



**RESTAURANT & HOSPITALITY**  
**EXPRESS PROGRAM**

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# **RESTAURANT & HOSPITALITY EXPRESS PROGRAM**

## **PERMITTING AND CONSTRUCTION PROCESS**

### **INTRODUCTION**

The goal of the **Restaurant and Hospitality Express Program** (RHEP) is to make the permitting and inspection process more efficient, enabling new Food Service Establishments (FSE) to open on time and on budget.

In result, a multi-agency Case Management Network (CMN) for the RHEP was established to streamline the approval process, to provide assistance to restaurateurs, their design and construction teams, and to enhance the coordination in permitting and regulating FSE's.

This Information Bulletin was jointly developed in agreement among all involved City of Los Angeles agencies and County of Los Angeles Environmental Health agency, to define permitting and inspection approval sequence for involved agencies, to eliminate duplication of efforts, and provide regulatory consistency by communicating pertinent information between agencies.

Information provided in this document suggests minimum document submittal requirements.

### **CASE MANAGEMENT NETWORK**

If you decide to use the services of the Restaurant and Hospitality Express Program and obtain an assistance of Case Management Network at any stage of the design or permitting process, please contact us at (213) 482-0464, alternate (213) 202-9963, or complete the [\*\*INSPECTION CASE MANAGEMENT SERVICE APPLICATION\*\*](#) .

Upon receipt of the request, a Food Service Establishment Case Manager (FSECM) will be assigned to each establishment to assist you at any of the following stages of the development:

1. **Design Stage** - When the conceptual design is complete.
2. **Plan check and Permitting stage** - When plans are submitted for review.
3. **Construction stage** - When all required permits are obtained and/or construction work is in progress.

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## **DEFINITIONS**

The following definitions are for terms used throughout this Information Bulletin. Where terms, phrases and words are not defined, they shall have the meaning as the context implies.

- A. *Food Service Establishment (FSE)*** - is a facility engaged in preparing food for consumption by the public such as a restaurant, commercial kitchen, markets, food processing plants, caterer, hotel, school, hospital, prison, correctional facility, or care institution, including bakeries, donut shops, public and private schools.
- B. *Existing Food Service Establishment (FSE)*** - is a facility with valid permits and/or Certificate of Occupancy, established prior to August 5, 2001 and has been operating continuously by the same owner.
- C. *Express Permit /E-Permit*** - A permit that can be obtained without required plan check review and can be obtained through the website [www.ladbs.org](http://www.ladbs.org) or at LADBS Express Counter.
- D. *Permit Valuation*** - is a value determined by LADBS for proposed new construction of a FSE or an alteration of existing FSE for determination of Industrial Wastewater permit and pretreatment requirements.
- E. *Grease Removal/Retention Device*** - A plumbing appurtenance or appliance that is installed in a sanitary waste system to intercept nonpetroleum fats oils and greases (FOG).
- F. *Gravity Grease Interceptor*** - A gravity grease interceptor is a large (500-4,000 gallon capacity) tank which is generally located outside and placed in a location which is easily accessible for maintenance and repair (Building permit in addition to a plumbing permit required).
- G. *Hydro-mechanical Grease Interceptor*** - A hydro-mechanical grease interceptor is a much smaller tank (20-50 gallon capacity), which is generally located inside the kitchen area adjacent to fixtures being served.
- H. *Potable Water Using Device*** – An appliance, device or appurtenance that utilizes potable water and is listed and approved by a recognized listing agency.
- I. *Regular Plan Check*** - Plan check process for plans which require a more extensive review and time.
- J. *Counter Plan Check*** - Plan check process which offers applicants the convenience and expedience of the same day plan check.

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## **PROPOSED SCOPE OF WORK**

If you are proposing:

- A. **Minor Repairs to an Existing Food Service Establishment**
- Building Plans are **not** required.
  - Building Permit is required for a general rehabilitation with no alterations, no structural changes and less than 10% of replacement cost of the building.
- Mechanical Permit is required for the following examples:
- a) Installation of compressors.
  - b) Witnessing heating/cooling equipment, smoke control and ventilation system tests.
  - c) Bathroom ventilation systems.
  - d) Installation of smoke/fire dampers and area/duct type smoke detectors.
- Electrical Permit is required for the following examples:
    - a) Electrical installation with voltage less than 600 volts and up to 400 amps total load.
    - b) Rewiring or adding devices to existing electrical circuits for receptacles, telephone and communication outlets.
    - c) New Telephone and computer wiring – voice and data.
    - d) Device addition to existing addressable Fire Alarm systems per approval Plans by the Fire Department.
  - Plumbing Permit is required for the following examples, with **prior approval from Los Angeles County Department of Public Health - Environmental Health Division Plan Check Program.**
    - a) Replacing or adding plumbing fixtures up to 20 fixture units using table 6-5 LAPC.
    - b) Sewer connections.
    - c) Repair/replacement of any sanitary waste systems.
    - d) Repair/replacement or addition of gas piping system.
    - e) Relocation of plumbing fixtures.
    - f) Repair/replacement of domestic potable water system.
    - g) Installation of water using devices (coffee makers, soda dispensers, etc.).
- B. **Alteration to an Existing Food Service Establishments without a floor area increase. Conversion of an existing space to a food service establishment.**
- Building Plans are required.
  - Building Permit is required for the following examples:
    - a) Tenant Improvement.
    - b) Remodel (E) commercial kitchen.
    - c) Creating rated shaft for hood exhaust.
    - d) Excavation and installation for the required *grease interceptor*.
  - Mechanical Permit is required for the following examples:
    - a) Fire protection: for tenant improvement (one floor only), water curtain, and NFPA 13 system with one calculated area.
    - b) Minor changes of HVAC systems in the Restaurant area, and minor fire sprinkler alteration,

