



# Change of Food Facility Owner Questionnaire



The County of San Diego, Department of Environmental Health & Quality, Food and Housing Division, Plan Check Unit strives to enhance Public Health by assisting and ensuring permitted facilities are operating within the framework of current codes and standards. This document is to help assess if your facility is required to obtain plan check approval prior to applying for a health permit and opening for business. Plan check is required for any changes to the facility including, but not limited to, menu, equipment, finishes, etc. It is also required when nonconforming structural issues pose a public health hazard. Please provide as accurate information as possible below to help streamline the permitting process so that your facility can open and operate as soon as possible.

- Provide the following supporting documents/information with this questionnaire:
  - o Menu
  - o Photos of Cook-line, Sinks, and Refrigeration
  - o Proof of Ownership
  - o Health Permit Application
    - *Failure to submit these items/documents may delay the review process.*

NOTE: After reviewing your questionnaire, we will guide you to the right process to get your facility permitted (e.g., permit change, plan check consultation, or full plan submission). If a plan check consultation/submittal is required, a permit will be issued after the Plan Check Unit approves the facility to open and operate.

## ADMINISTRATIVE INFORMATION

- What type of food related business are you starting?  
 Restaurant    Market    Market with Deli    Other: \_\_\_\_\_
- Business name of NEW facility: \_\_\_\_\_
- Address of facility: \_\_\_\_\_
- Previous permit number: \_\_\_\_\_
- Previous name under the previous permit: \_\_\_\_\_
- Is the facility currently OPEN and operating?    Yes    No
- Opening date of the facility? \_\_\_\_\_
- Hours of Operation: \_\_\_\_\_
- Will the menu change?    Yes    No
- Do you have documentation indicating you have legal right to occupy the space?    Yes    No  
If yes, what type of document? (lease, business license, escrow document) \_\_\_\_\_

## FINISHES

- Are the floors, walls, and ceiling in good repair?  Yes  No
- Will there be repairs, replacing, or newly installed floors, walls, cove base, or ceiling?  Yes  No  
If yes, what type of floor changes? \_\_\_\_\_

## EQUIPMENT

- Is ALL of the equipment still in place from the OLD owner?  Yes  No  
*Note: Previously installed equipment may not have been approved by this Dept. for installation and use, therefore might require removal or upgrades to comply with current codes.*
- Will you be making any equipment changes?  Yes  No
- Will there be any new equipment installed or replaced? (e.g., cooking equipment, exhaust hood, water heater, espresso machine etc.)  Yes  No
- If yes to any changes, replacement, installs, please described:  
\_\_\_\_\_

## PLUMBING

- Does your food facility have a 3-compartment sink with dual integral drainboards?  Yes  No  
If no, describe the warewashing sink: \_\_\_\_\_
- Are all liquid waste producing equipment and sink fixtures, including the 3-compartment sink, preparation sink, utility, or dump sink draining indirectly to a floor sink (excluding hand and mop sink)?  Yes  No  
If no, describe the sink fixtures or equipment draining direct to sewer:  
\_\_\_\_\_
- Does your food facility have a grease trap/grease interceptor?  Yes  No  
If yes, where is the grease trap/interceptor located? \_\_\_\_\_

NOTE: If no grease trap/interceptor currently exists, please contact the wastewater authority in the jurisdiction your food facility is located for grease trap/interceptor requirements. Be aware, if a grease trap/interceptor is required by your local wastewater authority, the Department of Environmental Health and Quality will determine its location within your food facility.

## ENCLOSURE

- Does the facility have windows?  Yes  No      • If yes, are the windows openable?  Yes  No
- If the windows are openable, do they have permanently installed fixed 16 sq. inch mesh screens?  
 Yes  No
- Is the kitchen, food preparation area, warewashing area, and food storage fully enclosed?      Yes      No  
If no, identify which area(s) is not fully enclosed:  
\_\_\_\_\_
- Check all doors which apply to the food facility:  Self-Closing Single Door(s)  
 Self-Closing Double Door(s)  Roll-Up Door(s)  Bi-Fold Door(s)  Accordion Door(s)  
 Other: \_\_\_\_\_

**SEWER/WATER**

- Sewer:  Public  Septic (Private)\*
- Water:  Public  Well (Private)\*

\*If on private septic or well system, please obtain sign off from DEHQ-LWQ

**NOTE:**

If the food facility is found to have existing nonconforming or unapproved structural conditions that pose a health hazard, these issues will need to be corrected per current code standards and will require plan check review and approval by all authorities having jurisdiction. Some examples are:

- Water heaters are not adequately sized for the installed plumbing fixtures.
- Cooking equipment is under an inadequate or missing exhaust hood.
- Specialized operations like operating molluscan shellfish tank, sous vide, reduced oxygen packaging (ROP), curing, using additives, smoking for preservation, or acidification are observed.
- Food processing areas are not fully enclosed.
- Floor, wall, cove base, and/or ceiling finishes are changed.

