

Opening a Food Business



*A helpful guide to
opening and operating a
food business in Richland County, OH*

Developed by the Environmental Health Division at
Richland Public Health



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Welcome!

The goal of this publication is to provide you with a clear path to starting your food business in Richland County.

While this guide has been developed by Richland Public Health (RPH), we have also provided contact numbers for regulatory agencies that you may need to contact to ensure that all proper steps are taken, and that the required permits are secured.

Contacting the agencies listed will help you to stay on track and stay on time.

Keep in mind, all required permits must be obtained in advance before RPH can issue a food license.

This guide will help you to determine:

1. What to expect as far as process and timeline.
2. When you need to submit plans
3. Who you need to contact
4. Where to direct questions

*We want you to have a
successful business!*

Where do I start?

All new or altered facilities serving or selling food or beverages in Richland County must submit plans to RPH before a license can be issued.

Plans will be reviewed by the district-assigned Sanitarian in our Food Program.

The review process is in place to ensure that the facilities, design, and equipment proposed will be appropriate to meet the needs of your business.

Office	Service	Contact
Richland Public Health	Plan Review and Inspections	419-774-4520 envhealth@richlandhealth.org
RPH Plumbing Department	Plumbing Inspections, Find a Licensed Plumber or Appliance Installer	419-774-4554 fbrykalski@richlandhealth.org
Richland County Regional Planning Commission	County Zoning, General Info, HVAC/REF Inspections, Electrical Inspections, Structural Inspections	419-774-5684 http://www.rcrpc.org/zoning
Richland County Building Department	Review and Approve plans, Issue Permits to Commercial and Residential Buildings	419-774-5517 https://www.richlandcountyoh.gov/departments/public_works/building_department/index.php
City of Mansfield Bureau of Building and Codes	City Zoning, HVAC/REF Inspections, Fire Department, Electrical Inspections, Structural Inspections, Find a Licensed Contractor	419-755-9688 https://www.ci.mansfield.oh.us/building-codes-and-permits.html
Ohio Dept of Commerce/ Division of Liquor Control	Liquor License	614-644-2360 web.liqr@com.state.oh.us
Ohio Department of Taxation	Vendor's License – Apply Online Tax ID# (EIN)	http://business.ohio.gov www.irs.com
Ohio Department of Agriculture	State Agency for Retail Food Establishments	614-728-6250 www.ohioagriculture.gov
Ohio Department of Health	State Agency for Food Service Operations	614-644-7416 foodsafety@odh.ohio.gov
Ohio EPA Division of Drinking and Ground Water	Private Water Systems	614-644-2752 whp@epa.ohio.gov
Score	Business Counseling Services	419-522-3211 Ext. 266 ncoscore@ncoscore.org www.ncoscore.org



Opening a new business is a journey. This contact table is a reference that will allow you to quickly contact the various entities who may be involved as you work towards your goal.

Planning

The unique needs of your business will be based on your food selections. Ensure you have the space and equipment needed to safely store, prepare, and serve your food items.

Equipment:



Commercial-Grade Equipment

All equipment used must be listed as commercial and must be certified by a recognized testing agency (e.g. NSF, ETL, UL sanitation).

According to 3717-1-04.1(KK) of The Ohio Uniform Food Safety Code:

“(1) Except as provided in paragraph (KK)(2) of this rule, food equipment that is acceptable for use in a food service operation or retail food establishment shall be approved by a recognized food equipment testing agency.”

No household equipment is permitted.

Suggestion: Place casters on large equipment not already on legs or permanently fixed (caulked) to the floor, to open space for necessary cleaning.

Plumbing Fixtures

Hand Washing Sinks



Adequate and conveniently located employee handwashing sinks are a must. Convenient location means that the sink is accessible and visible from any food area. Sinks shall be equipped with soap, disposable towels or hand dryers, and trash cans. Hand washing sinks are required to have signs reminding employees to wash hands and water that reaches at least 100°F.

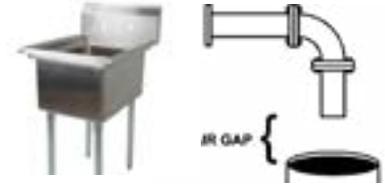
NOTE: Each sink described in this section can **only** be used for its designated purpose (hand washing, dishwashing, food prep, service sink).

