="checkbox"/> Limited preparation – 18 linear feet	<input type="checkbox"/> Bar (standalone or in a food facility) – 12 linear feet			
<input type="checkbox"/> Safes located in food handling or storage areas are installed on a 4-inch-tall curb with an approved covered base.				
<input type="checkbox"/> Jockey boxes have an integral cold plate.				
WATER HEATER				
<input type="checkbox"/> Installed water heater is the same make and model as the water heater listed on the approved plans.				
<input type="checkbox"/> The water heater is: <ul style="list-style-type: none"> <input type="checkbox"/> On a 4-inch-tall concrete curb with an approved covered base on the floor, <input type="checkbox"/> On a 6-inch-tall stand with easily cleanable legs on the floor, <input type="checkbox"/> Mounted on the wall, or <input type="checkbox"/> In the ceiling or on the roof. 				
<input type="checkbox"/> Multiple tankless units are all installed parallel to each other (tankless water heaters are approved on a performance basis).				
<input type="checkbox"/> Electric water heater elements are running on the same connection, and it is indicated on the data label.				
<input type="checkbox"/> A recirculation pump is installed if fixtures (i.e. three-compartment, handwashing and preparation sinks) are more than 60 feet from the water heater.				
MISCELLANEOUS				
<input type="checkbox"/> Mop sinks have a mixing valve faucet with an anti-siphon device (atmospheric vacuum breaker).				
<input type="checkbox"/> A mop rack and chemical shelf are installed near the mop sink.				
<input type="checkbox"/> Employee lockers are available, not installed in the restroom and mounted to the wall 6 inches above the floor or on 6-inch-tall round easily cleanable legs.				
<input type="checkbox"/> Any pressurized cylinders are securely fastened to a rigid structure.				
<input type="checkbox"/> The floor of the outdoor trash area is easily cleanable, sloped to drain and durable.				
<input type="checkbox"/> All outdoor trash containers have well-fitted lids.				

FINISHES

- Customer self-serve areas and waitress stations comply with floor, wall, coved base and ceiling requirements.
- All under counters and unfinished wooden surfaces are sealed so that they are smooth, nonabsorbent, durable and easily cleanable (semi-gloss or gloss paint may be used).
- Multiple runs or clusters of conduits or pipelines are in an approved raceway or other sealed enclosure.
- The number of screws used is minimal and are flat head screws.

FLOORING FINISHES:

- Floors are installed per the approved plan specifications and meet the below requirements for floor type.
 - Two part troweled-on epoxy is a minimum of 1/8 inch thick with integral epoxy coving.
 - Ceramic and quarry tile use an integral (keyed-in) coved base.
 - Sheet vinyl has a minimum 0.055-inch wear thickness layer and is installed properly.
 - Concrete floors are sealed with USDA/FDA approved or equivalent penetrating concrete sealer with stainless steel or a slim foot coved base.

Coved base has a minimum 3/8 inch radius, is smooth and is installed properly.

Flooring under all equipment, sinks and dry storage racks is smooth. (Non-slip flooring is restricted to traffic areas).

Any electrical and plumbing lines that exit the floor are enclosed with an approved coved base.

If hose bibs are used to wash down the floors:

- Floors slope into floor drains or trench drains, and
- Hose bibs do not impact hot and cold water supply to sinks.

WALL FINISHES

Walls in all open food, warewashing, storage, mop and restroom areas are smooth, washable, nonabsorbent and easily cleanable.

Approved wainscot installed behind sinks are 4-feet-high from coved base and 18-inches-wide from each side of the sinks.

Restroom walls have approved wainscot installed 4-feet-high from coved base.

Any holes in the walls have been sealed using an approved method.

Sinks and corner guards are caulked to the wall.

Walk-in cooler/freezers are flashed (sealed) to the ceiling.

Escutcheon plates are used around pipes and conduits that enter the wall.

Paint on the walls is semi-gloss or gloss.

CEILING FINISHES

Approved ceiling (smooth, washable, nonabsorbent, easily cleanable) is above all open food, warewashing, storage, mop and restroom areas.

All ceiling tiles are placed correctly to eliminate any gaps.

Escutcheon plates are used around sprinkler head nozzles and similar pipe protrusions.

Paint finishes are semi-gloss or gloss.

RESTROOMS

The facility has its own restroom with a hand sink (for food courts or similar facilities common restrooms may be shared but must be within 200 feet of the food facility).

Restroom is ventilated with a screened window that opens to the outside or a light-switch activated exhaust fan.

