



**Division of Environmental Health**

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**HOST FACILITY – PLAN CHECK PROCESS**

A Host Facility is a facility located in a brewery, winery, commercial building, or another location as approved by the Humboldt County Division of Environmental Health (DEH) and operates in conjunction with a permitted catering operation or retail food facility that already has a current food 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 will 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
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. RESTROOM (TOILET AND HANDWASHING):</b> An approved, permanent 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. 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. HANDWASHING SINK:</b> A permanently plumbed handwashing sink, in addition to the restroom handsink, for the catering operations use may be required. All handwashing sinks shall have a minimum of 100°F - 108°F warm water under pressure for a minimum of 15 seconds. Handsinks must have hand soap and single use paper towels in dispensers.
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. REFUSE AND LIQUID WASTE:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. POTABLE HOT AND COLD WATER:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. LOCATION FOR CATERING OPERATION:</b> The Host Facility must provide a location for the catering operation to set up their operation. Food service operations of the catering operation are contingent upon the location that they will be setting up their equipment. Ensure all applicable codes are complied with, including but not limited to, Zoning and Fire.
<b>6. ADDITIONAL REQUIREMENTS:</b> The inclusion of cooking equipment, special equipment, outdoor barbecues/ovens, or extensive onsite limited food preparation by hosted catering operations may require plan submission.		

If you answered YES to items 1 - 5 above, a CONSULTATION can be conducted. If the answer is NO to items 1 - 5 above, PLAN SUBMISSION may be required (see second page). If item #6 is applicable to your facility operations, PLAN SUBMISSION may be required.

\*\* Please be advised that a plan check consultation does not guarantee that a full plan submittal will not be required. Plan review is not included under 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.

## HOST FACILITY – PLAN SUBMITTAL CHECKLIST

This checklist will help you prepare the plan submission for your Host Facility if you answered no to items 1 - 5 on the previous page or if item 6 is applicable. Ensure the items listed below are clearly shown on the plans. Submit one (1) set of plans to this department.

A plan designer or consultant, draftsman, contractor, architect, or owner may prepare the plans. The plans must be drawn in ink, in a professional manner, to the scale indicated on the plans (e.g., ¼ inch = 1 foot, etc.), and on a minimum paper size of 11 x 17 inches. Ensure sheets are of the same size and that font size is legible.

## APPLICATIONS FOR PLAN CHECK AND FACILITY PERMIT

- **Plan Check Application:** Submit one (1) set of plans along with the plan check review fee. Ensure that all information is legible and that the correct contact person is listed for the plan notification status.
- **Facility Permit Application:** Once the plan check project has been completed and successfully passed inspection, a Host Facility permit application and fee can be turned in to DEH. DEH will then conduct an opening inspection. DEH Permits must be renewed annually.

PLAN SUBMITTAL REQUIREMENTS	
✓ Check the following items as you include them on the plans	
<input type="checkbox"/>	1. <b>LOCATION:</b> Indicate the name and address of the Host Facility.
<input type="checkbox"/>	2. <b>OWNER:</b> Indicate the name and contact number of the owner of the Host Facility.
<input type="checkbox"/>	3. <b>SITE MAP:</b> 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.
<input type="checkbox"/>	4. <b>SITE LAYOUT:</b> 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.
<input type="checkbox"/>	5. <b>WATER/WASTE INFORMATION:</b> Indicate which sewer and water district serves the Host Facility (e.g., insert water district info.). 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. Depending on water source, further permitting and requirements by DEH may apply.
<input type="checkbox"/>	6. <b>PLUMBING PLAN AND SCHEDULE:</b> Provide a plumbing layout showing hot and cold-water supply lines, sewer waste drains, and floor drains. Clearly identify make, model number, gallons, and BTU/KW of the hot water heater.
<input type="checkbox"/>	7. <b>RESTROOM AND HANDWASHING SINKS:</b> Show the location of the restroom facilities that the Caterer and their food handlers will have access to use. 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 soap and paper towels in adjacent dispensers.
<input type="checkbox"/>	8. <b>JANITORIAL SINK:</b> Show the location and method of installation of janitorial sink equipped with hot and cold 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 and indicate the type of backflow device it contains.

**PLAN SUBMITTAL REQUIREMENTS**

<input type="checkbox"/>	<b>9. STANDARD OPERATING PROCEDURE:</b> Submit with your plans, a written operating procedure that describes the procedures, 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 in accordance with CA Retail Food Code Section 113996 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.
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**PROCEDURES TO FOLLOW AFTER PLANS ARE APPROVED**

**Prior to the final inspection:**

- Once the plans are approved, facility construction may begin. Complete all work per approved plans.
- Five to ten business days in advance of your expected date of work completion, call to schedule a final inspection. This inspection may also serve as your opening inspection if your permit application and applicable fees have been received prior to the inspection.
- Obtain all necessary permits and approvals to operate from other applicable local agencies, including building, zoning, and fire departments.