- Electrical Permit is required for the following examples:
  - a) General wiring 600 volts or less solidly grounded system.
  - b) Fire alarm system with not more than 200 devices.
  - c) Emergency, legally required standby, security or egress lighting system and exit sign with no more than 200 occupants.
  - d) Title 24, state energy compliance for 4-story or higher within a building or a room having a conditioned space of 30,000 square feet or less and occupant load of 49 or less.
- Plumbing Permit is required for the following examples:
  - a) Installation of piping and fixtures.
  - b) Gas systems.
  - c) Sewage ejector systems.
  - d) Water heaters

C. **Alteration to an Existing Food Service Establishments with a floor area increase. Conversion of an existing space to a food service establishment. New Food Service Establishments structure.**

- Plans and permits are required.
- Building Plans are required for the following examples:
  - a) Building new *Food Service Establishment (FSE)*.
  - b) Addition to Existing FSE or remodel a portion of it.
  - c) Increasing dining area to Existing FSE.
  - d) Installation and excavation for the required *grease interceptor*.
- Mechanical Plans are required for the following examples:
  - a) Installing new dumbwaiters.
  - b) Fire protection: tenant improvement (multiple floors), NFPA 13 system for entire new building, or Class I or II standpipes for multiple floors.
  - c) Heating Ventilation AC: Tenant improvement (multiple floors) or Air conditioning more than 30,000 square feet.
- Electrical Plans are required for:
  - a) A new service or added electrical load rated over 400 amperes.
  - b) Electrical Equipment rated 600 amperes or more.
  - c) Installation of an electrical system such as Emergency Legally Required Standby, Fire Alarm, and Gas Detection Systems.
  - d) Installation of electrical devices, equipment and lighting systems, subject to the California Energy Code.
  - e) Projects which include the installation of exit signs, egress lighting or security lighting.
- Plumbing Plans are required for:
  - a) Systems requiring a 2" or larger water supply.
  - b) All fuel gas piping in excess of 10 outlets and medium pressure gas systems.
  - c) Waste and vent systems in excess 216 drainage fixture units.

## **DEPARTMENT OF BUILDING & SAFETY (LADBS)**

You may start your food service establishment project through our Restaurant and Hospitality Express Program, or you may directly start with the approval process by submitting applications for each required permit and visit one of the following locations:

<b><u>Metro District</u></b>	<b><u>Van Nuys</u></b>	<b><u>West Los Angeles</u></b>	<b><u>South Los Angeles</u></b>	<b><u>San Pedro</u></b>
201 N. Figueroa St. 4 <sup>th</sup> floor	6262 Van Nuys Blvd. 2 <sup>nd</sup> floor	1828 Sawtelle Blvd. 2 <sup>nd</sup> floor	8475 S. Vermont Ave. 2 <sup>nd</sup> floor	638 S. Beacon St. 1 <sup>st</sup> floor

**Note:** For scope of work not requiring plan check approvals, permits may be obtained through our online *E-Permit* service (visit <http://ladbs.org/LADBSWeb/e-permit.jsf> or through our *Express Permit counters* at any of the offices listed above.

Please follow the instructions below to prepare the following necessary documents needed for:

### **I. BUILDING PERMITS**

Plans for a new construction, change of use, and /or alterations to a *Food Service Establishments* are required to be submitted for plan check review and approved prior to issuance of a building permit. Plans will be reviewed for compliance with the Los Angeles Building and Zoning Code.

**A. Architectural/Structural Plan Submittal Process.** Two (2) sets of architectural and structural plans, fully dimensioned to scale and drawn in ink, shall be submitted. The following information shall be shown on the plan:

#### 1. Cover Sheet

- a. Include general construction notes, Owners, tenants, architects, and engineer's information. Also include legal description (Tract #, Lot #, Block #) and lot area. Complete work description. ZA case number if applicable e.g. CUB if alcohol sales are proposed. Conditions and exhibits must be incorporated in plans.
- b. Building information including type of construction, e.g. URM, Type I, II, or III. Floor area, building area, fire sprinklers, occupancy, occupant load, and number of stories.
- c. Changes to required parking, if applicable.
- d. Plumbing fixture analysis.

#### 2. Plot Plan

- a. Include all buildings on the subject site; Identify and dimension the property lines. Provide dimensions from building to property lines, and separation dimensions from building to building on the same lot. Show North arrow. Identify adjacent tenants and uses.
- b. Show all permitted parking and location of bicycle parking if proposed.
- c. Location of Grease Interceptor, if required. (Grading permit required if property is in hillside ordinance.) Shoring permit required if excavation is over five feet.
- d. Show outdoor dining if proposed. Specify if it is covered or uncovered. Show trash enclosure location with dimensions and location of loading space.
- e. Provide parking analysis if required parking has changed and/or if sharing parking with multiple tenant spaces. Specify the number of required and provided parking stalls.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. For efficient handling of information internally and in the internet, conversion to this new format of code related and administrative information bulletins including MGD and RGA that were previously issued will also allow flexibility and timely distribution of information to the public.

