DATE: February 3, 2020
TO: All BusinessSource Center Subcontractors
FROM: Daysi Hernandez, Chief Grants Administrator

SUBJECT: INFORMATION BULLETIN NO. 20-03
COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH OFFICES FOR PLAN CHECK PROCESS FOR FOOD VENDING CARTS

EFFECTIVE DATE
This bulletin is effective on the date of issue.

PURPOSE
The purpose of this bulletin is to provide BusinessSource Centers (BSCs) with updates and clarification on matters related to the implementation of the Sidewalk and Park Vending Program in the City of Los Angeles. This bulletin provides information on the County of Los Angeles, Department of Public Health (Public Health) Plan Check Offices. Updates will be sent on a regular basis to build agency capacity, which in turn will enhance service delivery to vendors.

COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH PLAN CHECK OFFICES
The County of Los Angeles, Mobile Food Facility Plan Check Guidelines explain that persons wishing to operate a mobile food facility used for the sale of unpackaged or prepackaged food in Los Angeles County must submit two (2) complete sets of plans and specifications of the mobile food facility to the Vehicle Inspection Plan Check Program for approval. A complete plan check application and payment are also submitted at that time. An initial plan check review is completed within twenty-one working days.

Upon approval of plans and completion of construction, a structural evaluation of the mobile food facility is conducted by the Plan Check Program. Following the final inspection, a public health permit is issued along with a certification sticker.

At this time, plan check activities will not be conducted at the BusinessSource Centers as originally anticipated. EWDD is working with Public Health to establish a protocol for conducting final cart inspections at the BusinessSource Centers. More information will be forthcoming once procedures are set in place.

Plan checks will be completed at the Public Health offices. To begin the plan check process, Vendors can submit plans at one of the locations listed in the Attachment. Public Health prepared the list of offices by proximity to the different BusinessSource Centers, and the list includes hours of operation as well. Please add this list to your Sidewalk and Park Vending Program resources and share with Vendors, as needed.

Please feel free to email labusinesssourceadmin@lacity.org with any questions.

Attachment: Department of Public Health Plan Check Offices