



## DEPARTMENT OF ENVIRONMENTAL HEALTH County of Riverside

INFORMATIONAL BULLETIN NO. 122-17-DES

### HOW TO OPEN A FIXED FOOD FACILITY IN RIVERSIDE COUNTY



A “food facility” includes restaurants, markets, bars, and any operation that stores, prepares, packages, serves, vends, or provides food for human consumption at the retail level.

#### If you are purchasing an **EXISTING** food facility:

1. Contact the local Department of Environmental Health (DEH) office and schedule an on-site inspection with an Environmental Health Specialist prior to the purchase. This will outline structural requirements necessary to obtain an Environmental Health permit.  
NOTE: If the structural repairs are major or require Building and Safety approval, plan submittal will be required.
2. If you are making major modifications to an existing food facility contact the local DEH office Plan Check Environmental Health Specialist. Plan submittal will be required.

#### If you are planning to construct a **NEW** food facility:

1. Contact the planning/building department for permission to construct a restaurant or other food facility at your chosen location and identify other regulations (example: need for grease removal system, compliance with the Americans with Disabilities Act, etc.) which may affect your business.
2. Download the **FOOD FACILITY PLAN CHECK GUIDE** from the DEH website [www.rivcoeh.org](http://www.rivcoeh.org). Create a floor plan of your restaurant and include the requirements listed in the plan check guide, along with local building and safety code requirements. Along with your plans, submit manufacturer specification sheets for all proposed equipment, and a sample menu of all food and beverages to be sold.
3. Complete an application for review of plans and submit it to your local DEH office along with the applicable plan review fee. You can find the application on the DEH website [www.rivcoeh.org](http://www.rivcoeh.org). Submit three sets of plans to your local DEH office. Then submit the plans to the local building and safety department.
4. After obtaining approval from both departments, construction may begin. Make sure to schedule required inspections with your Environmental Health Specialist throughout the construction process.
5. The food facility permit application and applicable fee will be collected at the final construction inspection with DEH. Additionally, the facility owner must obtain approvals from all other agencies prior to opening for business.

OFFICES IN: RIVERSIDE, BLYTHE, CORONA, HEMET, INDIO, MURRIETA AND PALM SPRINGS

For more information call (888) 722-4234

Department Web Site – [www.rivcoeh.org](http://www.rivcoeh.org)

## Other Agencies:

If the food facility is going to be within incorporated city boundaries, contact the local: Building and Safety, Water District, Sewer District, Industrial Waste, and Fire Department.

If the food facility is going to be located in unincorporated areas, contact the County of Riverside Transportation & Land Management Agency at (951) 955-6880 or <http://rctlma.org/>. This is an umbrella agency for six county departments, including Planning, Building and Safety, Transportation, Environmental Programs, Code Enforcement, and Administrative Services.



### County Building & Safety

Riverside: (951) 955-1800

or

Desert: (951) 863-8271



### County Land Management

Riverside: (951) 955-6880

or

Palm Desert: (760) 863-8267



### County Fire

Riverside: (951) 955-4777

or

Desert: (760) 863-8886



### County Planning

Riverside: (951) 955-3200

or

Palm Desert: (760) 863-8277

## Riverside County DEH Area Offices:



Corona	Hemet	Indio
2275 Main Street, Suite 204 Corona, CA 92882 (951) 273-9140  <i>Corona, Eastvale, Jurupa Valley, Lake Elsinore (North), and Norco</i>	800 S. Sanderson Avenue #200 Hemet, CA 92545 (951) 766-2824  <i>Anza, Banning, Beaumont, Cabazon, Calimesa, Hemet, Homeland, Idyllwild, Nuevo, Moreno Valley (Northeast), Mountain Center, Perris and San Jacinto</i>	47-950 Arabia Street, Suite A Indio, CA 92201 (760) 863-8287  <i>Blythe, Coachella, Desert Center, Indian Wells, Indio, La Quinta, Mecca, Palm Desert and Thousand Palms</i>
Murrieta	Palm Springs	Riverside
38740 Sky Canyon Drive Murrieta, CA 92563 (951) 461-0284  <i>Canyon Lake, Lake Elsinore (South), Menifee, Murrieta, Sun City, Temecula, Wildomar and Winchester</i>	554 South Paseo Dorotea Palm Springs, CA 92264 (760) 320-1048  <i>Cathedral City, Desert Hot Springs, Palm Springs, Rancho Mirage and White Water</i>	4065 County Circle Drive #104 Riverside, CA 92503 (951) 358-5172  <i>Moreno Valley (West) and Riverside</i>

There are many local, State, and Federal agencies that regulate businesses. For more information, visit **“Cal Gold Business Permits Made Simple”** at <http://www.calgold.ca.gov/> for permit assistance and contact information.

\*Document available in an alternate format upon request

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