- f. If project includes restriping or new parking, on a separate parking plan indicate stall width and length, aisle width, and number of stalls. Clearly indicate standard, compact, and disabled access spaces.
3. Floor Plans (1/4":1" scale and fully dimensioned)
    - a. Existing Floor Plan: Plan shall include the use of each room. Identify which walls, doors or windows are being removed (Demo-plan). Indicate if any walls to be removed are structural. Indicate type of existing exterior and interior walls.
    - b. Proposed Floor Plan: Include a legend identifying each wall type and fire rated walls. Specify the use of each room. If an existing mezzanine or basement is present, indicate on floor plan and provide separate floor plan. Include the furniture and equipment layout. Show the Accessible Path of Travel and complete dimensioned accessible restroom details. Include a door and window schedule.
    - c. Occupancy/ Occupant Load Floor Plan: Specify type of occupancy for each separate area. Required occupancy separation, and required fire rated assembly details. Clearly identify the use, occupant load ratio, and calculated occupant load for each room or area. Show the furniture and equipment layout. Specify whether the seating is fixed or moveable. Include the number of seats.
    - d. Egress Floor Plan: Specify the number of and identify the required exits. Indicate the distance to the exit from the most remote area of the space. Show the common path of travel. Include the furniture and equipment layout, and aisle widths.
  4. Reflected Ceiling Plan
    - a. Include details for suspended ceiling.
  5. Disabled Accessibility Compliance Plan
    - a. General accessibility notes to cover all applicable accessibility.
    - b. Show the accessible path of travel from the public way and accessible parking to the building entrance and the path of travel from the building entrance to the area of remodel.
    - c. Fully dimensioned restroom plans and elevations.
    - d. Show accessible seating at tables, counters and bars. Include an elevation of bar or counter.
    - e. Indicate any differences or changes in elevations.
  6. Green Code Compliance
    - a. If the project is a new building, includes an addition or if the valuation of the alteration is greater than or equal to \$200,000.00 compliance with Green Code is required.
    - b. For a new building, include GRN forms 1, 5 (completely filled out), 11, 12 (if landscaping is included), 15, and 17.
    - c. For a remodel of an existing building, include GRN forms 1, 10 (completely filled out), 11, 12 (if landscaping is included), 15, and 17.
    - d. If a project includes changes to the HVAC, Lighting, Water Heating, Renewable energy, Landscape irrigation, or Water reuse systems, include a

narrative detailing what systems are being changed and how the system will be tested and adjusted.

7. Roof Plan:
  - a. Show any new equipment or modifications being proposed on or to the roof (structural calculations if required).
8. Building Section Plan:
  - a. Include a cross section of the building that indicates ceiling heights, wall heights, and soffits or suspended ceilings.
  - b. Include both exterior and interior elevations of the building.
9. Structural Plan and Design Calculations
  - a. If structural changes are being proposed, the plans and calculations shall be prepared by a licensed Architect and/ or Civil/ Structural Engineer.
10. Building Permit History:
  - a. Provide copies of all permits, modifications, affidavits, plot plans and Certificates of Occupancy for the subject site to establish existing use(s) and existing provided/ required parking.

**B. Architectural/Structural Plan Check Process**

1. Plan Review - An **expedited plan check fee** is required to be charged for all *Food Service Establishment (FSE)* plan reviews. The plans will be reviewed through either *Counter Plan Check* or *Regular Plan Check*.
2. Approval Required from Other Agencies - A clearance summary worksheet will be provided to guide through required approval from various agencies. Your early attention is suggested to the approval process from other Departments as listed in the Clearance Summary Worksheet due to possible delays resulting from a public hearing or other processes required by other Departments. Clearances may be required from the following agencies, but not limited to:
  - a. **Los Angeles County Department of Public Health-Environmental Health Division Plan Check Program (LADPH-EH)**
  - b. **Fire Department** - all Title 19 buildings and/or area with occ. load > 50
  - c. **Air Quality Management District (AQMD)** - restaurant with a char broiler or bakeries.
  - d. **Planning Department** for approval - Specific Plan, Historical building, existing conditional approval of the site or building, and/or new entitlement due to any noncompliance to Zoning Code, e.g. parking deficiency, alcohol sales, and unpermitted use, etc.
  - e. **Department of Public Works, Bureau of Sanitation (BOS), Industrial Waste Management Division (IWMD)** - determination of Industrial Wastewater Permit, installation of a Grease Interceptor and any other pretreatment requirements.  
Note: All conditions of approval imposed by BOS, IWMD as stated in the comment field of the PCIS clearance summary worksheet must be incorporated onto the approved set of plans and the "work description" on the permit.
  - f. **Department of Public Works, Bureau of Engineering (BOE)** Sewer and/or Driveway – new, change of use and/or additional floor area.
  - g. **Department of Transportation** – additional required parking spaces resulting more than 25 spaces.



- h. **Community Redevelopment Agency (CRA)** – all businesses within CRA area and/or historical buildings

**C. Restaurant Requirements**

1. Toilet Rooms and Dressing Rooms

- a. At least one toilet room is required on the premises. If over three (3) employee or if selling beer, wine or liquor to be consumed on the premises, separate toilet rooms are required for each sex. *LABC 6302.4.1*
- b. If separate restroom facilities are provided for each sex, the men's toilet room must contain a urinal. *LABC 6302.4*
- c. 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 (10) feet apart or separated by view screens. *LABC 6302.4.3*
- d. All toilet rooms must comply with Disabled access requirements if new, being remodeled or serving additional occupants. See Title 24, Part 2 or the California Administrative Code, Section 2-0511.
- e. Provide lavatories equal in number to no less than ½ of the number of water closets and urinals. *LABC 6302.4.1*
- f. A dressing room shall be provided where there are more than four (4) operators. *LABC 6302.5*

2. Ceiling Heights

8'-0" minimum height required throughout. Toilet rooms may be 7'-6". *LABC 6302.2*

3. Ventilation

Kitchen Hoods, Kitchen and Food Preparation Areas, Dining Rooms, Restrooms, Janitor Closets, Trash and Recycling Rooms shall be provided with required ventilation as follows:

- a. Kitchen Hoods Type I and II, and exhaust duct systems shall be provided over all cooking equipment (gas or electric) that produce smoke, grease, heat or steam including ovens, all counter top equipment and dishwashers (regardless of the water temperature). *LAMC.508;*
- b. Kitchen and Food Preparations areas shall be provided with a minimum exhaust rate of 0.7 CFM/Sq. Ft. *LAMC Table 4-4;*
- c. Dining Rooms shall have a minimum of 525 CFM of outside air or provide natural ventilation. *LAMC Table 4-4;*
- d. Restrooms shall have a minimum exhaust rate of 50 CFM per water closet or urinal. *LAMC Table 4-4;*
- e. Janitor Closets, Trash and Recycling Rooms shall have a minimum exhaust rate of 1.0 CFM/Sq. Ft. of floor area. *LAMC Table 4-4.*

4. Doors and Screens

All doors shall be a minimum of thirty-six (36) inches width.