NOTE: Restroom requirements will vary. Contact Richland County Building Department or City of Mansfield Bureau of Building Inspections, Licenses and Permits for more information.

Food Preparation Sink

A food preparation sink is required for all food washing, rinsing, soaking, thawing, and cooling. Food preparation sinks must have indirectly connected drains.

This means installation of an air gap between the discharge pipe and the flood level rim; equal to no less than 1 inch or 2 times the diameter of the discharge pipe.



Dishwashing (warewashing) sinks

A 3-compartment sink designated for manual dishwashing is required. The sink should have at least three (3) compartments for washing, rinsing and sanitizing. The sink may also have two (2) drainboards, one for collection of dirty dishes and the other for air drying.

Dishwashers are optional, but a 3-compartment sink is always required in a facility that sells or serves unpackaged food. Each compartment of the sink must be large enough to submerge 1/2 of the largest piece of equipment used (i.e. a small bar sink would not be acceptable for washing large pots and pans).

NOTE: Any kitchen electrical receptacles or receptacles within 6' of the edge of a sink will require Ground-Fault Circuit-Interrupter (GFCI) protection.

NOTE: Bar areas also require a 3-compartment sink for glasses.



Service Sink

Also called a mop sink or utility sink. The service sink must include a faucet and a drain, and it should also have hooks to allow mops to air dry. If the faucet has a hose attached, a backflow prevention device (such as an ASSE 1001 or 1011) must be in place. All facilities are required to have a sink for disposal of mop water. Mop water cannot be disposed of in any other plumbing fixture (e.g. toilets).

Suggestion: A curbed floor sink makes dumping mop water less difficult, and may function as a storage area for the mop bucket when it is not in use.



Grease interceptor (grease trap)

A grease interceptor is a device that collects fats, oils and grease in order to prevent build up in the municipal sewer system. They are required at every 3-compartment warewashing sink, with the exception of bar sinks.

NOTE: Grease traps must be cleaned periodically to maintain working order. Cleaning frequency depends upon restaurant volume.

Food Equipment Cross Connection Prevention Table

Fixture	Sewage Disposal			Water Supply					
	Air Gap	Air Break	Direct Connect	AVB	PVB	RPZ	Hose Bib	Air Gap	Dual Check Valve
Bain-Marie	X							X	
Beverage dispenser with Carbonator					1022				1022
Boiler						1013		X	1012
Chinese wok range	X			1001	1020	1013		X	1024; 1012
Combi-style oven/ steamer	X							X	
Culinary (food prep) sink	X							X	
Detergent feeder on faucet				1001	1020	1013		X	
Dipper wells	X							X	
Dish machine	X	X		1001				X	
Espresso/ noncarbonated		X			1022 Only				1022
Garbage disposal				1001	1020			X	
Glass washer	X	X	X					X	
Hose connections				1001	1020	1013	1011		
Hot water dispenser								X	
Ice machine	X			1001				X	
Ice storage bin	X							X	
Kettle	X			1001	1020			X	
Other sinks, except hand sinks	X	X	X					X	
Outdoor sprinkler or irrigation system				1001	1020	1013			
Overhead spray rinse					1020			X	
Potato peeler	X							X	
Power washer					1020	1013			
Refrigeration condensate drain lines	X							X	
Rethermalizer	X				1020				1024
Retractable hose reel					1020	1013		X	1024
Service (mop) sink faucet				1011	1020			X	
Steamer	X								1024; 1012
Steam tables	X			1001				X	
Three-compartment	X	X	X	1001	1020			X	
Toilet			X	1002	Anti-siphon ballcock				
Urinal			X	1001					

AVP=Atmospheric vacuum breaker; PVB=Pressure vacuum breaker; RPZ=Reduced pressure principle backflow preventer

Additional Equipment Considerations...



Adequate Lighting

Lighting must be bright enough for safe working conditions and cleaning.

General lighting intensity requirements are:

- 50 footcandles--cooking areas, food prep areas, food service areas
- 20 footcandles--customer self service, inside equipment (e.g. reach-in cooler), hand washing, dishwashing, utensil storage, restrooms
- 10 footcandles--walk-in coolers and freezers, dry storage, and other areas

NOTE: When submitting lighting plans to RPH for plan review, ensure indication of:

- (1) the type and location of lighting fixtures
- (2) description of plastic covers, shatterproof bulbs or shields to protect food and equipment



Smooth and Cleanable Surfaces

All floors, walls and ceilings in the facility must be smooth and easily cleanable.

