



City of El Segundo

Building Safety Division

CHANGE THE USE OF A BUILDING TO A FOOD ESTABLISHMENT SUBMITTAL REQUIREMENT *PACKET*

Two sets of plans fully dimensioned, to scale and drawn in ink showing the following:

1. Plot plan and Floor Plan of Building of Area Being Changed (to scale)

Plot plan:

- a. Show lot size, streets, alleys, loading zones, property lines, location, use, dimensions and number of stories of existing buildings, and parking layout. Indicate which area of building is being changed to a food establishment.

Floor plan:

- b. Show all existing and proposed partitions and any being removed.
- c. Show the location, size and direction of swing of all exit doors.
- d. Show the location of all equipment and fixtures, tables, seats, counters, bars, and bathroom fixtures.

2. Parking Layout

- a. If additional spaces are required, the layout shall be fully dimensioned showing stall widths, lengths, backup dimensions, angles and striping details. Label compact, standard and disabled spaces. The parking analysis shall be shown on the plan. Provide the Certificate of Occupancy for the building to establish number of spaces required. (See City Planning for parking analysis).

3. Wall and Ceiling Finishes

- a. Rooms for kitchen, dishwashing, storage, toilets and dressing shall have walls and ceilings finished with smooth ceramic tile, cement plaster, hardwall gypsum plaster, or other approved durable and washable materials. *DHS*
- b. Walls within water closet compartments and walls within two (2) feet of the front and sides of urinals to have ceramic tile or other approved wall covering finished to a height of four (4) feet. 91.0807.1.2

4. Floor Materials

- a. The finish surface must be smooth, durable, non-absorbent and easily cleaned such as concrete, ceramic tile, terrazzo. Asphalt or other composition tile is not allowed in those areas mentioned in Item 3. *DHS*
- b. The floor 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 and extend upward onto the walls at least 6 inches and be of concrete, fire clay tile, ceramic tile or masonry and shall slope to a suitable floor drain. *DHS*

5. Toilet Rooms and Dressing Rooms

- a. At least one toilet room is required on the premises. If over three (3) employees or if selling beer, wine or liquor to be consumed on the premises, separate toilet rooms are required for each sex. 91.6302.4.1
- b. If selling beer, wine or liquor, the men's toilet room must contain a urinal. 91.6302.4
- c. A designated area separated from toilets, food storage or preparation areas and utensil washing areas shall be provided for employees to use as a clothes changing area. If more than four employees, the changing area must be enclosed as a room. Dressing rooms must 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 (10) feet apart or separated by view screens. 91.6302.4.3
- e. 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.
- f. Provide lavatories equal in number to no less than ½ of the number of water closets and urinals. 91.6302.4.1

6. Ceiling Heights

- a. 8'0" minimum height required throughout. Toilet rooms may be 7'6". 91.6302.2

7. Ventilation

- a. Kitchen and food preparation rooms including garbage room require ventilation as follows:
 - i. Windows or vents with openable area equal to no less than 1/20th of the floor area but at least twelve (12) square feet OR
 - ii. Mechanical air change to handle 15 cu. ft. per minute. 91.1202
- b. Over every range or barbecue a hood or exhaust ventilating system is required. Provide duct and hood details to show compliance with the Heating Code.
- c. Toilet rooms shall have at least a three (3) square feet fully openable window, or a fan providing a fifteen (15) minute air change. As an alternate, a minimum of a 100 square inch duct to the outside air for the first toilet facility with an additional fifty (50) square inches for each additional toilet facility may be provided. 91.1202.2.1

8. Doors and Screens

- a. Exterior doorways require tight-fitting self closing doors. *DHS*
- b. All doors shall be a minimum of thirty-six (36) inches width.

9. Sinks with Drainboards, Janitorial areas

- a. Food preparation establishments shall have a minimum nine three-compartment metal sink with 2 integral metal drainboards and have hot and cold water. Drain line 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 inches up the wall is required. *DHS*
- 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. Garbage disposal may not be installed under the sink, unless an additional compartment is provided. *DHS*

10. Flies, Rodent and Vermin Protection

- a. A continuous footing is required around the perimeter of the building. *91.6302.7 & DHS*
- b. Exterior pass through windows cannot exceed 216 inches. *DHS*
- c. Openable windows shall have screens. *DHS*

11. Over Fifty (50) Occupants

- a. The building shall comply with group A occupancy requirements.
- b. Specially constructed garbage room and disposal system is required *91.6302.6*

12. Other Approvals

- a. Health Department, Fire Department and Public Works (sewer) approval 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.

13. Accommodations for the Physically Disabled

- a. NOTE: 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.

14. Fire Extinguishing Systems

- a. Provide a portable fire extinguisher for the kitchen with a rating of no less than 10 BC.
- b. Provide an automatic fire extinguishing system for commercial-type equipment, stoves, hoods or ducts. *Sec 57.141.13*

DHS is the County of Los Angeles Department of Health Services