5. Flies, Rodent and Vermin Protection

A continuous footing is required around the perimeter of the building. *LABC 6302.7*

6. Fifty (50) or More Occupants

- a. Plans must be prepared, signed and stamped by a California Registered Architect/Engineer. *Information Bulletin P/BC 2002-073.CA Business & Professions Code*
- b. The building shall comply with group A occupancy requirements.
- c. Specially constructed garbage room and disposal system is required. *LABC 6302.6*

7. Accommodations for the Physically Disabled / Accessibility
- a. Areas of renovation, structural repair, alteration are required to meet the same accessibility standards as for new construction projects. In addition, an accessible path of travel to the entrance from the public way or from an accessible parking space, and path of travel from that entrance to the area of remodel, and accessible restrooms, drinking fountains, and public telephones serving the area of remodel must be provided. Provide fully dimensioned/detailed plans indicating compliance.
  - b. For additional information and clarification in regards to required Accessibility, the following Information Bulletins are available:
    - Accessibility Details for Parking;
    - Accessibility Details for Ramps, Stairs, and Elevators;
    - Accessibility Details for Doors & Maneuvering Spaces;
    - Accessibility Details for Restrooms;
    - Accessibility Details for Obstructions and Reach Ranges;
    - Accessibility Details for Curbs
    - Accessibility Details for Card Readers, Telephone, & Drinking Fountains;
    - Unreasonable Hardship Determination for Commercial Project.
8. Fire Extinguishing Systems
- Provide a portable fire extinguisher for the kitchen with a rating of no less than 10 BC.
9. Grease Interceptor
- Identify location of a proposed grease interceptor. *(note a grading permit will be required for interceptors deeper than 5' from grade)*
10. Structural Plans and Calculations
- a. For new construction, additions, and/or structural alterations, structural plans calculations, and grading plans will be required.
  - b. Plans must be prepared, signed and stamped by a California Professional Engineer. See Information Bulletin P/BC 2002-073. *CA Business & Professions Code*
- D. Approval Stage.** Two (2) sets of the final revised plans shall contain a stamp of approval from each agency referred by LADBS, i.e. Fire Department, City Planning and CRA. Upon issuance of the permit, the final sets will be stamped approved by LADBS, one to be retained and the other to be used at the job site. ***(Note: if valuation is greater than \$200,000.00 another set of plans and Green Code plan check will be required).***

## II. MECHANICAL PERMITS

Mechanical plans are required to be submitted for plan check review and approval. Plans will be reviewed for compliance of the Los Angeles Mechanical Code.

- A. Mechanical Plans Submittal.** Two (2) sets of mechanical plans, fully dimensioned to scale and drawn in ink, shall be submitted. The following information shall be shown on the plan:
1. Engineer of Record - Signature and stamp on all documents (cover sheet of each set of plans to be wet signed and stamped).
  2. Details - The following are required if applicable to the scope of work:

- a. HVAC plan including size (BTU/HR output) and location of HVAC equipment and locations of ducts and smoke- and fire-dampers.
  - b. Gas piping and sizing calculations.
  - c. Environmental and product conveying duct plan
  - d. Kitchen plans showing all hoods and ducts with elevations, and roof plans showing duct terminations.
3. Kitchen Plan - approved by the Los Angeles County Department of Public Health, Environmental Health Division Plan Check program.
- B. Mechanical Plan Check Process.** An **expedited plan check fee** is required to be charged for all *Food Service Establishment (FSE)* plan reviews. The plans will be reviewed through either *Counter Plan Check* or *Regular Plan Check*
- C. Installation Requirements** The following is a checklist of items to be installed during construction.
1. Grease Duct - shall be minimum 16 gauge steel with liquid tight welds. Slope shall be ¼ inch per foot for ducts 75 feet in length or 1 inch per foot for ducts more than 75 feet in length. It shall have minimum 6 inch shaft clearance.
  2. Duct Closer System - shall be UL approved.
  3. Cleanout Access Door shall be cut into the grease duct at every floor line and as it changes directions.
  4. Fire Sprinklers - shall be installed in the grease ductwork whenever required.
  5. Ductwork - shall be supported per **ANSI/SMACNA 006-2006** standards.
  6. HVAC Equipment - must have a minimum service access clearance. They must use the approved gas connectors and be properly sized.
  7. Fire-Wrap - shall be installed per manufacture's installation instructions and copies of installer's certification must be provided.
  8. Type-I Hood Grease Duct shall have 18 inch minimum clearances to any combustible material. The entire top of the hood shall be rated construction. The fire suppression system for the Type-I hood shall be tested and approved by LAFD.
  9. Kitchen Exhaust - shall terminate at a minimum 10 feet from adjacent building or property line.
  10. Registers shall be properly supported on two opposing sides.
  11. Air-moving Systems - that supplies air in excess of 2,000 CFM have smoke type duct detectors installed in the main supply air plenums.
  12. Evaporative Cooler - is required to shut down when an equipment smoke type duct detector is triggered.
  13. Cooking Equipment - shall be listed by a nationally recognized testing agency and approved by LADBS. They must use the approved gas connectors and be properly sized.
  14. Certified Air Balance Report - must be provided or call inspection to be present during the hood velocity test.

