

New Construction, Remodel, or Tenant Improvement of a Food Facility – Plan Check, Frequently Asked Questions

May 2025

ENVIRONMENTAL HEALTH



COUNTY OF LOS ANGELES
Public Health

When are Plans Required to be Submitted to the Environmental Health Plan Check Program?

Floor plans are required if you fall into one of the following categories:

1. New construction.
2. Conversion of an existing non-food facility into a food facility.
3. An existing food facility that has changed ownership and will undergo modifications.
4. Remodel of an existing food facility due to change of operation or change of menu which will result in:
 - The addition, removal, or change out of food-related equipment and fixtures.
 - Any replacement or significant modification of an integral piece of equipment.
 - Relocation of the existing kitchen, storage room, restroom, bar, or janitorial facilities.
 - Replacement of a water heater.

Note: If applicable, equipment evaluation will be performed if replacing like for like

How many sets of Plans Should I Submit?

New construction, remodels, and/or tenant improvements are required to submit one (1) set of complete plans. Once the plans are approved, three (3) sets will be required and distributed as follows:

1. One (1) set remains on file with the Plan Check Program.
2. One (1) set is to be kept at the jobsite by the food facility operator, architect, and/or contractor.
3. One (1) set must be submitted, by the applicant, to the local Building & Safety Department.



To submit an Electronic Plan on SharePoint, fill out and email an application to the appropriate program. The applications are available at: <http://publichealth.lacounty.gov/eh/i-want-to/submit-electronic-plan.htm>.

What Should be Included in the Plans for New Construction or Facility Conversions?

Plans must contain the following information:

- General Site Plan: the location of the food facility, trash area, exterior walls, windows, and doors. Include locations of remote food storage, common use restrooms, and/or janitorial facilities, if applicable.
- Window and door schedules.
- Floor plan illustration that labels all equipment and sinks, an equipment schedule that matches the labeled floor plan, and the manufacturers' specification sheets for all equipment and sinks.
- Plumbing plans— if applicable, must include waste details, hot and cold-water distribution lines from the water heater, grease interceptor/trap detail, locations of floor drains and/or floor sinks, and location and rating of water heater (KW/BTU).
- Mechanical plans— must include mechanical hood and make-up air calculations, manufacturer specification sheets for the hood, and elevations of the hood with the equipment below.
- Electrical plans.
- Lighting schedule.
- Finish schedule— listing the finishes for the floors, cove bases, ceilings, and walls for all spaces. Samples of finish materials and installation details may be required.
- Elevations or installation details of food-related equipment.

Environmental Health Division

5050 Commerce Drive, Baldwin Park, CA 91706

www.publichealth.lacounty.gov/eh

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What Other Information or Documents Should be Provided Along with the Plans for New Construction or Tenant Improvement?

The following information must be provided:

1. Menu(s) for the food facility.
2. On-site management letter for common use restrooms and/or janitorial facilities (if applicable).

What Should I Submit When I am Remodeling?

Remodels include changes to the food facility, changing food facility operations (e.g. from a take-out only facility to an eat-in facility), or changes to the menu(s). Along with one set of complete plans, include the following:

- Floor plans of existing food facility.
- Floor plan illustration of the remodeled area with labeling of all new equipment and/or sinks.
- Equipment schedule that lists existing and new equipment and the manufacturers' specification sheets for all new equipment and or sinks.
- Manufacturer specification sheets for new or additional equipment.
- Plumbing plans— if applicable, must include waste details, hot and cold-water lines, grease interceptor/trap detail, locations of floor drains and/or floor sinks, and location and rating of water heater.
- Mechanical plans— mechanical hood and make-up air calculations, manufacturer specification sheets for the hood, and elevations of the hood with the equipment below.
- Electrical plans— if applicable.
- Finish schedule— listing the finishes for the floors, cove base, ceilings, and walls for all spaces. Samples of finish materials and installation details may be required, if applicable.
- Water heater rating (BTU or KW), if adding new plumbing fixtures or sinks.
- Operational letter if the food facility will remain in operation during the remodel. In addition, the facility will need to ensure the following:
 - Hot and cold water is available (under pressure) at all times.
 - Food is at correct temperatures.
 - Food is handled safely.
 - Compliance with sanitation standards.
- Copy of the valid Public Health Permit.

How Long Does It Take for Plans to be Reviewed?

Plans are reviewed in the order they are received. The initial plan review will be completed within **20 business days** (excluding holidays) from the date the payment is received.

I Cannot Wait 20 Business Days for a Review; Can My Plans be Expedited?

Yes, plan review can be expedited with payment of an additional Plan Check fee. The initial review of your plans will be completed within **10 business days** (excluding holidays) from the date the payment is received. For an example of expedited fees, see the chart on the next page.

How do I Submit Plans?

In-Person:

- Visit your local Environmental Health Plan Check office and submit one (1) set of plans.
- Fill out a Plan Check Application Form.
- Include the applicable payment (see chart for a partial list of fees).

E-Plan:

- Fill out a Plan Check Application online and submit to the designated email to submit an Electronic Plan on SharePoint.

A Plan Check number will then be assigned to your plans for tracking purposes.

Can I Start New Construction, Remodeling, or Tenant Improvement While Waiting for My Plans to be Approved?

Construction, remodeling, or tenant improvement **should not begin** until plans have been approved by the Environmental Health Plan Check Program and the local Building & Safety authorities.

Can I Start Training Employees, Stocking Food, or Using the Remodeled Areas or Equipment After I Finish the Work and Have Obtained Approval from the Local Building & Safety Inspector?

Remodeled areas or equipment, or the newly constructed food facility **must not be used**, stocked with food, or used to train employees before receiving field approval from the **Environmental Health Plan Check Program** and **any other agency requiring permits and/or approvals**.

Plan Check Fees for Retail Food Facility:

FOOD MARKET RETAIL PLAN (Supermarkets – see example below)		
Size in Square Feet	Fee	Expedited Fee
25 – 50	\$858	\$1,287
51 – 1,999	\$1,119	\$1,679
2,000 – 5,999	\$1,232	\$1,848
6,000 – 19,999	\$1,567	\$2,351
20,000 or more	\$1,903	\$2,855
RESTAURANT PLAN		
Size in Square Feet	Fee	Expedited Fee
500 or less	\$1,044	\$1,566
501 – 1,999	\$1,530	\$2,295
2,000 – 3,999	\$1,865	\$2,798
4,000 – 9,999	\$2,276	\$3,414
10,000 or more	\$2,723	\$4,085

FOOD WAREHOUSE PLAN		
Size in Square Feet	Fee	Expedited Fee
301 – 500	\$858	\$1,287
501 – 4,999	\$1,007	\$1,511
5,000 – 9,999	\$1,157	\$1,736
10,000 or more	\$1,268	\$1,902
MINOR REMODELING PLAN (Must provide copy of current Public Health Permit)		
Size in Square Feet	Fee	Expedited Fee
300 or less	\$315	\$473

For a complete list of Plan Check fees or for more information, please visit the Environmental Health website at: www.publichealth.lacounty.gov/eh or www.publichealth.lacounty.gov/eh/inspection/retail-plan-check.htm, or call the **Plan Check Program** at **(626) 430-5560**.