

Food Service Establishment (FSE) Guide

(Depending on the scope of work and complexity, additional requirements may apply)

Considerations prior to applying for a permit

Sewer fees:

Prior to selecting or leasing a space, applicants are strongly encouraged to obtain a sewer capacity fee estimate, additional sewer capacity fees may apply. For fee information and estimates, please contact the Building Department at buildingdivision@cityofpleasantonca.gov.

Zoning Approval:

Prior to submitting a food service establishment permit application to the Building Department, applicants must first obtain zoning approval from the Planning Department.

- Complete the [Zoning Application](#).
- Submit the completed application to the Planning Department at pod@cityofpleasantonca.gov to verify that the proposed use is allowed for the tenant space.
- Include the approved zoning application with the T/I permit plans when submitting to the Building Department.

Alameda County Health Department:

Review and approval by Alameda County Environmental Health is required for all food service establishments. Applicants shall consult with Alameda County Environmental Health to confirm applicable requirements. Please visit the following [website](#) for additional information.

Health Department approved plans and City approved building plans shall be consistent and match prior to the City issuing an approved plan set.

Building Department requirements:

A building permit is required for the construction of a new, converted, or altered food service establishment. Conversions or alterations may constitute a change in occupancy (e.g. B to B, M to B, B to A2, or M to A2). Any work that alters the layout, occupancy classification, or use of a space, or impacts building systems including architectural, structural, mechanical, electrical, plumbing, fire-life safety, accessibility, and energy components requires a permit.

Plans and supporting documents shall be submitted electronically through the City's Accela Citizen Access (ACA) Portal online at: [Accela Portal](#) and will go through our standard plan review process. Only plans prepared by a California licensed design professional (architect or engineer) will be accepted.

The following resources provide additional information regarding plan submittal requirements and related procedures:

- **Commercial Plan Submittal Requirements:** For detailed instructions regarding commercial plan submittals, required supporting documents, and processing times, please refer to the City's Commercial Plan Submittal Requirements handout located in in our [permit center website](#).
- **Electronic Building Submittals:** For electronic plan formatting and upload requirements, please our permit center website.
- **Commercial Tenant Improvement Guide:** Review the Commercial Tenant Improvement Guide available on the [Permit Center website](#) for general requirements applicable to commercial tenant improvement projects.
- **Trash Enclosure requirements:** Food service establishments shall provide enclosed areas for trash, recycling, and grease disposal. Refer to the City's [Trash Enclosure Handout](#) for additional requirements and guidance.
- **City's Fats, Oil and Grease (FOG) Program:** Projects shall comply with the City's Fats, Oils, and Grease (FOG) Program, including obtaining a wastewater discharge permit, installing approved grease control devices where required, and implementing Best Management Practices (BMPs). Please visit the following [website](#) for guidelines and requirements.
- **City's Cross-Connection Control and Backflow Prevention Program:** Projects shall comply with the City's Cross-Connection Control and Backflow Prevention Program, including installation of approved backflow devices on domestic, fire water services, and dedicated irrigation services (if applicable), backflow registration in Aqua Backflow (City's backflow tracking system), and annual testing. Please visit the following [website](#) for guidelines and requirements. In addition, demonstrate location of water, fire, and dedicated irrigation (if applicable) backflow prevention assemblies.

Common plan submittal requirements, specifically for food service establishments.

Building Components:

Food service establishments shall comply with applicable California Building Code provisions, including but not limited to:

- A change in occupancy may trigger additional requirements for fire-resistance-rated separation between tenant spaces. Where a food service establishment is located within a mixed use and occupancy building, separation from adjacent occupancies may be required based on the building's design and occupancy classification (CBC Chapter 5).

Changes in occupancy or increased occupant load may require modifications to the means of egress system. This may include additional exits, increased exit widths, revised travel distances, exit signage, emergency lighting, and door hardware. Egress requirements shall be evaluated in accordance with CBC Chapter 10.

Fire code Requirements:

Food service establishments shall comply with applicable California Fire Code provisions, including but not limited to:

- Fire protection systems, including fire sprinklers and fire alarm systems, shall be provided where required based on occupancy, fire area, and occupant load. Changes in occupancy, use, or occupant load shall require evaluation of existing systems, which may require modification or expansion, even if already installed.
- Per City of Pleasanton Municipal code section 20.24.160. When a change in occupancy results in a higher fire or life-safety risk (for example, converting a space to a food service establishment), an

automatic fire sprinkler system may be required in the affected areas and portions of the building serving that use.

Exception: Public assembly occupancies not exceeding an occupant load of 150, whether occupying an entire building or a portion of a building.