### III. ELECTRICAL PERMITS

Electrical plans are required to be submitted for plan check review and approval. Plans will be reviewed for compliance of the Los Angeles Electrical Code.

- A. Electrical Plans Submittal.** Two (2) sets of electrical plans, fully dimensioned to scale and drawn in ink, shall be submitted. The following information shall be shown on the plan:
1. Engineer of Record - Signature and stamp on all documents (cover sheet of each set of plans to be wet signed and stamped).
  2. Details - Load calculations and panel schedule
  3. Conduits - One-line diagrams, including wire and conduit sizes
  4. Energy Requirements:
    - a. CF-1R and MF-1R forms completed, including signatures
    - b. CF-GR and insulation certificate attached to plans
    - c. Performance Analysis and Back-up forms
- B. Electrical Plan Check Process.** An **expedited plan check fee** is required to be charged for all *Food Service Establishment (FSE)* plan reviews. The plans will be reviewed through either *Counter Plan Check* or *Regular Plan Check*.
- C. Installation Requirements.** The following is a checklist of items to be installed during construction.
1. Approved Plans (if applicable) and Load Schedules - shall be provided on the job site for all inspections.
  2. Conduit, Boxes and Conductors - shall be installed and conductors spliced for rough electrical inspections.
  3. Title 24 Approved Plans - are required for all rough T-bar and hard-lid ceiling inspections.
  4. Fire Department Approved Plans - are required for all fire alarm and fire suppression system inspections.
  5. Low Voltage Communications, Data, Signaling and Remote Control Circuits - shall have valid permits issued, and be ready for inspection at the same time as the electrical power and lighting inspections.
  6. Permanent Roof Access - shall be provided for any over current and short circuit protective devices installed on roof.
  7. Calculations - shall be provided for over current device de-rating for circuits exposed to high ambient temperatures such as conductors in the cooking hood or installed on the roof.
  8. Required Access shall be provided to all over current devices.
  9. Air Conditioning and Refrigeration Equipment - shall have branch circuit over current protection installed as specified on manufacturer's nameplate.
  10. Equipment - shall be installed for final electrical inspection. Manufacturer's installation instructions shall be provided for final inspection.
  11. Conductors - installed within cooking exhaust hood assemblies shall meet the minimum temperature requirements stated in the installation instructions.

12. Luminaries (fixtures) installed in cooking exhaust hoods shall be identified for use within a commercial cooking hood.
13. Motor Loads - shall be provided with overload protection. All motor loads shall be provided with disconnecting means at the motor and at the motor controller.
14. Electrical Equipment - shall be listed by a recognized testing laboratory approved by LADBS. All electrical equipment and wiring shall be inspected and approved prior to being energized or operated.
15. Ground-Fault Circuit-Interrupter Protection - shall be provided for all 125 volt, single-phase, 15 and 20-ampere receptacles installed in bathrooms, kitchens, rooftops, and in outdoor spaces accessible to the public.
16. Conduit Systems - that pass through areas that are subjected to different temperatures where condensation may be a problem such as cold storage areas shall have the interior of the raceway sealed with an approved material to prevent air circulation.
17. Receptacles - installed below the commercial cooking hood shall be interlocked to the hood fire suppression system and de-energized upon system activation.

#### IV. PLUMBING PERMITS.

Plumbing plans are required to be submitted for plan check review and approval. **A prior approval from the Department of Public Works, Bureau of Sanitation (BOS) and LA County Department of Public Health-Environmental Health Division Plan Check Program are required.** Plans will be reviewed for compliance of the Los Angeles Plumbing Code.

- A. **Plumbing Plans Submittal.** Two (2) sets of plumbing plans, fully dimensioned to scale and drawn in ink, shall be submitted. The following information shall be shown on the plan:
  1. Engineer of Record - Signature and stamp on all documents (cover sheet of each set of plans to be wet signed and stamped).
  2. Details - The following are required if applicable to the scope of work:
    - a) Site utility plan and sizing calculations
    - b) Water piping and sizing and calculations
  3. Kitchen Plan - approved by the Los Angeles County Department of Public Health, Environmental Health Division Plan Check program and Department of Public Works, Bureau of Sanitation (BOS) Industrial Waste Management Division (IWMD).
- B. **Plumbing Plan Check Process.** An **expedited plan check fee** is required to be charged for all *Food Service Establishment (FSE)* plan reviews. The plans will be reviewed through either *Counter Plan Check* or *Regular Plan Check*.
- C. **Installation Requirements.** The following is a checklist of all items to be installed during construction.
  1. Approved L.A. County Department of Public Health-Environmental Health Division Plan Check Program plans and Approved Plumbing Plans (if required) - shall be followed during construction.
  2. Room/Enclosure - Seating capacities of 50 or more patrons shall be furnished with a room or enclosure providing a suitable garbage can washing device connected to hot and cold running water with a floor sloping to an approved floor drain. This installation shall be noted on both Industrial Waste and LACDPH-EHPC plans. For reference, see Section 91.6302.6 L.A.M.C.

3. Qualified Installer (defined in Section 94.219.0 L.A.M.C.) - shall be continuously involved in the plumbing installation, available at all times during the inspection process, and comply to the guidelines set forth in Section(s) 94.103.11 and 94.103.13 L.A.M.C.
4. Grease Interceptor - shall be provided with a listing from a recognized City of Los Angeles listing agency, and the manufacturer's installation specifications.
5. Hydro-mechanical Grease Interceptor - shall be provided with a listing from a recognized City of Los Angeles listing agency and the manufacturer's installation specifications.
6. Plumbing fixtures, Appliances, and Appurtenances - shall be an approved type, listed by a recognized listing agency.
7. Potable Water Using Devices - such as coffee makers, ice makers, carbonators, etc., shall be an approved type, listed by a recognized agency, and include all reports addressing conditions of approval. The reports shall be provided during the initial phase of construction.
8. Fuel Gas Systems - will be released to the utility having jurisdiction once all the plumbing work has been inspected and approved and the Mechanical and Fire Sprinkler Inspectors concur with fuel gas delivery.

