

RETAIL FOOD FACILITY PLAN REVIEW SERVICE REQUEST

Environmental Health Division

Plan Check Program

5050 Commerce Drive, Baldwin Park, CA 91706
www.publichealth.lacounty.gov/eh | (626) 430-5560

Date of Request: _____

PERSON SUBMITTING

NAME:

PHONE #:

TITLE:

EMAIL:

FOOD FACILITY INFORMATION

BUSINESS NAME/DBA:

PHONE #:

ADDRESS:

EMAIL:

BUSINESS OWNER

BUSINESS OWNER/CORPORATION NAME:

PHONE #:

ADDRESS:

EMAIL:

SECTION 1: MARK THE APPROPRIATE BOX BELOW

- ☐ Review of NEW construction plans for a food facility
- ☐ Review of REMODELING plans for an existing food facility
- ☐ Existing food facility, new owner

- ☐ Review of **Fire Rebuild Plans** for a food facility

Indicate name of fire: _____

SECTION 2: ANSWER THE FOLLOWING

- ☐ The building was constructed prior to 1/1/2024
- ☐ Prepackaged foods only*

- ☐ The facility has re-usable tableware
- ☐ The facility has a common-use restroom
- ☐ The facility has a common-use janitorial facility

Note: Plans are not required for markets that meet the following criteria: 1) Prepackaged, non-potentially hazardous foods only, and 2) Food display and storage is less than 300 square feet. To obtain a Public Health Permit, please contact the appropriate District Office. To locate a District Office, please visit: <http://publichealth.lacounty.gov/EH/about/district-offices.htm>

FOR REMODELING ONLY: MARK ALL THAT APPLY

- ☐ You have a valid Public Health Permit/License. Public Health Permit/License #: _____
- ☐ The Facility will remain open during remodeling. (Provide operational letter indicating the measures to be taken so the remodel will not impact current operations.)
- ☐ The Facility will remain closed during remodeling.
- ☐ Describe the scope of the remodeling to approved plans in the space below:



SECTION 3: CALCULATE YOUR FEES

1. Check the appropriate box to select the size of the facility. For supermarkets (markets of 6,000 ft² or more), specify the size for each portion of the facility. Example: *8,000 ft² main market; 1,000 ft² meat market; and 1,000 ft² bakery.*
2. Select between **New** facility or **Remodel**.
3. Select either regular fee or expedited fee. For expedited, confirm with the Plan Check Program if the expedited service is available.
4. Add all fees to get **Total Amount Due**.

