



## Instructions for Submission for Plan Review – Public Accommodations

The construction of new public accommodation facilities and remodeling of existing public accommodation facilities shall be in accordance with all pertinent state laws, rules and regulations of the state board of health or Health Authority, and the editions used by the agency of jurisdiction of the Uniform Building Code and the Uniform Plumbing Code and such other codes as the state board of health may designate. Appendix "P" of the Regulations Governing the Health and Safety of Public Accommodation Facilities provides a listing of other federal, state, and local laws, regulations, and codes that may apply.

### 1. Plans for construction and remodeling:

At least thirty days prior to beginning construction or remodeling of a public accommodation facility, the responsible person must submit construction plans with all schedules; e.g., floor plans, typical rooms, elevations, plumbing, mechanical, lighting schematics, etc., to the Health Authority for review and approval.

### 2. Health Authority review timeline:

Plans for construction and remodeling of a public accommodation facility which are submitted to the Health Authority must be reviewed within a time frame agreed upon in advance with the submitting public accommodation facility's management.

### 3. Exemption of existing facilities and equipment from design construction requirements:

If any facility or equipment being used by the responsible person or his or her designee of a public accommodation facility one year from the implementation date of these Regulations does not meet the requirements for design and construction established in this section, the operator is exempted from those requirements and may continue to use the facility or equipment if it is in good repair, is capable of being cleaned and maintained in a sanitary condition, and does not create a health hazard, safety hazard, or nuisance condition.

### 4. APPOINTMENTS:

An appointment must be made prior to plan submission. A fee for missed plan review appointment (\$211.00) will be charged before another appointment will be scheduled.

A construction application and an application for a health permit must be made and all applicable fees paid at the time of appointment and plan submission. An estimate of fees will be provided if requested, but the determination of final fees due cannot be made until the plans are reviewed, and the type and number of permits is determined by the assigned Plan Reviewer. ALL necessary paperwork must be presented for review at the time of appointment.

Appointments CANNOT be honored unless the minimum required paperwork is submitted. **FAILURE to provide the minimum documentation upon arrival for an appointment constitutes a "missed appointment", and a fee of \$211.00 will be charged.** As an option, an applicant may pay for a **"preliminary (office) plan review" (\$173.00)** and meet with staff, but this does not constitute a formal Plan Submission.

The minimum paperwork required includes:

- a. A signed copy of this Instruction Sheet.
- b. A Construction Application signed by the legal owner of the establishment.
- c. Proof of ownership in the form of a lease agreement, Bill-of-Sale, or other legal document.
- d. A copy of the plans (see below for detailed description).
- e. Ability to pay all applicable fees; Cash, Visa, MasterCard or a Business Check.

5. PLANS & SPECIFICATIONS:

Submit one (1) set of complete plans which will include (but is not limited to):

- a. A complete set of architectural, landscape, mechanical, electrical, and plumbing (supply & waste) plans.
  - b. A floor plan layout detail and elevations for each "typical" guest room, kitchenettes, restrooms, storage/maid service room, dishwashing room, ice rooms, laundry rooms, common restrooms, refuse area, loading dock, or other hotel support areas (including location, size and type of equipment), and guest-accessible outdoor areas.
  - c. A schedule of interior finishes or interior drawings showing floor, wall, and ceiling finishes. Samples are recommended.
  - d. A schedule for lighting, or reflected ceiling plans showing locations and types of lighting fixtures.
  - e. An equipment list showing type, manufacturer, and model numbers.
  - f. Plan submission may be streamlined by providing only those sections noted on the instruction sheet. Plans on compact disc in PDF format are encouraged.
6. PAYMENT of fees does NOT constitute APPROVAL OF PLANS. APPLICANTS MAY BE REQUIRED TO SUBMIT CORRECTED PLANS. FAILURE TO COMPLY WITH REQUIRED CORRECTIONS MAY RESULT IN A FAILED INSPECTION OF THE CONSTRUCTION PROJECT, RESULTING IN ADDITIONAL FEES AND DELAYED APPROVAL TO OPEN.
  7. Although complete plans are required for submission, only those items noted in the regulation will be reviewed, and approval of plans only indicates compliance with the requirements as provided by the regulations. It is incumbent on the submitter to obtain approval from all agencies having jurisdiction.
  8. After your plans have been reviewed and approved, if you wish to submit REVISED PLANS contact your assigned Plan Reviewer. Each submittal of revised plans will be charged an additional fee of \$211.00.
  9. At a minimum, status checks, a "rough plumbing" inspection, and a "pre-final" walkthrough will be conducted prior to the final inspection.
  10. Arrangements for final inspection must be made at least 72 hours (three working days) in advance of the final inspection.
  11. Plan review fees are only valid for one (1) year from the date of the original submission. Plan Review applications will be deleted from the system one year and one day from the date of application, unless the responsible party requests in writing, prior to the application anniversary date, that the application be extended for one year, and provides reasonable justification in writing for granting the extension. New applications must be made, and additional fees paid, if the project has been deleted following either the original or extended one year periods. No extensions will be granted beyond two years without approval of management.
  12. Assure all contractors, sub-contractors, etc., are made aware of the corrections and/or stipulations from the Health District.
  13. MISTAKES OR OMISSIONS ON THE PLANS DOES NOT CONSTITUTE APPROVAL OF THE MISTAKES OR OMISSIONS. PROPER DEVELOPMENT OF THIS PROJECT IS YOUR RESPONSIBILITY AND THE VARIOUS PARTIES CONCERNED.
  14. Establishments built prior to submission for Plan Review, AND/OR establishments wishing to receive a final Plan Review inspection LESS THAN 14 DAYS following their Plan Review appointment will be assessed fees at DOUBLE the FEE listed on the fee schedule.
  15. There will be \$211.00 re-inspection fee per permit if the establishment is not ready for a final inspection after you have requested one. Cancellations must be made prior to staff arrival at the facility. The re-inspection fee MUST BE PAID PRIOR TO SCHEDULING ANOTHER FINAL INSPECTION. ESTABLISHMENTS MAY NOT STOCK FOOD PRODUCTS OR OPEN FOR BUSINESS until after the inspections have been completed and passed and a health permit to operate has been issued.
  16. You or your representatives must contact all programs relevant to your project within this agency separately, e.g., Individual Sewage Disposal System, Public Water, Underground Storage Tanks, etc.

Signed: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Facility: \_\_\_\_\_