## V. DURING CONSTRUCTION

### A. Architect/Contractor/Engineer's Responsibilities

1. Verification - It shall be the responsibility of the Architect/Contractor/Engineer to confirm all required approved plans accurately resemble one another to complete an installation that meets all requirements of the entities involved.
2. Approved [stamped] Set of Plans - shall be made available on the job site during inspection.

### B. Field Changes - refer to all construction or to be constructed that deviate from the approved set of plans.

1. Any field changes made during the course of construction shall be resubmitted to plan check and reapproved by the relevant agencies.

## FIRE DEPARTMENT, CITY OF LOS ANGELES (LAFD)

The Fire Department, City of Los Angeles (LAFD) established the following operating guidelines to ensure compliance to the Los Angeles Fire Code.

Department of Building and Safety, City of Los Angeles (LADBS) will refer all *Food Service Establishment (FSE)* to Los Angeles County Department of Public Health (LACDPH) for a clearance. A "clearance summary worksheet" will be provided by LADBS to help guide in obtaining required approval from Fire Department, prior to issuing all applicable permits.

To obtain any additional information related to the process of submitting of plans and obtaining approvals, please contact Fire Department's Plan Check at (482) 482-6900 or visit the following locations:

### Constr. Services Unit

201N. Figueroa St  
Suite 300

### Hydrants and Access Unit

221 N. Figueroa Street  
Suite 1500

### Van Nuys

6262 Van Nuys Blvd  
Room 251

### West Los Angeles

1828 Sawtelle Blvd.  
2<sup>nd</sup> floor

## I. APPROVAL PROCESS

The architectural plans prepared for the proposed construction of a new Food Service Establishment or remodeling of an *Existing Food Service Establishments (FSEs)* with occupancy greater than 49 and/or within Title 19 Building shall be reviewed and approved by the Fire Department.

**A. Plans Submittal Process.** The following documentations are required for submittal:

1. Application for Building Permit and Certificate of Occupancy - Provide a copy of the application generated by the Department of Building and Safety, indicating existing status, proposed use and description of work along with the *Permit Valuation* and fee information.
2. Clearance Summary Sheet - Provide a copy of the application generated by the Department of Building and Safety.
3. One (1) Set of Architectural Plans - A full set of plans related to the FSE's construction activities that indicate the kitchen related information, including food service area, dining area, seating arrangement, occupancy load, the FSE's site location, property line and public sewer.

**B. Plan Check Review.** Plans are reviewed for the following:

1. Fire/Life Safety:
  - a. Means of egress *L AFC 57.33, CFC Chapter 10*
  - b. Occupant load determination *L AFC 57.33, CFC Chapter 10*
  - c. Means of egress illumination *L AFC 57.33, CFC Chapter 10*
  - d. Exit sign locations *L AFC 57.33, CFC Chapter 10*
  - e. Required building type *L ABC Chapter 7*
  - f. Required fire protection systems *CFC Chapter 9*
  - g. Required occupancy separation *L ABC Chapter 5*
  - h. Building location as it relates to construction type and exterior opening protection. *L ABC Chapter 7*
  - i. Type of finishes and decorations used in occupancy *L AFC 57.22, CFC Chapter 8*
2. Fire Alarm Review. Fire alarm review is performed for all buildings that are modifying existing fire alarm or adding a new Fire alarm. The requirement of fire alarm installation or modification is determined at the time of fire/life safety plan review.
3. Hood Extinguishing System

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. For efficient handling of information internally and in the internet, conversion to this new format of code related and administrative information bulletins including MGD and RGA that were previously issued will also allow flexibility and timely distribution of information to the public.

- C. Approval Stage.** Two (2) sets of the final revised plans shall be provided for LAFD to be stamped and approved. These two sets will be given to LADBS for the final approval and permits. Note that the sets will also be required to be stamped and signed by all agencies referred by LADBS.
- D. During Construction.** For Field inspection process, follow the instructions below:
1. Final Field Inspections and Construction Courtesy Pre-Walks can be scheduled by calling (213) 482-6903.
  2. Fire Alarm Testing –
    - a. Prior to scheduling any fire alarm testing a completed fire alarm pre-test sheet must be submitted to the Construction Services Unit. (fax: 213 482-6922). This applies only to those occupancies required to provide a fire alarm system by the CBC.
    - b. All fire alarm initiating and notification devices will be inspected and tested by the LAFD for function and proper sequence of operations.
  3. Type I Cooking Hoods (grease-laden vapors) require protection per CBC 904.11. LAFD Division #5 permits for non-water based extinguishing systems are issued by the LAFD Engineering unit (213) 482-6900. (LAMC 57.141.13)
  4. Extinguishing system - An acceptance test of the system must be witnessed by the LAFD.
  5. Kitchen Pollution Control Units (PCU's) - will be inspected by the LAFD to verify life/safety functions and proper sequence of operations. (Written procedure is available upon request)
  6. Emergency Egress Lighting and Exit Signage - will be inspected by the LAFD for location and functional compliance with CBC and LAMC requirements.
  7. Means of Egress - All egress requirements including but not limited to: exit access, direction of door swing/hardware style/assembly ratings, and path of travel to the public way will be inspected by the LAFD to comply with the CBC and LAMC requirements.
  8. Fire Extinguisher placement will be established by the LAFD.  
*CFC 904.11.15 and LAMC Division 140*
  9. Class K Wet Chemical Extinguisher is required for deep fat fryers and solid fuel cooking appliances. Multi-purpose fire extinguishers are required within the FSE (outside of the cooking area). Minimum rating is 2A10BC.
  10. LAFD Division #4 Permit is required for all Group A occupancies (assembly use with an occupant load of 50 or more persons). Permit information may be obtained by calling the LAFD Public Assembly Unit at (213) 978-3640.
  11. Fire Rated Construction will be inspected by the LAFD.
  12. Finishes and Decorations will be inspected by the LAFD to ensure compliance with CBC, CFC, and LAMC, and LACDPH-EH for compliance with approved Health plans.



