



Host Facility– Plan Check Process

A Host Facility is a facility located in a brewery, winery, commercial building, or another location as approved by Environmental Health and operates in conjunction with a permitted catering operation or retail food facility that already has a current health permit. The checklist of requirements below will assist you in determining the requirements you will need to meet to become a Host Facility. Depending on the infrastructure available at your facility, you may be able to determine whether a * plan check consultation or plan check submittal and review is needed for your proposed Host Facility.

The Host Facility must meet ALL the following structural requirements. If any of these items are not currently available at the facility, PLAN SUBMISSION may be required.

YES	NO	ITEM DESCRIPTION
		1 RESTROOM (TOILET AND HANDWASHING): An approved restroom facility in the Host Facility that the catering operation will be using is required. The restroom must be located within 200 feet of the area where the Caterer prepares the food and must be accessible to all food handlers. All handwashing sinks shall have a minimum of 100°F-108°F warm water under pressure for a minimum of 15 seconds. Hand sinks must have hand soap and single use paper towels in dispensers. The restroom must meet all local building and plumbing code standards. A common use restroom agreement must be submitted if a common use restroom is to be utilized outside of the Host Facility.
		2 REFUSE AND LIQUID WASTE: The Host Facility must have approved methods for disposal of refuse and liquid waste. A janitorial sink equipped with hot and cold water and an atmospheric vacuum breaker or other approved backflow device at the faucet may be required.
		3 POTABLE HOT AND COLD WATER: A supply of potable hot and cold water. The hot water heater must be adequate to provide a hot water supply of a minimum 120°F at the sink fixtures requiring hot water at a peak demand rate.
		4 LOCATION FOR CATERING OPERATION: The Host Facility must provide a location for the catering operation to set up. The type of food service provided by the catering operation is contingent upon the location where they will set up their equipment. Ensure all applicable codes are complied with including, but not limited to Zoning and Fire.

If you answered YES to ALL of the above items, a CONSULTATION can be conducted.

*** If the answer is NO to any of the above items, PLAN SUBMISSION may be required**



TOILET



WASHING HANDS



WATER HEATER



TRASH CAN



SEWER



WATER SUPPLY



---- ASSOCIATED FEES ----

1. **CONSULTATION FEE:** A consultation fee of \$102.00 per hour is required prior to the consultation appointment.
2. **PLAN REVIEW FILING FEE:** A filing fee of \$160.00 is required when plans are submitted for review.
3. **PLAN REVIEW FEE:** A fee of \$122.00 per hour is charged for plan review and inspection time spent.
4. **PERMIT FEE:** Host facility annual permit fee \$309.00

***Please be advised that upon the completion of the plan check consultation a full plan submittal may be required. Plan review is not included with the consultation fees. Construction plan submittal and approval is required prior to the start of any construction or remodeling of a food facility or utensil-washing establishment. Per California law please note that it may take up to 20 working days to review the plans. Fees are subject to change. Check with office to confirm amount. Please make checks payable to: Tulare County Environmental Health.**



Host Facility – Plan Submittal Checklist

This checklist will help you prepare the plan submission for your Host Facility if you answered no to any boxes on the previous page. Ensure the items listed below are clearly shown on the plans. Submit two (2) identical sets of plans to this department. The plans must be drawn in ink, in a professional manner, same size sheets drawn to the scale (e.g., ¼ inch=1 foot, etc). A plan designer, draftsman, contractor, architect, or owner may prepare the plans.

Applications for Plan Check and Health Permit

Plan Check Application: Submit two sets of plans along with plan check review fee. Ensure that all information is legible and the correct contact person is listed for the plan notification status. After plans are approved one stamped copy is given to applicant. Two copies must be submitted for revisions. **Plans will be reviewed within 20 working days.**

Health Permit Application: Once the plan check project has been completed and successfully passed inspection, a Health Permit will be issued to the Host Facility to operate. Health Permits are renewed annually.

Plan Submittal Requirements

✓ **Check the following items as you include them on the plans**

1	Location: Indicate the name and address of the Host Facility.
2	Owner: Indicate the name and contact number of the owner of the Host Facility.
3	Site Map: Include the facility and surrounding area. Indicate the proposed location where a Caterer will set up their operation. Include the trash area location if it is outside of the facility. Provide a schematic of the layout of all equipment and fixtures in the facility. Specify the location and type of electrical connection(s) that will be provided for a Caterer to power their food-related equipment. Layout is to include any and all areas that equipment may be stored onsite by the Caterer.
4	Water/Waste Information: Indicate which sewer and water district serves the Host Facility. If the facility is using water from a water well, and/or the facility is connected to a septic disposal system, that information must also be included on the plans.
5	Plumbing Plan and Schedule: Clearly identify make, model number, gallons, and BTU/KW of the hot water heater. Required if installing a restroom for use by caterers.
6	Restroom and Handwashing Sinks: Show the location of the restroom facilities for the Caterer and their food handlers. The restroom must be located within 200 feet of the area where the caterer prepares and dispenses the food. The restroom must meet all local building and plumbing code standards. Provide agreements if a common-use restroom is to be utilized. If the water temperature of a handwashing sink is not readily adjustable at the faucet, the temperature of the water shall be 100°F - 108°F. Hand sinks must be equipped with single-use hand pump soap and paper towels in adjacent dispensers.
7	Janitorial Sink: Show the location of the janitorial sink equipped with hot and cold running water. The sink faucet must be equipped with an atmospheric vacuum breaker or other approved backflow device. Provide the manufacturer’s specifications for this sink.
8	Standard Operating Procedure: Submit written operating procedures that describe the process, methods, and schedules for cleaning food related equipment; specifications for equipment that will be provided by the Host Facility to support the catering operation and how it will be maintained in good repair; how potentially hazardous foods will be maintained and how you will maintain a list of catering operations that will operate at the Host Facility with their menus, dates and times of their operations.

Procedures to Follow after the Plans are Approved

Prior to the final inspection:

- Once the plans are approved, facility construction may begin. Complete all work per approved plans.
- Once all work is complete, contact our office to schedule an inspection in a timely manner.
- Once Host Facility passes inspection, make sure to pay permit fee before beginning operations.
- Obtain all necessary permits and approvals with local city, building, planning / zoning departments.