



**AUGLAIZE COUNTY HEALTH
DEPARTMENT**

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Plan Review 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.**

Mobile Food Establishment Plan Review Guide

A “Mobile Food Service” or Mobile “Retail Food Establishment” means an operation that serves from a movable vehicle, portable structure, or watercraft; routinely changes location, and does not remain at any one location for more than forty consecutive days.

There are various types of mobile food operations, which may consist of: recreational style vehicle, truck, trailer, or tent.

All four types will meet the same requirements, regardless of type. Please submit all information, plans and specifications for the items listed below to the Auglaize County Health Department.

Approval of Plans And Equipment

- A. Approval of plans required. No person shall construct, install, provide, equip, or alter a mobile unit until the plans have been submitted and approved in writing by the Auglaize County Health Department. This office will act on the plans within thirty days from receipt of complete plans.
- B. Application for approval of plans. The plans and specifications shall be legible, drawn to scale, and shall include:
 - 1. The type of operation proposed and foods to be prepared and served.
 - 2. All portions of the premises in which the food operations are to be conducted, including storage units and exterior cooking units.
 - 3. Entrances, exits, and serving windows.
 - 4. Lighting plan including shielding requirements.
 - 5. A floor plan showing the layout of the fixtures, equipment, ventilation hoods.
 - 6. Equipment Installation List (Appendix A-1). All equipment and utensils must be National Sanitation Foundation (NSF), or like agency approved.
 - 7. Interior Finishes Chart (Appendix A-2).
 - 8. Locations of the potable and wastewater connections.
 - 9. Location and capacity for both potable and grey water tanks.
 - 10. Hot water location and size in gallons.

Equipment and Utensils

- A. A three-compartment sink with drainboards on both ends is required. The sink compartments must be large enough to immerse the largest equipment/utensil.
- B. A separate handwash sink is needed in all units handling exposed food. The unit must be supplied with soap and paper towels.
- C. A separate vegetable sink may be required based on your menu.
- D. Sanitizer and appropriate test kit must be on hand at all times. Chlorine, quaternary ammonium, or iodine-based sanitizers are adequate.
- E. Thermometers.
 - a. Each refrigerated unit containing potentially hazardous food shall be provided with a hanging type thermometer.
 - b. Each hot food storage unit shall be provided with a thermometer.
 - c. A metal stem thermometer reading 0-220 °F shall be available for checking internal temperature during cooking and holding.

Food Handling Practices

- A. Potentially hazardous foods shall be maintained:
 - a. at or above 135°F, or;
 - b. at or below 41°F.
- B. Bare hand contact with ready-to-eat foods is not allowed. Utilize clean single-use gloves, deli paper, or utensils to avoid touching food with your bare hands.
- C. Employees involved in food preparation shall wear effective hair restraints.
- D. Smoking and eating are not allowed inside the mobile food unit. Drinking from a covered container is permitted.

Other Requirements

- A. Food grade hose is needed for potable water transport.
- B. Backflow prevention is needed at the potable water source (ASSE 1024 is the most common).
- C. The mobile food unit must display the name of the operation, the city of origin, and telephone number on the exterior of the unit. The lettering should measure at least three inches high and one inch wide.
- D. All surfaces in the mobile unit must be smooth, non-absorbent, and easily cleanable. Wood should be avoided as much as possible.
- E. The mobile food unit must be inspected each year prior to operation at first event.

Return A-1 and A-2 with your plans. The rest of this packet is yours to keep. A Registered Sanitarian is available for consultation. General office hours are Monday through Friday 8:00 AM – 4:30 PM.

Equipment Installation List

						Installation Methods						
Equipment	Make and Model	ID# or Code on plans	New (N) or Used (U)	Plumbing Required (Y/N)	At Floor			At Wall		Adjacent Equipment		
					Masonry Island	Approved Legs	Casters	Attached	Separation (inches)	Attached	Separation(inches)	Portable

Interior Finishes Chart

Room Name	Floors			Walls				Ceilings	
	Material	Finish	Baseboard	North	South	East	West	Material	Finish
Ex. Kitchen	VCT	smooth, sealed	4" roll vinyl	FRP	Stainless Steel	FRP	Painted Gypsum	Vinyl-faced gypsum tile	smooth