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## **DEPARTMENT OF PUBLIC WORKS, BUREAU OF SANITATION** **INDUSTRIAL WASTE MANAGEMENT DIVISION (IWMD)**

For the purpose of implementing the City of Los Angeles Fats Oil and Grease (FOG) Ordinance, the City of Los Angeles, Bureau of Sanitation, Industrial Waste Management Division is responsible for determining Industrial Wastewater Permit requirements which include determination of when FSEs are required to install grease interceptors.

**WHEN AN INDUSTRIAL WASTE PERMIT IS REQUIRED?** All Food Service Establishments (FSE) that generate fats, oil and grease waste are required to obtain an Industrial Wastewater Permit as required by the City of Los Angeles (City) "FOG Ordinance" - Section 64.30 of the Los Angeles Municipal Code (LAMC) that became effective on August 5, 2001. A one-time Industrial Wastewater Permit Application Fee will be collected. Thereafter, Inspection and Control fees will be billed quarterly.

**WHEN GREASE INTERCEPTOR IS REQUIRED?** For the purpose of implementing the City of Los Angeles FOG Ordinance, the Bureau of Sanitation is responsible for determining whether an FSE is considered **new** or **existing**.

The following definitions shall apply when determining whether a grease interceptor is required in an FSE:

- **New FSE** shall mean a facility that is located in the City of Los Angeles that on August 5, 2001 **was not** in possession of a permit issued by the Los Angeles County Department of Public Health (LACDPH) to engage in preparing food.
- **Existing FSE** shall mean a facility that is located in the City of Los Angeles that on August 5, 2001 **was in** possession of a permit issued by the Los Angeles County Department of Public Health (LACDPH) to engage in preparing food.

**Permit Valuation** is a value determined by LADBS for proposed new construction of a FSE or an alteration of an existing FSE and is used in the determination of Industrial Wastewater Permit and pretreatment requirements.

**Grease Interceptor** is required to be installed for the following:

1. New FSE s require gravity grease interceptor of 750-gallon or larger.
2. Addition and or Alteration to an existing FSE with a Permit Valuation of \$100,000 or more.
3. Existing FSEs that cause grease-related sewage spills or fails to implement Best Management Practices (BMPs).
4. Expansion of Existing FSE Floor Area to include new floor area that on August 5, 2001 was not previously a part of an existing FSE, independent of Permit Valuation, requires gravity grease interceptor of 750-gallon or larger.
5. A "Change of Use" from a non-FSE (e.g. retail) to an FSE.

**Note: A variance can be granted to allow the installation of a grease trap if space or slope constraints make it infeasible to install a GI. A variance can be applied prior to plan approval from County of Los Angeles Department of Public Health Environmental Health Department (LACDPH).**

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**GREASE INTERCEPTOR PLAN CHECK PROCESS**

1. LADBS will refer all FSEs to Bureau of Sanitation Industrial Waste Management Division (IWMD) for a clearance.
2. LADBS plan check will provide FSE with a clearance summary worksheet to obtain required approval from IWMD for determination of Industrial Wastewater Permit and pretreatment requirements.
3. To obtain IWMD clearance, please call IWMD for an appointment at (323)342-6118 or (323)342-6200.
4. Submit the required applicable information to:

**INDUSTRIAL WASTE MANAGEMENT DIVISION**

Fats, Oil and Grease Control Program

2714 Media Center Drive

Los Angeles, CA 90065

(323) 342-6118 or (323) 342-6200

5. Documents required for IWMD Plan Check Approval:

Application for Building Permit and Certificate of Occupancy - Provide a copy of the application generated by the Department of Building and Safety, indicating existing status, proposed use and description of work along with the *Permit Valuation* and fee information.

Clearance Summary Sheet - Provide a copy of the application generated by the Department of Building and Safety.

Industrial Wastewater Permit Application - Completed application must be signed by an authorized representative of the FSE, then submitted with a check made payable to the **Department of Public Works**.

Stamped and Approved Set of Plans by the County of Los Angeles Department of Public Health Environmental Health Department (LACDPH) - Plans shall show **ALL** kitchen equipment and **ALL** plumbing fixtures.

One (1) Set of Architectural Plans - A full set of plans related to the FSE's construction activities that indicate the kitchen related information, including food service area, dining area, seating arrangement, occupancy load, the FSE's site location, property line and public sewer.

Three (3) Sets of Plumbing Plans - IWMD will retain one set for City records.

- The plans shall show schematics indicating sanitary sewer, all grease bearing waste lines, kitchen equipment (ovens, grills, fryers, etc.), and plumbing fixtures (i.e. sinks, dishwashers, floor drains, etc.), and shall indicate fixtures connected to the grease waste line.
- Plumbing plan details must include, location of the proposed grease interceptor<sup>\*\*</sup> (GI)\*, name, make and model of GI, the formula and calculations used to size the GI, the GI cross section, and the sampling box details. GI minimum size is 750 gallons.

**NOTE:** Information that is taped or otherwise attached to the plans cannot be accepted; therefore, the manufacturer's specifications of the proposed GI, sample box, and related information must be integral to the plans, by scanning, printing, etc.

**Grease Interceptor Sizing Requirements:**

- a. The proposed GI must have a minimum size of 750 gallons.
- b. All GIs must meet the specifications set forth in City of Los Angeles Plumbing Code Sections 94.1014.1 through 94.1017.2.