Approved surfaces which are frequently used:

- Floors: sealed concrete, poured epoxy, various types of tile
- Walls: glossy painted drywall, painted concrete block, stainless steel, FRP
- Ceilings: glossy painted drywall (no acoustic tile), vinyl coated drop ceiling
- Base Coving: rubber, tile

NOTE: Make sure plans include the type of floor and wall coverings chosen.

Ventilation hoods

A ventilation hood is required for a grill line, or where any other cooking equipment or a high temperature dish machine is located.

Installation of a ventilation hood requires:

- A permit
- Inspections

Contact Richland County Building Department or City of Mansfield Bureau of Building Inspections, Licenses and Permits (see page 3) with questions about ventilation requirements or permits for installation.



Fire suppression system

If a ventilation hood is required for grease production (due to fryers, a grill, etc), a Type I Hood with fire suppression is required. If a hood is required for heat, condensation or gas only, a Type II Hood may be allowed. Verify the type required through Richland County Building Department or City of Mansfield Bureau of Building Inspections, Licenses and Permits (contact information: see page 3).



Storage

Dry goods storage



Ensure adequate space for storage of dishes, food and equipment. Designated locations should be laid out for all types of items.

All food and single-service items (e.g. 'to-go' containers) must be stored at least 6" off the floor on storage shelving (including inside walk-in coolers and freezers). Look for food grade shelving; unsealed wooden shelves are not allowed.

NOTE: Trash cans and other such non-food grade containers cannot be used for food storage. Large bins of bulk items (e.g. rice, flour) must be made of food grade material and labeled with the name of the food inside.

NOTE: Storage is not premitted around electrical panels. The Fire Code prohibits storage in mechanical rooms, boiler rooms, or electrical equipment rooms.



Chemical storage

In order to prevent contamination, chemicals must always be stored below and/or away from food, equipment and utensils (including dishwashing sinks).

Employee personal storage



Lockers, shelves or another designated area shall be provided for employee belongings. Items such as coats, backpacks, cell phones, open drinks, and cigarettes/vaporizers cannot be located in food prep areas.

NOTE: Please ensure all beverages include both a lid and a straw if used in food preparation areas.



Facility Self Checklist

Here are some important elements that you should start to think about.
During future inspections, similar questions may be asked.

Facilities

- Do you have enough hot water capacity for peak times of business?
- Do you have enough storage space needed for all purposes?
- If you plan to expand the operation, will you have available space?
- Are floors, walls, and ceilings constructed of smooth and easily cleanable material?

Equipment

- Do you have enough space in your commercial coolers and freezers?
- Can you prevent overstocking and allow for required air circulation?
- How will you keep hot foods hot?
- How will you keep cold foods cold?
- Do you have thermometers for all coolers and hot holding equipment?
- Do you have proper thermometers for taking food temperatures?

Services

- Who will provide foods, and are they all from approved sources?
- Who will provide your waste pickup?
- Who will provide grease waste pickup and grease interceptor cleaning services?
- Who will provide certified pest control?
- Who will maintain your hood system and/or fire suppression system?
- Who will provide maintenance for your dishwasher, if one is used?
- Who will provide security services?
- Who will provide your cleaning and chemical services?

Employee Training

- When and how will you train your staff about food safety?
- Is food safety training required based on the risk level of the facility?
- Will one person from the facility acquire food protection manager (level II) certification?
- Will at least one person per shift from the facility become food handler (level I) certified?
- What food safety practices will be covered during staff orientation?
- What is your employee health policy and how is it documented?
- Do you have a written policy and necessary equipment to handle a bodily fluid spill?

Processes

- What will be your process for date marking ready-to-eat foods?
- What will you use to avoid bare hand contact with ready-to-eat foods?
- How will you ensure that a 'first in, first out' system is used for foods?
- Do you have enough commercial cooler space to allow for overnight thawing?
- Do you have enough commercial cooler or freezer space to allow for proper cooling, and do you have shallow pans, ice wands, or other necessary tools?
- Will you keep cooling temperature logs? Who will be responsible?

Design for Cleaning

There are several things you can do to make cleaning simple and limit the amount of future maintenance required.

Consider stainless steel on walls at the grill line, and behind and around any grease producing equipment.