FACILITY	SERVICE REQUEST	
RESTAURANT/ CATERER	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY
	<input type="checkbox"/> NEW: 500 Sq. Ft. or less - \$1,044.00 <input type="checkbox"/> NEW or Remodel: 501 - 1,999 Sq. Ft. - \$1,530.00 <input type="checkbox"/> NEW or Remodel: 2,000 - 3,999 Sq. Ft. - \$1,865.00 <input type="checkbox"/> NEW or Remodel: 4,000 - 9,999 Sq. Ft. - \$2,276.00 <input type="checkbox"/> NEW or Remodel: 10,000 Sq. Ft. or more - \$2,723.00 <input type="checkbox"/> Remodel: 300 Sq. Ft. or less - \$315.00 <input type="checkbox"/> Remodel: 301 - 500 Sq. Ft. - \$1,044.00	<input type="checkbox"/> NEW: 500 Sq. Ft. or less (Expedited) - \$1,566.00 <input type="checkbox"/> NEW or Remodel: 501 - 1,999 Sq. Ft. (Expedited) - \$2,295.00 <input type="checkbox"/> NEW or Remodel: 2,000 - 3,999 Sq. Ft. (Expedited) - \$2,798.00 <input type="checkbox"/> NEW or Remodel: 4,000 - 9,999 Sq. Ft. (Expedited) - \$3,414.00 <input type="checkbox"/> NEW or Remodel: 10,000 Sq. Ft. or more (Expedited) - \$4,085.00 <input type="checkbox"/> Remodel: 300 Sq. Ft. or less (Expedited) - \$473.00 <input type="checkbox"/> Remodel: 301 - 500 Sq. Ft. (Expedited) - \$1,566.00
REMOTE STORAGE/ WAREHOUSE	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY
	<input type="checkbox"/> NEW: 0 - 500 Sq. Ft. - \$858.00 <input type="checkbox"/> NEW or Remodel: 501 - 4,999 Sq. Ft. - \$1,007.00 <input type="checkbox"/> NEW or Remodel: 5,000 - 9,999 Sq. Ft. - \$1,157.00 <input type="checkbox"/> NEW or Remodel: 10,000 Sq. Ft. or more - \$1,268.00 <input type="checkbox"/> Remodel: 0 - 300 Sq. Ft. - \$315.00 <input type="checkbox"/> Remodel: 301 - 500 Sq. Ft. - \$858.00	<input type="checkbox"/> NEW: 0 - 500 Sq. Ft. (Expedited) - \$1,287.00 <input type="checkbox"/> NEW or Remodel: 501 - 4,999 Sq. Ft. (Expedited) - \$1,511.00 <input type="checkbox"/> NEW or Remodel: 5,000 - 9,999 Sq. Ft. (Expedited) - \$1,736.00 <input type="checkbox"/> NEW or Remodel: 10,000 Sq. Ft. or more (Expedited) - \$1,902.00 <input type="checkbox"/> Remodel: 0 - 300 Sq. Ft. (Expedited) - \$473.00 <input type="checkbox"/> Remodel: 301 - 500 Sq. Ft. (Expedited) - \$1,287.00
VEHICLE COMMISSARY	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY
	<input type="checkbox"/> NEW: Food Vehicle Cleaning/Storage - \$201.00 <input type="checkbox"/> NEW or Remodel: Food Vehicle Commissary - \$796.00 <input type="checkbox"/> NEW or Remodel: Food Vehicle Storage - \$201.00 <input type="checkbox"/> Remodel: Food Vehicle Cleaning/Storage - \$201.00 <input type="checkbox"/> Remodel: Food Vehicle Commissary - 300 Sq. Ft. or less - \$315.00	<input type="checkbox"/> NEW: Food Vehicle Cleaning/Storage (Expedited) - \$302.00 <input type="checkbox"/> NEW or Remodel: Food Vehicle Commissary (Expedited) - \$1,194.00 <input type="checkbox"/> NEW or Remodel: Food Vehicle Storage (Expedited) - \$302.00 <input type="checkbox"/> Remodel: Food Vehicle Cleaning/Storage (Expedited) - \$302.00 <input type="checkbox"/> Remodel: Food Vehicle Commissary (Expedited) - 300 Sq. Ft. or less - \$473.00
LICENSED HEALTHCARE FACILITY	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY
	<input type="checkbox"/> NEW: Less than 500 Sq. Ft. - \$1,033.00 <input type="checkbox"/> NEW or Remodel: 500 - 1,999 Sq. Ft. - \$1,512.00 <input type="checkbox"/> NEW or Remodel: 2,000 - 3,999 Sq. Ft. - \$1,844.00 <input type="checkbox"/> NEW or Remodel: 4,000 - 9,999 Sq. Ft. - \$2,250.00 <input type="checkbox"/> NEW or Remodel: 10,000 Sq. Ft. or more - \$2,692.00 <input type="checkbox"/> Remodel: 0 - 300 Sq. Ft. - \$315.00 <input type="checkbox"/> Remodel: 301 - 499 Sq. Ft. - \$1,033.00	<input type="checkbox"/> NEW: Less than 500 Sq. Ft. (Expedited) - \$1,550.00 <input type="checkbox"/> NEW or Remodel: 500 - 1,999 Sq. Ft. (Expedited) - \$2,268.00 <input type="checkbox"/> NEW or Remodel: 2,000 - 3,999 Sq. Ft. (Expedited) - \$2,766.00 <input type="checkbox"/> NEW or Remodel: 4,000 - 9,999 Sq. Ft. (Expedited) - \$3,375.00 <input type="checkbox"/> NEW or Remodel: 10,000 Sq. Ft. or more (Expedited) - \$4,038.00 <input type="checkbox"/> Remodel: 0 - 300 Sq. Ft. (Expedited) - \$473.00 <input type="checkbox"/> Remodel: 301 - 499 Sq. Ft. (Expedited) - \$1,550.00
FOOD MARKET	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY
	<input type="checkbox"/> NEW: 25 - 50 Sq. Ft. - \$858.00 <input type="checkbox"/> NEW: 51 - 1,999 Sq. Ft. - \$1,119.00 <input type="checkbox"/> NEW or Remodel: 2,000 - 5,999 Sq. Ft. - \$1,232.00 <input type="checkbox"/> Remodel: 300 Sq. Ft. or less - \$315.00 <input type="checkbox"/> Remodel: 301 - 1,999 Sq. Ft. - \$1,119.00	<input type="checkbox"/> NEW: 25 - 50 Sq. Ft. (Expedited) - \$1,287.00 <input type="checkbox"/> NEW: 51 - 1,999 Sq. Ft. (Expedited) - \$1,679.00 <input type="checkbox"/> NEW or Remodel: 2,000 - 5,999 Sq. Ft. (Expedited) - \$1,848.00 <input type="checkbox"/> Remodel: 300 Sq. Ft. or less (Expedited) - \$473.00 <input type="checkbox"/> Remodel: 301 - 1,999 Sq. Ft. (Expedited) - \$1,679.00