- c. All GIs that are sized in accordance with the Uniform Plumbing Code (UPC) requirements will be accepted.
- d. For a tenant FSE, include a letter from the property owner, landlord, or the leaseholder of the property acknowledging that the FSE is required to comply with the grease interceptor installation requirements.
- e. For shell and core construction and/or shared interceptors additional information, such as FSE square footage, planned conversions, proposed tenant spaces, are required.

## 6. Plan Review Process

IWMD plan check staff will review plans to verify compliance with the Los Angeles Industrial Waste Control Ordinance. The plans will be reviewed to determine if the following requirements shall apply:

A. Pretreatment equipment for generated wastewater.

B. Grease Interceptor -The following will be determined by IWMD:

- a. The appropriate grease interceptor size in accordance with the Los Angeles Plumbing Code or the Uniform Plumbing Code.
- b. Location of the grease interceptor
- c. Types of interceptor required: gravity grease interceptor or hydro mechanical grease interceptor.

C. Variance from the *Grease Interceptor* Requirements - As a result of space or sewer slope limitations, variances from grease interceptor installations requirements may be available. When an establishment is approved for a variance from grease interceptor installation, IWMD shall determine if a variance from the grease interceptor requirement applies and shall determine the following:

- a. Appropriate grease trap size (minimum of 35 g.p.m.) and verify the number of fixtures connected to the grease trap is in accordance with Section 94.1014 of the Los Angeles Plumbing Code, or
- b. Alternative waste (FOG) *grease removal/retention devices* and determine the size in accordance with business practices.

D. Approved Grease Removal Devices - shall be approved by International Association of Plumbing and Mechanical Officials (IAPMO) or the Los Angeles City Mechanical Testing Laboratory.

E. Waiver for Existing FSEs with alteration with *Permit Valuation* Less Than \$100,000 - IWMD shall determine if the conditional waiver from installing a grease removal device remains valid.

F. Other Pretreatment - if needed as determined by IWMD

G. Modifications - If any modifications and/or changes are made to the plans due to pretreatment requirements, as determined by IWMD, the plans will require to be re-reviewed by County Department of Environmental Health Services (DEHS).

## 7. Plan Approval

A. After plans have been approved and reviewed the following will be stamped and completed by IWMD:

- Industrial Wastewater Permit Required
- Plan Review Date
- Grease Interceptor Type, Make, Model, and Size
- Comments relevant to Plan Check
- Additional Pretreatment Requirements
- Name and Signature of Authorized Reviewer

## **LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH- ENVIRONMENTAL HEALTH PLAN CHECK PROGRAM (LACDPH-EHPC)**

The LACDPH-Environmental Health Plan Check (EHPC) program established the following operating guidelines to ensure compliance to all applicable regulations.

Department of Building and Safety, City of Los Angeles (LADBS) will refer all Food Service Establishments (FSE) to LACDPH-EHPC for a clearance. A “clearance summary worksheet” will be provided by LADBS to help guide in obtaining required approval from LACDPH – EHPC program, prior to issuing all applicable permits. To obtain any additional information related to the process of submitting of plans and obtaining approvals, please contact EHPC program at (626) 430-5560 or visit the following location closest to the FSE:

<b><u>Baldwin Park</u></b>	<b><u>Los Angeles</u></b>	<b><u>Van Nuys</u></b>	<b><u>Culver City</u></b>	<b><u>San Pedro</u></b>
5050 Commerce Dr.	3530 Wilshire Blvd 9 <sup>th</sup> floor	6851 Lennox Ave 3 <sup>rd</sup> floor	6053 Bristol Pkwy 2 <sup>nd</sup> floor	122 W. 8 <sup>th</sup> Street Room 20-A

The location of Health Department’s District Office closest to the FSE can also be found at the website: <http://www.publichealth.lacounty.gov/eh/>.

### **I. APPROVAL PROCESS**

The architectural plans prepared for the proposed construction of a new FSE or remodeling of an *Existing Food Service Establishments (FSEs)* shall be reviewed and approved by the Environmental Health Department plan check. For guidelines, download the ***Retail Construction Guide*** from the EHPC website: <http://www.publichealth.lacounty.gov/eh/>.

**A. Plans Submittal Process.** The following documentation is required for submittal:

1. Application for Building Permit and Certificate of Occupancy – Provide a copy of the application generated by the Department of Building and Safety, indicating existing status, proposed use and description of work along with the *Permit Valuation* and fee information.
2. Clearance Summary Sheet - Provide a copy of the application generated by the Department of Building and Safety.
3. One (1) Set of Architectural Plans – Provide a full set of plans related to the FSE’s construction activities that indicate the kitchen related information, including food service area, dining area, seating arrangement, occupancy load, the FSE’s site location, property line and public sewer. Plans shall include all of the requirements specified by the ***Retail Construction Guide*** and by Building and Safety Department’s plan check review process. Professionally drawn plans are recommended and usually make the approval process much easier, but are not a requirement.
4. One (1) Sets of Plumbing Plans – Provide a set of plans that show schematics indicating sanitary sewer, all grease bearing waste lines, kitchen equipment (ovens, grills, fryers, etc.), and plumbing fixtures (i.e. sinks, dishwashers, floor drains, etc.).

**B. Approval Stage.** Three (3) sets of final revised plans shall be provided to LACDPH-EHPC to be stamped and approved. One set will be kept by EHPC and two sets will be given to LADBS for the final approval and permits. Note that the sets will also be required to be stamped and signed by all other agencies referred by LADBS.

**C. During Construction.** Final Inspections will be required prior to issuance of Certificate of occupancy from the following:

1. LADBS - Obtain all final inspections and approvals, prior to requesting a final inspection from LACDPH.
2. LACDPH - Call inspection at (626)430-5560 to request for a final inspection.