



INFORMATION BULLETIN / PUBLIC - GENERAL INFORMATION

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DOCUMENT SUBMITTAL REQUIREMENTS FOR A FOOD ESTABLISHMENT

This Information Bulletin contains the suggested minimum document submittal requirements, including architectural and structural plans, calculations, and other miscellaneous information, for a **“FOOD ESTABLISHMENT”**.

This Information Bulletin should be used in conjunction with the suggested minimum document submittal requirements contained in the following:

- **NEW COMMERCIAL / INDUSTRIAL BUILDING** - (INFORMATION BULLETIN P/GI 2001-10)
- **TENANT IMPROVEMENT, ADDITION, OR ALTERATION TO AN EXISTING COMMERCIAL / INDUSTRIAL BUILDING** - (INFORMATION BULLETIN P/GI 2001-06)

The lists contained in this Information Bulletin are only suggested minimum document submittal requirements and some projects may not require all of these documents while others may require additional documents and information.

For additional information regarding specific document submittal requirements, please contact:

Metro
201 N. Figueroa St.
4th Floor
888-524-2845

Van Nuys
6262 Van Nuys Blvd.
Room 251
888-524-2845

West Los Angeles
1828 Sawtelle Blvd.
2nd Floor
888-524-2845

For telephone inquiries originating from outside of Los Angeles County, call (213) 482-0000.

I. Document Submittal List

- A. Plans
 - 1. Architectural Plans
 - Floor plan/elevations
 - Toilet and dressing rooms plan/elevations
 - Sinks and janitorial areas
 - Door Schedule
 - Finish schedule
- B. Miscellaneous
 - 1. Fly, Rodent, and Vermin Protection
 - 2. Fire Extinguishing Systems
 - 3. Ventilation
 - 4. Group A Occupancy
 - 5. Other Approvals

II. Expanded Information on Above Documents

- A. Architectural Plans
 - 1. Floor plan/elevations including:
 - a. Location of all equipment and fixtures, tables, seats, counters, bars, and bathroom fixtures.
 - b. A minimum ceiling height of 8' required throughout except in toilet rooms, which must be a minimum height of 7'-6".
 - 2. Toilet rooms and dressing rooms plan/elevations including:
 - a. At least one toilet room required on the premises. If over three employees, or if selling beer, wine, or liquor to be consumed on the premises, separate toilet rooms are required for each sex.
 - b. If selling beer, wine, or liquor, the men's toilet room must contain a urinal.
 - c. A designated area separated from toilets, food storage, or preparation areas and utensil washing areas shall be provided for employees to be used as a clothes changing (dressing) area. If more than four employees, the changing area must be enclosed as a room. Dressing rooms shall be provided with exterior ventilation. **DHS**
 - d. A self-closing door is required between toilet or dressing rooms and other areas. Entrances to men's and women's toilet rooms shall be at least ten feet apart or separated by view screens.
 - e. Lavatories required equal in number to no less than 1/2 of the number of water closets and urinals.
 - 3. Sinks and janitorial areas including:
 - a. A minimum of nine three-compartment metal sinks with two integral metal drain boards with hot and cold water shall be provided. Drain lines shall terminate as an air gap no less than 1" or two pipe diameters, whichever

- is greater, above the flood level of an indirect waste receptor. **DHS**
- b. An integral backsplash extending 8" above the wall is required.
- c. A room, area, or cabinet, separated from any food preparation or storage area for janitorial supplies shall be provided with a janitorial sink or basin with hot and cold water. **DHS**
- d. A garbage disposal shall not be installed under a sink, unless an additional compartment is provided. **DHS**

4. Door schedule

- a. Exterior doorways require tight-fitting, self-closing doors. **DHS**
- b. All doors shall be a minimum of 36" in width.

5. Finish schedule

- a. Rooms for kitchen dishwashing, storage, toilets, and dressing shall have walls and ceilings finished with smooth ceramic tile, plaster, hardwall gypsum plaster, or other approved durable and washable material. **DHS**
- b. Walls within water closet compartments and walls within two feet of the front and side of urinals shall have ceramic tile or other approved wall covering finished to a height of four feet.
- c. The finished surface shall be smooth, durable, non-absorbent, and easily cleaned such as concrete, ceramic tile, or terrazzo. Asphalt or other composition tile are not allowed in those areas mentioned in Items 5a and 5b. **DHS**
- d. The floors of toilet rooms and all other rooms or portions of rooms which are subject to frequent wetting or which require flushing with water shall have coving which extends upward onto the walls at least 6" and shall be of concrete, fire clay tile, ceramic tile, or masonry, and shall slope to a suitable floor drain. **DHS**

B. Miscellaneous

1. Fly, rodent, and vermin protection

- a. A continuous footing is required around the perimeter of the building. **DHS**
- b. Exterior pass-through windows may not exceed 216 square inches in area. **DHS**
- c. Openable windows shall have screens. **DHS**

2. Fire extinguishing systems

- a. Provide a portable fire extinguisher for kitchens with a rating of no less than 10 BC.
- b. Provide an automatic fire extinguishing system for commercial-type equipment, stoves, hoods, or ducts.

3. Ventilation

- a. Kitchen and food preparation rooms and garbage rooms, require

ventilation as follows:

- i. Windows or vents with openable area equal to no less than 1/20 of the floor area, but at least twelve square feet in area or
 - ii. Mechanical air change to handle fifteen cubic feet per minute.
- b. Over every range or barbecue, a hood or exhaust ventilation system is required. Provide duct and hood details.
 - c. Toilet rooms shall have at least three square feet of openable window area, or a fan providing a fifteen minute air change. As an alternate, a minimum 100 square inch duct to the outside air for the first toilet facility with an additional fifty square inches for each additional toilet facility may be provided.
4. Group A Occupancy
- a. A food establishment with over 50 occupants shall comply with Group A occupancy requirements.
 - b. A specially constructed garbage room and disposal system is required for Group A occupancy food establishments.
5. Other Approvals
- a. Health Department, Fire Department, and Public Works (sewer) approvals are required prior to obtaining a building permit.
 - b. AQMD clearance is required for restaurants, bakeries, and charbroilers.
 - c. Separate electrical, mechanical, sprinkler, HVAC, and plumbing plan check and/or permits may be required. Please check with each discipline sections for your project.

NOTE:

- (1) This is not a complete list of all document submittal requirements and additional information may be required after plan review.
- (2) Review and approval from other departments and agencies, such as Health, Fire, City Planning, and Public Works (sewer), may be required.
- (3) AQMD clearance is required for restaurants, bakeries, and charbroilers.
- (4) **DHS** denotes County of Los Angeles Department of Health Services food establishment requirements.