



Environmental Health ❖ 463 Aviation Blvd, Santa Rosa, CA 95403 ❖ 707-565-6565 ❖ [EH@sonoma-county.org](mailto:EH@sonoma-county.org)  
<https://sonomacounty.ca.gov/Health/Environmental-Health-and-Safety/>

**FOOD FACILITY PLAN REVIEW APPLICATION**

NOTE: Environmental Health will not process the plans until plan review fees are paid (see [Fee Schedule](#)) and a complete, legible plan review package is submitted (i.e. application, 3 sets of plans drawn to a minimum scale of 1/4 inch = 1 foot, 1 set of manufacturer specification sheets, and proposed menu).

**SUBMITTING THE FOOD FACILITY PLAN REVIEW APPLICATION IS NOT A PERMIT TO OPERATE.  
A FOOD FACILITY THAT OPERATES WITHOUT A VALID RETAIL FOOD FACILITY PERMIT MAY BE SUBJECT TO  
CLOSURE AND PENALTY OF UP TO 3 TIMES THE COST OF THE PERMIT**

Facility Name \_\_\_\_\_ APN (if known) \_\_\_\_\_ Sq. Ftg. of Facility Interior \_\_\_\_\_

Site Address \_\_\_\_\_ Ste # \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Owner Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Ste # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Person/Title \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Ste # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Construction (Check one):  Major New Const/Remodel  Minor New Const/Remodel  Equipment Replace/Add (up to 2 pcs, not under hood)

Scope of Work \_\_\_\_\_

Extent of Food Service (Check all that apply):  Prepackaged Food Only  Food Preparation without Cooking  Food Preparation with Cooking

Water Supply:  Public \_\_\_\_\_  Private Well\* Sewage Disposal:  Public \_\_\_\_\_  On-Site/Septic\*\*

*\*CDPH Drinking Water Branch clearance is required prior to issuance of permits \*\*PRMD clearance is required prior to issuance of permits*

I understand that Environmental Health will review these plans within 20 working days after being processed. Environmental Health will only approve the plans when it has determined that all necessary information is in conformance with applicable laws and regulations. The local Building Department must receive Environmental Health approved plans prior to issuing a building permit for any construction/renovation of a food facility. Construction and/or installation of equipment in the facility shall not begin until Environmental Health has approved the plans and building permits are obtained. Plan review fees are a prepaid estimate of time and are based on the current hourly rate. Plan review and construction inspection fees (including travel time) are separate from the operational permit fee. The following must be completed before opening the food facility for business:

- Obtain final construction inspection approval from Environmental Health and all applicable regulatory agencies.
- Submit the Retail Food Facility Permit application and fees.
- Any additional time beyond the initial paid plan review fees are due prior to submittal of a Retail Food Facility Permit application.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

**For office use only:**

Application Date \_\_\_\_\_ PE# \_\_\_\_\_ FA # \_\_\_\_\_ SR # \_\_\_\_\_ District \_\_\_\_\_

Plans Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Plans Approved by \_\_\_\_\_ Date \_\_\_\_\_

Cash  Check/Credit Card Trans# \_\_\_\_\_ Date Rec'd \_\_\_\_\_ by \_\_\_\_\_ Amount Rec'd \$ \_\_\_\_\_

Comments \_\_\_\_\_