

## PERMIT APPLICATION PROCESS

### Step 1: Research and preparation:

- a) Check with the appropriate Planning Department to ensure your proposed business is compatible with the selected location.
- b) Gather required documentation:
  - i) Source of potable water:
    - (1) Municipal Water - Provide a utility clearance letter (will-serve letter) from the municipal water district; OR
    - (2) On-site Water Source - Provide documentation that the water supply is under permit by the California Department of Health Services (DHS) or Plumas County Environmental Health.
  - ii) Method of liquid waste disposal:
    - (1) Municipal Sewer - Provide a copy of a will-serve letter issued by the municipal sewer district, including the size of the grease interceptor required (or a waiver of the grease interceptor requirement); OR
    - (2) On-site Wastewater Disposal System - Provide documentation that the system is of sufficient capacity for the facility and was installed under permit by Environmental Health.
  - iii) Create a sample menu or food product list that describes all food and beverages intended for sale.

### Step 2: Consult with Environmental Health:

Consult with an Environmental Health Specialist about the proposed facility. Bring to the meeting: information regarding proposed menu, layout, construction, equipment, water supply, liquid waste disposal, and overall proposed operation of the food facility.

### Step 3: Prepare Building Plans:

Plans must be drawn in a professional manner encompassing all applicable requirements of this construction guide and must include sufficient detail and information to demonstrate compliance with Cal Code.

- a) Plans addressing changes to structural elements, electrical loads, and building plumbing may require a certification from a registered professional engineer and must be approved by the Planning and Building Agency.
- b) Plans limited to building internal surface finishes and the location of equipment may be prepared by the building owner or occupant.

#### **Step 4: Start Approval Process:**

- a) Submit the following to the appropriate Planning and Building agency:
  - i) Water supply and liquid waste disposal documentation;
  - ii) Sample menu or food product list / menu;
  - iii) Three (3) complete sets of plans with review fees:
- b) Plans must be reviewed and approved by both the Planning and Building agency and Environmental Health.
  - i) The applicant will be notified of plan status following plan review.
  - ii) Incomplete documentation or plans, plans with significant changes, or plans that are otherwise not approved will be returned.
- c) Changes to plans following approval require both Planning and Building agency and Environmental Health approvals.
- d) Approved plans and permits are held for pickup at the Planning and Building agency.

#### **Step 5: Start Construction**

#### **Step 6: Schedule Construction Inspections:**

All construction and equipment installations are subject to inspection by both the Planning and Building agency and Environmental Health during all phases of construction. Requests for inspections should be coordinated in advance to minimize scheduling conflicts.

- a) 4R (rough framing, plumbing, electrical, and mechanical);
- b) Final:
  - i) The facility conforms to the latest set of approved plans and all construction and trim-out is complete;
  - ii) Construction job site cards are on-site and signed off by the Planning and Building agency, and the Fire Department (if applicable).

#### **Step 7: Schedule a Pre-Opening Inspection:**

- a) Approval of the Health Permit is dependent upon the following:

- i) The facility is clean and ready to prepare food;
  - ii) All utilities are on (electric, gas, water, sewer);
  - iii) All equipment is in place, clean, operational, and at proper temperature; and
  - iv) All Health Permit fees are paid.
- b) Release of the Alcoholic Beverage Control (ABC) license hold will occur following Health Permit approval.

**Step 8: Open for Business!**

Within sixty (60) days of opening, one employee, or business owner must obtain Food Handler Certification.

Note: Food handler certifications are applicable to only one facility at a time (with limited exceptions). Environmental Health recommends obtaining a food certification prior to opening. Environmental Health can provide a list of certification options.