FOOD ESTABLISHMENT PLAN REVIEW GUIDE

The Process

1. A Sanitarian will meet with you to go through this information.
2. The Food Establishment Planning Guide will be given to you at the meeting.
3. This guide should be completed and returned to this office with all requested items. Incomplete forms will be returned for additional information.
4. The plans will be reviewed by a Sanitarian, within 30 days.
5. A letter will be sent regarding the status of your submission. At this time, more information could be requested, the plan could be approved, or the plan could be disapproved. The letter will specify the action required by you.
6. Revisions and alterations can be made and re-submitted by you. This can be done at any time during the process, but delays may occur due to the new information.
7. Once the plan has been approved, an application for the license and an approval letter will be mailed to you. At this time, the plan review and license fees will need to be paid.
8. Return the application, mailed with your approval letter, and fees to this office.
9. Call at least 7 days ahead for a pre-opening inspection. During the inspection, the license will be delivered if all requirements are satisfactorily met. Failure to meet all requirements at the pre-opening inspection will delay the opening of your establishment.
Fee $____________

Name of Facility__________________________________________________________
Address ___________________________________________________________________

Name of Applicant/Contact Person____________________________________________
Address ___________________________________________________________________
Telephone________________________

Architect/Engineer__________________________________________________________
Address ___________________________________________________________________

Projected Date for Start of Construction________________ Completion______________

Type of Facility (check those applicable) If retail food and food service are
_______ Retail Food Establishment checked, please indicate which will most
_______ Food Service Operation likely represent the largest portion off
your sales.

Nature of Application (Check One)
_______ New Facility
_______ Remodeling or Conversion

Water Supply (Check One) Sewage Disposal System (Check One)
_______ Public Supply _______ Municipal Sewer
_______ P.W.S. Number _______ OEPA Septic Permit

Hours of Operation: Sunday _____________ Thursday _____________
Monday _____________ Friday _____________
Tuesday _____________ Saturday _____________
Wednesday _____________

Number of Seats: _______________ Projected Number of Staff________

Total Square Feet of Facility: __________________

Proposed Number of Incoming Food Deliveries per Week_______________________

Type of Services Provided: Sit Down Meals
(Check all that Apply) Drive Thru
_______ Take Out
_______ Catering
_______ Retail Food
_______ Deli
_______ Grocery
_______ Buffet
_______ Seasonal (6 mos. or less)
PLEASE REMEMBER TO ENCLOSE THE FOLLOWING DOCUMENTS

_________ Full Proposed Menu (Including seasonal, off-site and banquet menus)
_________ Equipment Installation List (Attached)
_________ Interior Finishes Chart (Attached)
_________ Plan, drawn to scale, of facility showing location of equipment, plumbing fixtures, and ventilation hoods
_________ Site plan, showing location of business in building, location of building on site including alleys, streets, and location of any outside facilities (dumpsters, walk-in coolers).

All required construction permits such as building, plumbing, electrical, ventilation, fire etc. will need to be obtained and final inspections approved before the health department may issue a Food Service or Retail Food License. The permitting agencies may include the State of Ohio, your local government or a combination of the two. Provide a file copy of final approval sign off sheets by each aforementioned inspector. This will stop us from issuing your food license.

Department of Commerce  
Building, Electrical, Ventilation, and Plumbing  
Columbus, Ohio  
(800) 523-3581

Check with local Fire Departments for more information on fire suppression/hood systems.

CONTENTS AND FORMAT OF PLANS:

1. The plans shall be a minimum of 11 x 14 inches in size and the layout of the floor plan accurately drawn to a minimum scale of 1/4 inch=1 foot. Larger operations may wish to use separate pages for the kitchen, dining and storage areas as needed.
2. The plan shall show the location and when requested drawings of all food service equipment. Each piece of equipment shall be clearly labeled on the plan with its common name or a notation referring to the Equipment Installation List.

3. Menus that require washing of produce shall require the operation to install separate “vegetable sinks” that shall be used only for washing and preparing fruits and vegetables.

4. Adequate handwashing facilities used for no other purpose shall be designated for each toilet facility and in each of the areas where food is prepared. When separate areas are designed for ware washing, a hand sink must also be provided.

5. The plan layout shall also contain:
   - Room sizes
   - Aisle space
   - Space between and behind equipment
   - The placement of the equipment on the floor plan
   - Cabinet location for storing sanitizers and chemicals
   - Location of mop sink

6. Auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation shall also be represented on the plan and all features of these rooms shown as required by these standards.

7. You must be as specific and complete as possible. Providing more information will normally speed up the review process, not slow it down. If this handout is not clear, a more detailed packet is available. Questions about what information to provide are welcomed. Please call, but realize that all information must be submitted on paper to be part of the approval.

8. A detailed flow chart as provided on the last page is a very valuable tool for laying out a kitchen. We urge you to complete one prior to submitting your plans.
<table>
<thead>
<tr>
<th>Equipment Make and Model</th>
<th>Installation Methods</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>At Floor</td>
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<tr>
<td></td>
<td>At Wall</td>
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<tr>
<td></td>
<td>Adjacent Equipment</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ID# or Code on plans</th>
<th>New (N) or Used (U)</th>
<th>Plumbing Required (Y/N)</th>
<th>Masonry Island</th>
<th>Approved Legs</th>
<th>Casters</th>
<th>Attached</th>
<th>Separation (inches)</th>
<th>Attached</th>
<th>Separation (inches)</th>
<th>Portable</th>
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<tr>
<td>Room Name</td>
<td>Floors</td>
<td>Walls</td>
<td>Ceilings</td>
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<td></td>
<td>Material</td>
<td>Finish</td>
<td>Baseboard</td>
<td>North</td>
<td>South</td>
<td>East</td>
<td>West</td>
<td>Material</td>
<td>Finish</td>
<td></td>
</tr>
<tr>
<td>Ex. Kitchen</td>
<td>VCT</td>
<td>smooth, sealed</td>
<td>4” roll vinyl</td>
<td>FRP</td>
<td>Stainless Steel</td>
<td>FRP</td>
<td>Painted Gypsum</td>
<td>Vinyl-faced gypsum tile</td>
<td>smooth</td>
<td></td>
</tr>
</tbody>
</table>
Flow Chart Example

1. Hot plates and griddle
2. Round plates (high, count)
3. Pot and pan storage (under)
4. Pressure steamer (counter)
5. All purpose oven
6. Spreader paste
7. Hot food containers