



# Micro Markets: Plan Review and Operation Information



San Bernardino County Public Health  
Division of Environmental Health Services

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## Introduction

A micro market is a retail food facility that allows customers to purchase prepackaged fresh foods, fruits, health snacks, and beverages via unattended self-checkout kiosks. Micro markets may be located in office buildings or restricted break areas where access by the general public is somewhat restricted. A micro market is serviced on a pre-set schedule to ensure the equipment is cleaned and working properly, and food shelves and refrigerated and/or freezer units are stocked with new products.

## How to Obtain an approval for a micro market:

In order to obtain approval for a micro market, plans must be submitted to the Division of Environmental Health Services (DEHS) Plan Check program for review and approval. After plans are approved, an on-site inspection is conducted to determine if a health permit can be issued.

**Note:** If you plan to operate multiple micro markets with the same basic layout, a “Standard Plan” may be submitted. See the “Standard Plan Guidelines” on page two.

## Submit the following items for the Plan Review process:

1. **Two sets of plans that include the following information:**
  - A floor plan of the micro market layout that includes the location of all refrigeration units, equipment, and display shelving.
  - An equipment list with the make/model of all equipment, including the type and number of refrigeration units, as well as the number of racks/shelving units used for food.
  - All refrigeration/freezers must be American National Standards Institute (ANSI) listed for sanitation. All refrigeration holding potentially hazardous food (PHF) must be equipped with automatic shut-off controls that prevent the equipment from selling food by locking the door when there is a power failure, mechanical failure or other condition that results in an internal temperature greater than 41°F for longer than 30 minutes.

- Location of a prominent sign, within the micro market, that shows the micro market vendor's contact information: name, address, and telephone number.
- A site plan showing the location of the micro market's nearest designated restroom and janitorial areas.
- A finish schedule indicating the materials used for the floor, base, wall, and ceiling in the market, restroom, and janitorial areas

*2. An Operation plan that includes:*

- The name, phone number and email address of the on-site contact person who would address any facility issues.
- How proper holding temperatures of PHF are monitored.
- How often service will be provided to ensure proper operation of the micro market.
- Procedures for handling PHF that are not held at the correct temperatures.

*3. Payment of the \$984.00 plan check fee payable to San Bernardino County DEHS. This fee covers the plan review and inspections for the one facility (see below for multiple micro markets).*

The Plan Review process may take up to 20 business days, and plans must be approved prior to the installation of equipment. Approved plans are valid for a period of two years from the date of approval. To check the status of any plan review, contact DEHS at 1-800-442-2283.

**Construction Inspection:**

Once plans are approved, micro market equipment installation can begin. A final on-site construction inspection is required prior to issuance of a health permit. For the final construction inspection:

- Allow 3-5 business days lead time to schedule inspections. Call DEHS at 1-800-442-2283 to schedule an inspection.
- No food or beverages should be stored in the equipment or on shelving until final approval.
- Refrigeration units should be at a temperature of 41°F or below.

- Restroom must be functioning properly including hand sinks designated for food employees able to provide water at a minimum temperature of 100°F from a mixing valve and be supplied with soap and paper towels in dispensers.
- Janitorial sink must have hot water available at a minimum of 120°F.
- Ensure a sign is posted in a prominent place indicating the owner's name, address and telephone number.
- All construction shall conform to the DEHS approved plan.

Once all items are approved, a health permit will be issued and the micro market will be given permission to operate. Payment of the health permit is required prior to operation. The current annual health permit fee is \$268.00.

### **FAQ's:**

#### **I am interested in operating multiple micro markets and would like to obtain approval of a Standard Plan, what do I need to do?**

If you anticipate operating multiple micro markets with the same basic layout, submit two copies of the standard plan to the DEHS Plan Check program for approval. The standard plan is submitted only once, with a site plan submitted for each location. For example, if you have five markets, you would submit one standard plan and five site plans. For the standard plan, please follow the requirements noted above under "plan review process". Notate the following on your submitted plans "Standard Plan" (e.g. "ABC Micro Market Standard Plan").

**Note:** Plan check inspections, other than for the first facility, will be billed at the current DEHS hourly rate.

*For each additional location, 2 sets of the site plan shall be submitted that include:*

- An overview plan showing the location of the micro market, nearest designated restrooms, and janitorial sink. Indicate on the Site Plan the name of the Standard Plan that has already been approved (E.g. "Journey Electronics Site Plan for ABC Micro Market Standard Plan"). Include the SR number indicated on the Standard Plan.

- Provide the name, phone number and email address of the on-site contact person who would address any facility issues.
- No fees will be collected at the time of site plan submittal.
- The site plan will be reviewed within 10 working days.
- Once a site plan has received DEHS approval, a plan check inspection may be scheduled within 3-5 business days. A final inspection is required for each location.
- Plan check inspections will be billed at the current hourly rate listed on the DEHS website, currently \$245.00 per hour.

**What are the minimum requirements that the inspector will be looking for during an inspection?**

The micro market will be inspected annually to verify compliance with all applicable sections of the California Retail Food Code. This includes, but is not limited to the following:

- The micro market has a valid health permit.
- A sign is posted in a prominent place indicating the owner's name, address and telephone number.
- Only commercially packaged foods properly labeled for individual retail sale are offered. Bulk foods are prohibited.
- No unpackaged ready-to-eat food is available for sale.
- Food preparation by consumers is limited to heating/reheating food in a microwave oven.
- No dispensing of bulk food.
- Refrigeration units are maintained cleaned and holding food at required temperatures.
- Refrigeration has a thermometer.
- Premises and equipment are maintained (clean and in good repair).
- Restrooms have operable toilets and handwashing sinks are supplied with warm water, soap and paper towels.

**Do I have to obtain a Micro Market permit if there is a cafeteria that already has a permit?**

Yes. The micro market must have its own permit and work separately and independently from the cafeteria, such as in a break room.

**How do I contact DEHS if I have any questions?**

If you have any questions on the plan review process, contact the Plan Check Program at 1-800-442-2283.



First Class Vending, a micro market