- When building modifications significantly increase the size of a building, an automatic fire sprinkler system may be required throughout the building.
- Commercial cooking equipment producing grease-laden vapors shall require a Type I hood and be provided with an approved fire suppression system. Hood suppression systems are typically submitted as deferred submittals and require separate Fire permit and approvals.

Note: Modifications to existing commercial cooking systems, including changes to cooking equipment type, arrangement, or replacement of equipment, may require the existing hood fire suppression system to be reevaluated and upgraded to comply with current requirements

Accessibility Components:

- Where alterations are performed, accessibility upgrades may be required in accordance with CBC Section 11B-202.4. This section requires the provision of an accessible path of travel to the altered area and may trigger upgrades to accessible elements serving the altered area. The extent of required accessibility improvements and associated cost limitations shall be determined in accordance with CBC Section 11B-202.4 and its applicable exceptions.
- Changes in occupancy or increases in occupant load require reevaluation of required plumbing fixtures. Where additional plumbing fixtures are required, corresponding accessible fixtures shall also be provided. All accessible plumbing fixtures and restroom facilities shall be reevaluated to ensure compliance with the applicable scoping and technical requirements of CBC Chapter 11B.
- Where dining or work surfaces are provided for the consumption of food or drink or for customer use, a portion of these surfaces shall be accessible. All accessible surfaces shall comply with the applicable scoping and technical requirements of CBC Chapter 11B. (e.g. accessible bar tops, clear floor space, accessible seating, etc.)
- Where customer service counters or point-of-sale areas are provided, a portion of the counter shall be accessible and located along an accessible route.

Mechanical, Electrical, and Plumbing (MEP)

Full MEP plans are required for food service establishments. Equipment plan and equipment schedule shall be provided.

Mechanical Requirements

Food service establishments shall comply with applicable California Mechanical Code provisions, including but not limited to:

- Proper ventilation of all occupied spaces.
- Proper installation of all mechanical equipment per manufacturer specifications.
- Adequate combustion air where fuel-fired appliances are installed.
- Exhaust for restrooms and other required spaces.
- Commercial cooking equipment producing grease-laden vapors shall be provided with a Type I grease hood and exhaust system, including required ductwork and clearances.
- Grease exhaust ducts and hood systems shall be properly constructed, listed, and installed, including required clearances, fire-resistive protection where applicable, and access openings for inspection, cleaning, and maintenance
- Equipment producing heat or moisture shall be provided with a Type II hood, where applicable.
- Make-up air shall be provided and balanced with exhaust systems to ensure proper operation and Energy compliance.

Electrical Requirements

Food service establishments shall comply with applicable California Electrical Code provisions, including but not limited to:

- Electrical load calculations demonstrating the existing electrical service and distribution equipment can support all proposed loads, including but not limited to commercial kitchen equipment such as ovens, ranges, fryers, hoods, dishwashers, refrigeration equipment, compactors, and associated HVAC and make-up air systems
- Installation of dedicated circuits for commercial kitchen equipment shall be provided in accordance with manufacturer requirements. Equipment electrical ratings, including voltage and amperage, shall be indicated on the plans, and branch circuits shall be properly sized and installed accordingly.

Plumbing Requirement

Food service establishments shall comply with applicable California Plumbing Code provisions, including but not limited to:

- Food service establishments shall provide an approved grease interceptor or grease control device, where required. Grease interceptors shall be designed and sized to accommodate the flow from all fixtures required to discharge into the grease interceptor.
- Grease control systems shall be coordinated with the City's FOG (Fats, Oils, and Grease) Program requirements
- Commercial kitchen equipment and fixtures shall discharge to the sanitary drainage system through indirect waste connections, where required
- Gas piping systems shall be designed to serve all gas-fired equipment, including kitchen appliances. Gas piping calculations shall be provided demonstrating proper sizing in accordance with CPC Chapter 12
- Food service plumbing fixtures shall discharge to the sanitary drainage system through indirect waste connections, where required.

Due to the complexity of food service establishments, applicants are encouraged to consult early in the process with design professionals familiar with commercial kitchen and restaurant design. Early coordination with the City is recommended for projects involving change of occupancy, use, converting spaces or significant building modifications.

The above guidelines apply to Building Department requirements only. Please contact the following departments for additional requirements that may apply to your project.

Department	Phone Number	E-mail or Website
Building Division	925-5300	BuildingDivision@Cityofpleasantonca.gov
Public Works Construction Services (Backflow/Fog programs)	925-931-5650	Publics Works Website
Planning Division	925-931-5600	POD@Cityofpleasantonca.gov
Fire Department	925-454-2361	LPFD Website
Health Department	510-670-6506	Alameda Health Department