Restroom hand sink(s) are connected to the approved water heater and supply warm water (instant point-of-use electric water heaters are not approved).

The restroom door is well-fitted and self-closing.

A recirculation pump is installed if fixtures are more than 60 feet from the water heater.

All restrooms have a soap dispenser, toilet paper dispenser and a paper towel dispenser (or heated-air hand dryer).

PLUMBING

All floor sinks are half-way exposed and do not pose a tripping hazard (including unused floor sinks).

All existing unused floor sinks that pose a tripping hazard or are completely covered have been removed, capped, filled and approved flooring has been installed over it.

Water supply lines that are installed to facilitate cleaning use easy to clean brackets (floor mounted brackets are not approved) and are at least 6 inches above the ground and 1/2 inch away from the wall.

All sinks and plumbing lines have no leaks.

All sink faucets are supplied with hot and cold water.

Three-compartment sink(s) have a faucet that can reach all three basins.

Any potable water (e.g. dipper well, steam tables) has an air gap two times the diameter of the pipe but is no less than 1 inch.

PLUMBING, continued

- An approved backflow preventer is installed between the freshwater supply and the carbonator for soda machines.
- The grease trap is not located in the storage area, the food or utensil handling area, the restroom or mop area.
- Approved Grease Removal Devices (GRD) are:
 - Installed on a 4-inch-tall concrete curb with an approved covered base, and
 - Drain indirectly to a floor sink with an approved slope.

LIQUID WASTE:

- Drain lines into floor sinks have an air gap no less than 1 inch.
- All drain lines are hard plumbed (flexible lines are not approved).
- Easy to clean brackets are used (floor mounted brackets are not approved).
- All drain lines are installed at least 6 inches above the ground, ½ inch away from the wall and with a minimum of ¼ inch per foot slope to an approved floor sink.
- All drain lines are independent of other drain lines. This includes large bakery ovens/proofers, some small ovens, walk-in coolers/freezers, ice machines/bins, steam tables, dipper wells, drink machines with drain lines, draft beer dispensers, three-compartment sinks, food preparation sinks and breading stations.

PROTECTION FROM CONTAMINATION

- Lights are shatterproof or have covers.
- Entrances to food handling areas are less than 36 inches wide unless a swing door is in place.

SNEEZEGUARDS

- Sneezeguards are 60-inches-tall vertically from the floor where nonprepackaged food is within 3 feet of customers.
- Sneezeguards (installed to intercept a direct line between the customer's mouth and the food) measure between 54-60 inches above the floor in all customer self-serve areas (e.g. salsa bar).
- Sneezeguards are easy to clean and do not have gaps larger than ¼ inch (side guards may also be required).
- Sneezeguards are installed to protect open food areas (e.g. ice bins, three-compartment sink) from contamination where bar counters are not installed.

SPLASHGUARDS

- Hand sinks less than 24 inches away from any equipment have a 6-inch-tall metal splash guard installed.
- Food-preparation sinks less than 18 inches away from equipment have a 12-inch-tall metal splash guard installed.
- Fryers less than 16 inches away from open flames have an 8-inch-tall metal splash guard installed.
- Mop sinks and equipment less than 36 inches apart have a 6-foot-tall partition installed between them.

VENTILATION

- Installed exhaust hood(s) are the same as the exhaust hood(s) listed on the approved plans (air balance report measurements will be verified at field inspection).
- Listed hoods have a legible data label (hoods missing data label will be held to unlisted hood requirements from California Mechanical Code).
- Equipment is installed properly under the hood and meets the requirements below.
 - The overhang measured from the inner lip of the hood is a minimum of 6 inches (or as specified per manufacturer), and
 - The bottom of the hood to the top of the cooking surface measures 48 inches or less.
- Hood filters are installed vertically and positioned to eliminate gaps.
- Exhaust hood(s) are flashed (sealed) to the ceiling with approved material.
- Hood exhaust fans are interlocked with make-up air units.
- Custom hoods are built by a company that has the appropriate ANSI/NSF certification for sanitation.

VERMIN

- The food facility is built to prevent the entry of vermin.
- Pass-through windows are self-closing, a minimum of 18 inches apart, have an air curtain (if larger than 216 square inches) and are no larger than 432 square inches.
- The food facility is fully enclosed (roll-up doors and large openable windows are not approved unless the kitchen is fully enclosed – this MUST be approved on the plan).
- Exterior doors are well-fitted, open outward and are self-closing.
- A micro-switch activated air curtain is installed on the delivery door and spans the entire width of the door.