*New owner acknowledges upon any inspection if facility is found noncompliant with all applicable current codes and standards, the facility is subject to upgrades and will require plan submittal, plan check review, and approval. New owner further acknowledges that current observed facility conditions and operations does not in any way indicate that those conditions and operations have been approved by the County of San Diego, Department of Environmental Health.*

**Business Owner:**

Name \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Contact** (if different than Owner):

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(FOR OFFICE USE ONLY)**

FOR DEHQ-LWQ: PLAN REQUIRED?  Yes  No Initials: \_\_\_\_\_

\*NEW FACILITY RECORD: DEH \_\_\_\_\_

\*\*OPEN PLAN CHECK OR COMMENTS FOR PLAN CHECK AT SITE:  Yes, # \_\_\_\_\_  No

REQUIRED:  Plan Submission  Consultation  Apply for Health Permit

APPROVED BY (REHS only): \_\_\_\_\_ DATE: \_\_\_\_\_

Comments:

**CALIFORNIA RETAIL FOOD CODE REFERENCES**

**114380.**

- (a) A person proposing to build or remodel a food facility shall submit complete, easily readable plans drawn to scale, and specifications to the enforcement agency for review, and shall receive plan approval before starting any new construction or remodeling of any facility for use as a retail food facility.
- (b) Plans and specifications may also be required by the enforcement agency if the agency determines that they are necessary to assure compliance with the requirements of this part, including, but not limited to, a menu change or change in the facility's method of operation.
- (c) (1) All new school food facilities or school food facilities that undergo modernization or remodeling shall comply with all structural requirements of this part. Upon submission of plans by a school authority, the Office of the State Architect and the local enforcement agency shall review and approve all new and remodeled school facilities for compliance with all applicable requirements.  
(2) Except when a determination is made by the enforcement agency that the nonconforming structural conditions pose a public health hazard, existing public and private school cafeterias and licensed health care facilities shall be deemed to be in compliance with this part pending replacement or renovation.
- (d) Except when a determination is made by the enforcement agency that the nonconforming structural conditions pose a public health hazard, existing food facilities that were in compliance with the law in effect on June 30, 2007, shall be deemed to be in compliance with the law pending replacement or renovation. If a determination is made by the enforcement agency that a structural condition poses a public health hazard, the food facility shall remedy the deficiency to the satisfaction of the enforcement agency.
- (e) The plans shall be approved or rejected within 20 working days after receipt by the enforcement agency and the applicant shall be notified of the decision. Unless the plans are approved or rejected within 20 working days, they shall be deemed approved. The building department shall not issue a building permit for a food facility until after it has received plan approval by the enforcement agency. Nothing in this section shall require that plans or specifications be prepared by someone other than the applicant.

**114381.**

- (a) A food facility shall not be open for business without a valid permit.
- (b) A permit shall be issued by the enforcement agency when investigation has determined that the proposed facility and its method of operation meets the specifications of the approved plans or conforms to the requirements of this part.
- (c) A permit, once issued, is nontransferable. A permit shall be valid only for the person, location, type of food sales, or distribution activity and, unless suspended or revoked for cause, for the time period indicated.
- (d) Any fee for the permit or registration or related services, including, but not limited to, the expenses of inspecting and impounding any utensil suspected of releasing lead or cadmium in violation of Section 108860 as authorized by Section 114393, review of HACCP plans, and alternative means of compliance shall be determined by the local governing body. Fees shall be sufficient to cover the actual expenses of administering and enforcing this part. The moneys collected as fees shall only be expended for the purpose of administering and enforcing this part.
- (e) A permit shall be posted in a conspicuous place in the food facility or in the office of a vending machine business.
- (f) Any person requesting the enforcement agency to undertake activity pursuant to Sections 114149.1 and 114419.3 shall pay the enforcement agency's costs incurred in undertaking the activity. The enforcement agency's services shall be assessed at the current hourly cost recovery rate.

**114387.** Any person who operates a food facility shall obtain all necessary permits to conduct business, including, but not limited to, a permit issued by the enforcement agency. In addition to the penalties under Article 2 (commencing with Section 114390), violators who operate without the necessary permits shall be subject to closure of the food facility and a penalty not to exceed three times the cost of the permit.

**114395.** Except as otherwise provided in this part, any person who violates any provision of this part or regulation adopted pursuant to this part is guilty of a misdemeanor. Each offense shall be punished by a fine of not less than twenty-five dollars (\$25) or more than one thousand dollars (\$1,000) or by imprisonment in the county jail for a term not exceeding six months, or by both fine and imprisonment.

**114397.** The owner, manager, or operator of any food facility is responsible for any violation by an employee of any provision of this part or any regulation adopted pursuant to this part. Each day the violation occurs shall be a separate and distinct offense.