SUPERMARKET: MAIN MARKET	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY
	<input type="checkbox"/> NEW or Remodel: 6,000 - 19,999 Sq. Ft. - \$1,567.00 <input type="checkbox"/> NEW or Remodel: 20,000 Sq. Ft. or more - \$1,903.00	<input type="checkbox"/> NEW or Remodel: 6,000 - 19,999 Sq. Ft. (Expedited) - \$2,351.00 <input type="checkbox"/> NEW or Remodel: 20,000 Sq. Ft. or more (Expedited) - \$2,855.00
SUPERMARKET: MEAT MARKET	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY
	<input type="checkbox"/> NEW: 25 - 50 Sq. Ft. - \$858.00 <input type="checkbox"/> NEW: 51 - 1,999 Sq. Ft. - \$1,119.00 <input type="checkbox"/> NEW or Remodel: 2,000 - 5,999 Sq. Ft. - \$1,232.00 <input type="checkbox"/> NEW or Remodel: 6,000 - 19,999 Sq. Ft. - \$1,567.00 <input type="checkbox"/> NEW or Remodel: 20,000 Sq. Ft. or more - \$1,903.00 <input type="checkbox"/> Remodel: 300 Sq. Ft. or less - \$315.00 <input type="checkbox"/> Remodel: 301 - 1,999 Sq. Ft. - \$1,119.00	<input type="checkbox"/> NEW: 25 - 50 Sq. Ft. (Expedited) - \$1,287.00 <input type="checkbox"/> NEW: 51 - 1,999 Sq. Ft. (Expedited) - \$1,679.00 <input type="checkbox"/> NEW or Remodel: 2,000 - 5,999 Sq. Ft. (Expedited) - \$1,848.00 <input type="checkbox"/> NEW or Remodel: 6,000 - 19,999 Sq. Ft. (Expedited) - \$2,351.00 <input type="checkbox"/> NEW or Remodel: 20,000 Sq. Ft. or more (Expedited) - \$2,855.00 <input type="checkbox"/> Remodel: 300 Sq. Ft. or less (Expedited) - \$473.00 <input type="checkbox"/> Remodel: 301 - 1,999 Sq. Ft. (Expedited) - \$1,679.00
SUPERMARKET: BAKERY	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY
	<input type="checkbox"/> NEW: 0 - 500 Sq. Ft. - \$1,044.00 <input type="checkbox"/> NEW or Remodel: 501 - 1,999 Sq. Ft. - \$1,530.00 <input type="checkbox"/> NEW or Remodel: 2,000 - 3,999 Sq. Ft. - \$1,865.00 <input type="checkbox"/> NEW or Remodel: 4,000 - 9,999 Sq. Ft. - \$2,276.00 <input type="checkbox"/> NEW or Remodel: 10,000 Sq. Ft. or more - \$2,723.00 <input type="checkbox"/> Remodel: 300 Sq. Ft. or less - \$315.00 <input type="checkbox"/> Remodel: 301 - 500 Sq. Ft. - \$1,044.00	<input type="checkbox"/> NEW: 0 - 500 Sq. Ft. (Expedited) - \$1,566.00 <input type="checkbox"/> NEW or Remodel: 501 - 1,999 Sq. Ft. (Expedited) - \$2,295.00 <input type="checkbox"/> NEW or Remodel: 2,000 - 3,999 Sq. Ft. (Expedited) - \$2,798.00 <input type="checkbox"/> NEW or Remodel: 4,000 - 9,999 Sq. Ft. (Expedited) - \$3,414.00 <input type="checkbox"/> NEW or Remodel: 10,000 Sq. Ft. or more (Expedited) - \$4,085.00 <input type="checkbox"/> Remodel: 300 Sq. Ft. or less (Expedited) - \$473.00 <input type="checkbox"/> Remodel: 301 - 500 Sq. Ft. (Expedited) - \$1,566.00
SUPERMARKET: DELI	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY	<input type="checkbox"/> NEW FACILITY <input type="checkbox"/> REMODEL FACILITY
	<input type="checkbox"/> NEW: 0 - 500 Sq. Ft. - \$1,044.00 <input type="checkbox"/> NEW or Remodel: 501 - 1,999 Sq. Ft. - \$1,530.00 <input type="checkbox"/> NEW or Remodel: 2,000 - 3,999 Sq. Ft. - \$1,865.00 <input type="checkbox"/> NEW or Remodel: 4,000 - 9,999 Sq. Ft. - \$2,276.00 <input type="checkbox"/> NEW or Remodel: 10,000 Sq. Ft. or more - \$2,723.00 <input type="checkbox"/> Remodel: 0 - 300 Sq. Ft. - \$315.00 <input type="checkbox"/> Remodel: 301 - 500 Sq. Ft. - \$1,044.00	<input type="checkbox"/> NEW: 0 - 500 Sq. Ft. (Expedited) - \$1,566.00 <input type="checkbox"/> NEW or Remodel: 501 - 1,999 Sq. Ft. (Expedited) - \$2,295.00 <input type="checkbox"/> NEW or Remodel: 2,000 - 3,999 Sq. Ft. (Expedited) - \$2,798.00 <input type="checkbox"/> NEW or Remodel: 4,000 - 9,999 Sq. Ft. (Expedited) - \$3,414.00 <input type="checkbox"/> NEW or Remodel: 10,000 Sq. Ft. or more (Expedited) - \$4,085.00 <input type="checkbox"/> Remodel: 0 - 300 Sq. Ft. (Expedited) - \$473.00 <input type="checkbox"/> Remodel: 301 - 500 Sq. Ft. (Expedited) - \$1,566.00
TOTAL AMOUNT DUE: _____		