Consider placing large equipment on casters, so it may be moved easily, as this makes it easier to clean behind and between equipment.

Fixed Equipment

- Ensure all equipment that is fixed (because it is not easily movable) is installed to allow for easy cleaning.
- Ensure all table mounted equipment that is not easily moveable is on legs or sealed.
- Ensure all floor mounted equipment that is not easily movable is secured to the floor or elevated on 6 inch legs.



Requirements

1. Two (2) complete sets of **site and floor plans** (as detailed below):

Note: Additional sets of plans may be required for plumbing review.

- a. **Site plan** including location of building, alleys, streets, and outdoor equipment (dumpsters, wells, grease traps, sewage systems, etc.)
- b. **Floor plan** showing areas used for the business, entrances/exits, walls, plumbing, electrical services, mechanical ventilation and location of all equipment required.

Note: **Zoning approval** is required.

2. **Type of food operation:**

Retail Food Establishment (RFE) -or- Food Service Operation (FSO)

3. Proposed **menu**
4. Food **processes**
5. Total **square footage** of the operation
6. Location, number and types of **plumbing fixtures**, including all water supply connections
7. **Lighting plan**
8. **Building materials** and **surface finishes** used
9. **Equipment list** including all manufacturers and model numbers
10. Food protection **training certificates**
11. **Submission** of the above along with appropriate plan review fee
12. **Certificate of Occupancy**
13. **Water Supply:** Public or Private-may need approval from Ohio EPA, Division of Drinking and Ground Water
14. **License Application** with original signature & date of the applicant after plans have been submitted, approved and a pre-licensing inspection conducted
15. **Payment** of appropriate food license fee

You must have your plans approved based on a pre-licensing inspection which will occur prior to issuance of your FSO or RFE License.

1. Submitting Plans

Plans may be submitted in person or via e-mail.

Send your completed plan review, drawings and application electronically to:

envhealth@richlandhealth.org

Or

Richland Public Health
Environmental Health Division
555 Lexington Ave.
Mansfield, OH 44907

Guidelines:

- Submit in PDF format and oriented for viewing purposes.
- Ensure documents appropriately describe thier purpose.

2. Payment (if applicable) can be made to RPH:

In person, via phone, or U.S. Mail System:

Richland Public Health
Environmental Health Division
555 Lexington Ave.
Mansfield, OH 44907
(419) 774-4520

Accepted: *If using a credit card a 2.5% convenience fee will charged.

- Cash
- Check
- Credit card

3. Licensing

A new license is required when remodeling a facility, when change of ownership occurs and/or change of license status is known (change of menu, equipment or pro cesses, etc.)

Note: RPH requires a plan review application and new license when change of ownership occurs. Transferring of licenses is not permitted.

Contact RPH if you have any questions or concerns in regards to plan review or licensing.

For more detailed information visit <http://www.richlandhealth.org/for-business/food-services>

FAQs

What will my risk category be?

Risk Class Levels of RFE/FSO's are based on operation and food production.

Food Service Operation (FSO): a physical location where food is intended to be served in individual portions and prepared or served for a charge.

FSO examples: catering food service operation, food delivery sales operation, mobile food service operation, temporary food service operation, seasonal food service operation, i.e. restaurants, etc.

Retail Food Establishments (RFE): a physical location where food is stored, processed, manufactured, held or handled for retail sale. RFE examples: mobile retail food establishment, seasonal retail food establishment and temporary retail food establishment, i.e. gas stations, grocery stores, bakeries, etc.

There are 4 risk class levels: Level 1, Level 2, Level 3 and Level 4, with Level 4 being the highest risk class due to operation and production.

What will my application cost?

See page 16. For complete current license fee schedule visit:

<https://www.richlandhealth.org/business/food-service-license-2>

When is a plumbing permit required?

- New plumbing work
- Renovations
- Additions
- Any time you are cutting into and replacing or adding to parts of an existing system (sanitary or domestic potable water and/or when adding any type of chemical dispensing equipment which ties into the potable water system, such as soap dispensing stations, etc.)

Who can obtain a plumbing permit?

- Any licensed Plumber in the State of Ohio

Have more questions? Ask an RPH Sanitarian! See page 3.

Start to Finish



Step 1: Submit Plans (at least 30 calendar days prior to construction)

Include the following:

Two (2) complete sets of drawings of the facility

Menu or list of food and beverage items to be sold

Equipment list including manufacturer and model numbers

Food protection certifications

Plan review fees, as applicable

Step 2: Plan Review Process

RPH will review plans within 30 calendar days of submission and payment.

If additions or changes are required, you will likely be contacted.

Changes require a new plan review application submission. Re-submission of plan review will begin a new 30 day review process timeframe.

Step 3: Approval

Information with plan approval will be sent via letter

Plan approvals expire 1 calendar year from approval date

Submit application after plan approval

Step 4: Construction

Ensure that all parties are properly licensed, if required. (A list of licensed plumbers can be found at www.richlandhealth.org-> EH-> plumbing)

Ensure proper permits are obtained through RPH and/or City and County Building Codes and Permits.

City Codes (419) 755-9688

County Codes (419) 774-5517

Certificate of Occupancy must be issued prior to zoning.

Contact RPH if you have any questions or would like to request a walk-through inspection. Zoning, Fire Departments, and Building Codes can do preliminary walk-throughs as well to ensure there won't be any major code requirements that could cause unreasonable hardship.

Step 5: Inspections

At least one person per facility will be required to have Manager Certification in Food Protection Training in RFE/ FSO Level 3 or 4 designated facilities.

At least one (1) person per shift will need to be Person-in-Charge trained, when the Manager trained personal is not on duty.

Obtain signatures from all building inspectors before contacting RPH for a pre-licensing inspection; pre-licensing inspection can be arranged only after a certificate of occupancy has been issued.

RPH requires a minimum of 2 business days notice to schedule your pre-licensing inspection. Business hours are Monday-Thursday

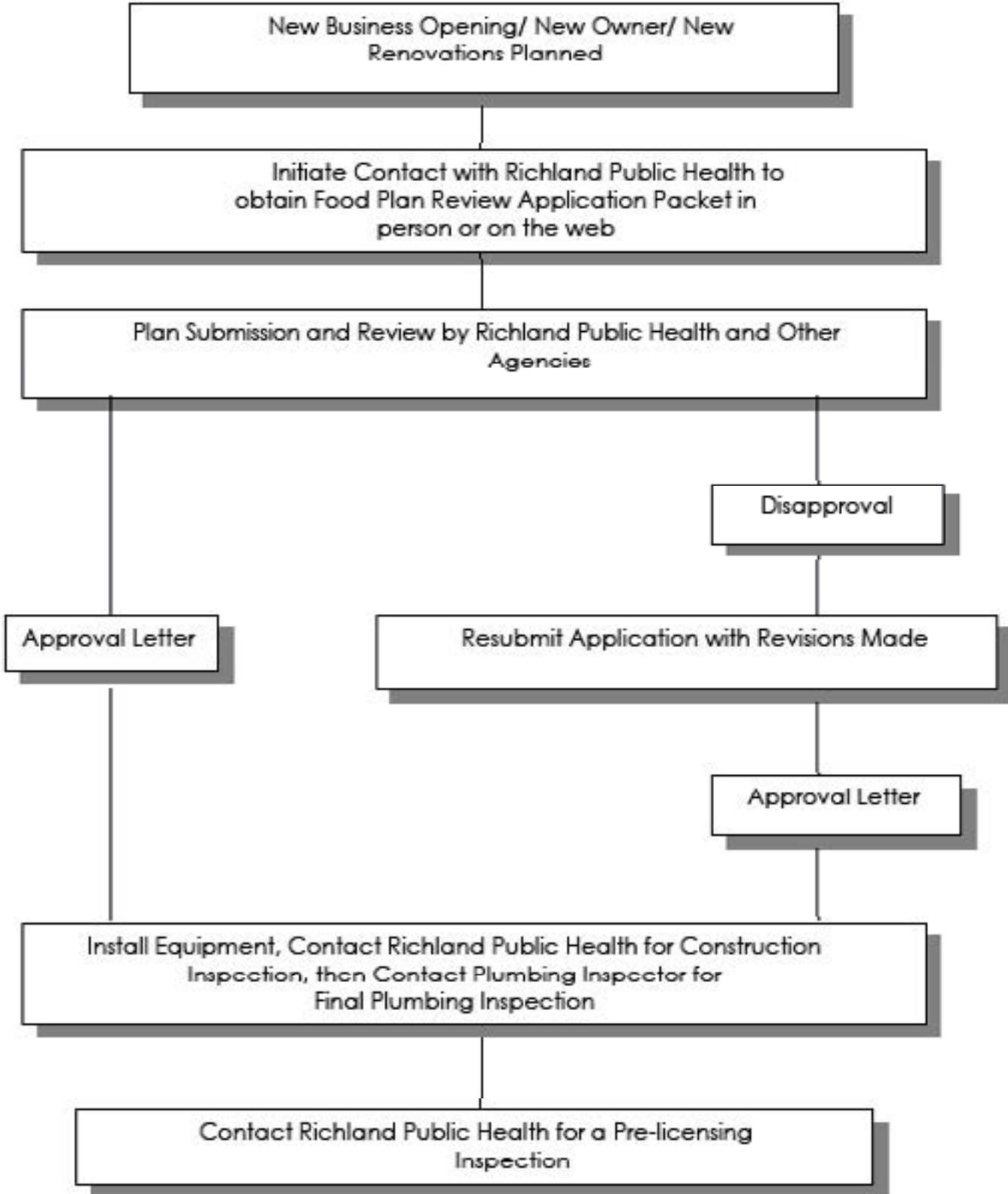
8:00am-4:30pm and Friday 8:00am-4:00pm. To avoid scheduling conflicts, call early and allow time for re-inspections, if necessary.

Call (419) 774-4520 to schedule an inspection.

Once your plans are final approved, application and payment is made and the pre-licensing inspection is completed by RPH, you will be able to

Open for business!

Plan Review Process Flow Chart



After a Pre-licensing inspection has been conducted with no alterations required, the final step is to submit a food license application and appropriate food license fee.

Associated Fees

RICHLAND PUBLIC HEALTH FEE SCHEDULE

(Effective 12/1/19 - 11/30/20)

FOOD SERVICE OPERATIONS AND RETAIL FOOD ESTABLISHMENTS

Resolution #BOH/EH 2019 - 06

<u>CATEGORY</u>	<u>LOCAL FEE</u>	<u>STATE FEE</u>	<u>TOTAL</u>
FSO AND RFE PLAN REVIEW			
Commercial Plan Review Fees < 25,00 SQ. FT.			
Risk Level 1	\$150.00	\$0.00	\$150.00
Risk Level 2 & 3	\$185.00	\$0.00	\$185.00
Risk Level 4	\$200.00	\$0.00	\$200.00
Commercial Plan Review Fees > 25,000 SQ. FT.			
Risk Level 1	\$200.00	\$0.00	\$200.00
Risk Level 2 & 3	\$225.00	\$0.00	\$225.00
Risk Level 4	\$300.00	\$0.00	\$300.00
Non-Commercial Plan Review Fees < 25,000 SQ.FT.			
Risk Level 1	\$75.00	\$0.00	\$75.00
Risk Level 2 & 3	\$90.00	\$0.00	\$90.00
Risk Level 4	\$100.00	\$0.00	\$100.00
Non-Commercial Plan Review Fees > 25,000 SQ.FT.			
Risk Level 1	\$100.00	\$0.00	\$100.00
Risk Level 2 & 3	\$110.00	\$0.00	\$110.00
Risk Level 4	\$150.00	\$0.00	\$150.00

Note: Fees may be required for other agency approvals.



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Food Business Plan Review Application

The remaining portion of this document must be submitted, in its entirety, to RPH before licensing can occur.

Please remove and complete.

Included with this application are the following items:

- Two (2) complete sets of site plans
- Food Protection Certifications
- Menu
- Two (2) complete sets of floor plans
- Equipment List
- Appropriate Plan Review Fee



Applicant Information

Contact Information

Food Facility Name: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Name of Owner: _____ Phone: _____

Owner Email: _____ Business Email: _____

Contact for Plans: _____ Phone: _____

Business Name: _____ Phone: _____

Address for approval letter: _____

City: _____ State: _____ Zip: _____

Plan Review Type (Check one or ALL that apply)

- New Food Establishment
- Same Owner Same Location
- Remodel/Alteration (fee required as determined by RPH)
- Minor Remodel (no fee required as determined by RPH)



Please answer all questions in regards to your establishment.

When answering, ensure you are including equipment and food processes used.

1. Describe how you will maintain temperatures of 135°F or above when hot holding.
2. Describe how foods will be rapidly cooled.
3. Describe how foods will be rapidly reheated to 165°F.
4. Describe how frozen foods will be thawed (for example: refrigeration, microwave, as a part of the cooking process, etc.).

5. Describe how you will wash fruits and vegetables before preparation. Or will these products be received pre-washed and pre-cut?

6. Describe how you will protect Ready-to-eat foods from bare hand contact (for example: gloves, utensils, tissues, etc.).

7. Are any menu items served undercooked or raw? If so, you must post a consumer advisory statement. See section 3717-1-3.5E(1-3) of the Ohio Revised Code for specific language.

YES

NO

8. Will you be providing Catering services? Catering: preparing foods, transporting foods and staying with foods through service, not delivery. If yes, please describe process including preparing off site, washing equipment/utensils and transportation.

9. Is there any product you will be removing from temperature control for a certain time frame? If so, please describe:

Note: Any changes to processes or procedures within the operation, stated on this plan approval, will require authorization from RPH.

Education Requirement

As of March 1, 2010, Ohio Revised Code Section 3717-1-2.4(A)(1) requires a food establishment, FSO or RFE, to appoint at least one (1) person in charge, per shift, who has successfully taken and passed Person-in-Charge (PIC) training.

As of March 1, 2017 all food establishment(s), FSO or RFE, Risk Level 3 or 4 food license(s), must have at least one person per facility with a Manager Certification in Food Protection who has supervisory and management responsibilities and the authority to direct and control food preparation and service per Ohio Revised Code Section 3717-1-02.4(A)(2).

RPH provides scheduled ServSafe Manager Certification in Food Protection in-person courses, which complete the Manager Certification in Food Protection requirement upon passing a final exam with a score of 75% or higher. Upon passing this course, Ohio Department of Health will issue a certificate in food protection. The current cost for the course is \$140.00.

RPH provides Person-in-Charge Training approved through the Ohio Department of Health. RPH will issue a Person-in-Charge (PIC) Certificate.

Visit our website for more details regarding class dates and registration forms:

<https://www.richlandhealth.org/for-business/food-services>

First Name	Last Name	Certificate #	Expiration
------------	-----------	---------------	------------

Manager Certified Personnel:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PIC Certified Personnel:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attach copies of all Manager and PIC training certificates with application packet.



Interior Finishes

Use the following chart to denote all interior finishes.

All surfaces must be smooth and easily cleanable. Contact RPH if you have concerns or questions regarding specific surfaces that are approved for use in a food establishment.

<u>Room Name</u>	<u>Floors</u>	<u>Walls</u>	<u>Ceilings</u>	<u>Coving</u>
<i>Ex: Dry Storage</i>	<i>Ex: Ceramic Tile</i>	<i>Ex: FRP</i>	<i>Ex: Vinyl Tile</i>	<i>Ex: Rubber</i>

Statement of Plan Review Submission

By signing this statement, you agree that the information provided is complete and accurate to the best of your knowledge.

Richland Public Health does not recognize a grandfather clause on non-commercial facilities and/or equipment. Facilities that change ownership and/or remodel are required to bring the establishment up to current codes and standards (OAC 3717-1-20(B)).

I understand that incomplete plans may delay the plan approval process.

I am herein submitting:

Two (2) complete sets of plans, all the other requirements listed on page 11 of the packet, and the appropriate plan review fee.

Signature of Applicant: _____

Date: _____



(For Office Use Only)

Required Signatures (as applicable)

- | | |
|---|-------------|
| <input type="checkbox"/> Zoning | Date: _____ |
| <input type="checkbox"/> Richland County Building Dept. | Date: _____ |
| <input type="checkbox"/> Mansfield City Codes & Permits | Date: _____ |
| <input type="checkbox"/> Ohio EPA | Date: _____ |
| <input type="checkbox"/> Fire Dept. | Date: _____ |
| <input type="checkbox"/> Plumbing | Date: _____ |
| <input type="checkbox"/> Other: _____ | Date: _____ |

EH Clerical Staff

Date Received: ____ / ____ / ____

Fee: \$ _____

Receipt: # _____

Pre-Licensing Inspection Date: ____ / ____ / ____

Approval Date: ____ / ____ / ____

License Assigned: RFE FSO

Risk Level: 1 2 3 4

Sanitarian Approval Signature

Date