SECTION 4: OWNER REPRESENTATIVE DECLARATION	
<p>I understand the following:</p> <ul style="list-style-type: none"> The amount of fees paid is NON-REFUNDABLE and the Review/Service Request is NON-TRANSFERABLE. The fee paid is based on my declaration of the business classifications indicated above. If this declaration is incorrect, the plans will not be reviewed until the correct fee is paid. Plans shall be reviewed within 20 (regular) or 10 (expedited) working days after receipt of payment. The reviewed plans (whether approved or not) are VALID FOR ONE YEAR. Plans must be approved prior to commencing construction or installing any equipment. It is a MISDEMEANOR violation to begin operation without a final inspection, approval, and valid Public Health Permit/License. The initial Plan Check fee includes a maximum of two (2) plan reviews and two (2) field inspections. Additional plan review and inspections are charged at \$167/hour with 1 hour minimum. 	
Signature: _____	Date: _____



SECTION 5: HOW TO SUBMIT

The following must be submitted with your Review/Service Request:

- Copy of existing Public Health Permit/License (for remodel only)
- One (1) set of plans for the initial review. Once reviewed and ready for approval, three (3) sets of plans are required.
- Menu
- Manufacturer Specification Sheets for Equipment
- Payment

PLAN SUBMISSION AND PAYMENT

The Review/Service Request, plans, supporting documents, and payment can be submitted in person, by mail, or electronically.

- If submitting plans online, an invoice will be generated and emailed to you along with payment instructions.
- **Do not submit your payment until you have received an invoice.**

IN-PERSON:

Submit plans and payment in person between the hours of 8:00 am - 4:30 pm, Monday through Friday, except for holidays, at:

**Environmental Health Headquarters
5050 Commerce Drive,
Baldwin Park, CA 91706**

Acceptable forms of in-person payment include electronic, cash, check, cashier's check, or money order in the exact amount due.

ELECTRONICALLY:

Submit plans and payment online using Credit Card (Visa, MasterCard, American Express, or Discover), Debit Card, and Electronic Check (E-Check).

Visit our website for instructions:
<https://bit.ly/planchekoffices>

Please note that there is an additional convenience fee charge using online payment.

MAIL:

Mail plans and payments to the address below. An invoice will be generated and emailed to you along with payment instructions. Make Check, Cashier's Check, or Money Order payable to **County of Los Angeles**, and include your invoice number.

Mail to:

**Environmental Health Headquarters
Attn: Plan Check Program
5050 Commerce Drive,
Baldwin Park, CA 91706**

FOR OFFICE USE ONLY

Contact Office:	Amount Paid:	Invoice #:	Plan Check (Sr) #:
	Date Paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check #:	Cashier's Initials:

