



**Richland
Public Health**
Prevent. Promote. Protect.

Opening a Food Business

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



Created by the
Richland Public Health
Environmental Division

Table of Contents

Greetings.....	3
Contact Information.....	4
Planning/Equipment Needed	5
Cross Connection Prevention.....	7
Additional Equipment Considerations...	8
Storage.....	9
Requirements.....	12
Plan Submission, Payment, Licensing...	13
FAQs.....	14
Start to Finish.....	15
Process Flow Chart.....	16
License Fee Schedule (Subject to Change)	17
Application.....	18





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 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
Ohio Department of Commerce/ Division of Liquor Control	Liquor License	(614)644-2360 web.liqr@com.state.oh.us
Richland County Building Department	Review and approve plans, Issue Permits to Commercial and Residential Buildings	(419)774-5517
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 mmilliron@ci.mansfield.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 Food Service Operations	(614)728-6250 www.ohioagriculture.gov foodsafety@agri.ohio.gov
Ohio EPA Division of Drinking and Ground Water	Private Water Systems	(614)644-2752 whp@epa.ohio.gov
Ohio Department of Health	State Agency for Food Service Operations	(614)644-7416 foodsafety@odh.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 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):

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

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.



National Sanitation Foundation



Edison Testing Laboratories



Canadian Standards Association



Underwriters Laboratories



← The basic enhanced mark

← The SANITATION attribute

Underwriters Laboratories

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 a minimum of 100°F.

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

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

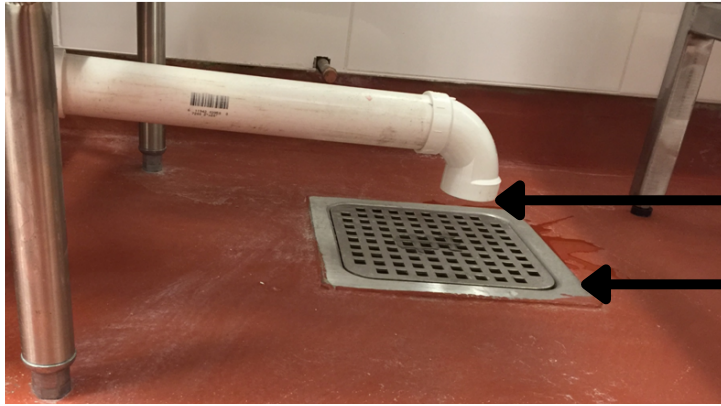
Food Preparation Sink

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 one (1) inch or two (2) times the diameter of the discharge pipe. (See page six (6) for a visual diagram of an air gap.)



Planning continued...

Plumbing Air Gap Example:



Air Gap (Drainage System). The unobstructed vertical distance through the free atmosphere between the outlet of the waste pipe and the flood level rim of the receptacle into which the waste pipe is discharging.

Outlet of the waste pipe

Air Gap ↑↓

Flood level rim of the receptacle

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 is recommended to 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 six (6) foot of the edge of a sink will require Ground-Fault Circuit-Interrupter (GFCI) protection.

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

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. Please inquire with Richland Public Health with any additional grease interceptor questions by contacting (419)774-4536.



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 preparation 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 Examples: Rubber, tile.

NOTE: Make sure plans include 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



NOTE: 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 six (6) inches 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.



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 preparation areas.

NOTE: Please ensure all beverages include both a lid and 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?

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 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 six (6) inch legs.

Requirements For Your Food Plan Review



- 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)

(See page XX for food operation definitions.)

- 3) **Proposed menu**

- 4) **Food processes**

(See page XX for clarification)

- 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.



What's Next?

Submitting Plans

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

Send your completed plan review, drawings and application electronically to: envhealth@richlandhealth.org

OR

Richland Public Health
Environmental Health Division
555 Lexington Avenue
Mansfield, OH 44907

NOTE: Submit your plans in PDF format and oriented for viewing purposes. Ensure the documents enclosed appropriately describe their purpose.



Payment (if applicable) can be made to Richland Public Health:

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

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

Payment Types Accepted:

- Cash
 - Check
 - Credit Card*
- * If using a credit card, a 2.5% convenience fee will be charged.



Plan Review/Licensing

A plan review is required to be submitted when remodeling a facility or a change of ownership occurs. RPH requires a 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>

Frequently Asked Questions



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, season retail food establishment and temporary retail food establishment (i.e. gas stations, grocery stores, bakeries, etc.).

There are four (4) risk class levels: Level 1, Level 2, Level 3 and Level 4. Level 4 is the highest risk class due to operation and production.

What will my application cost?

For a complete current license fee schedule visit:

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

When is a plumbing permit required?

- New plumbing work
- <https://www.richlandhealth.org/business/food-service-license-2>
- 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.)

When is a plumbing permit required?

Any licensed Plumber in the State of Ohio



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 one (1) calendar year from approval date. Submit your 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 requirement that could cause unreasonable hardship.

Step 5

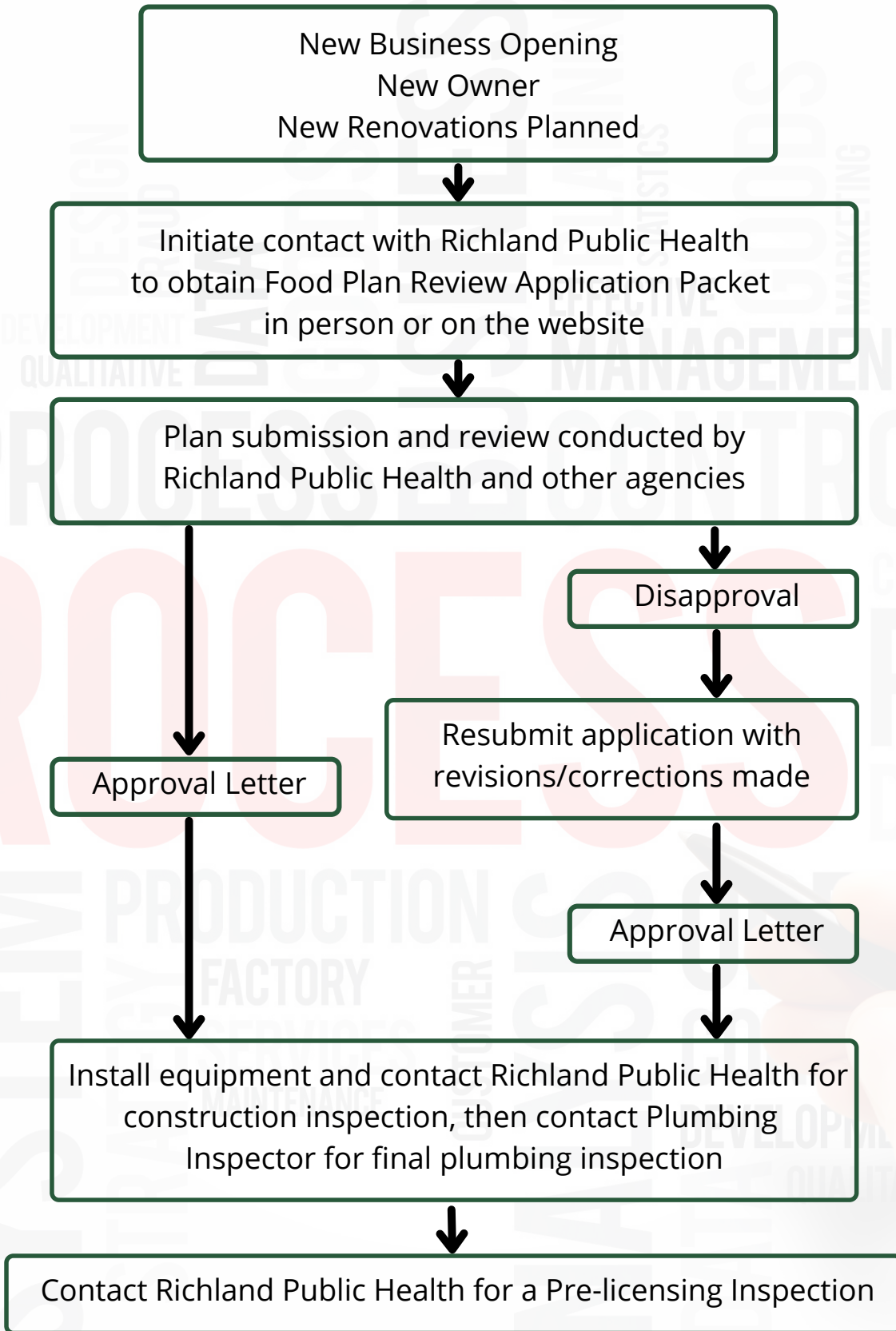
Inspections

At least one(1) 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 two (2) business days notice to schedule your pre-licensing inspection. Business hours are Monday - Thursday, 8:00 am - 4:30 pm and Friday 8:00 am - 4:00 pm. 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.



**Richland
Public Health**
Prevent. Promote. Protect.

Questions? Please call: (419)774-4520

Food Business Plan Review Application

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



Richland Public Health
Environmental Division
555 Lexington Avenue
Mansfield, OH 44907
www.richlandhealth.org





Environmental Health Division
 Food Program
 555 Lexington Avenue
 Mansfield, OH 44907
 (419) 774-4520
 (419) 774-0845 Fax

Food Business Plan Review Application

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

Required with this application are the following items:

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

Date:

Plan Review Type:

Check one or ALL categories that apply below.

<input type="checkbox"/> New Food Establishment	<input type="checkbox"/> New Owner	<input type="checkbox"/> New Location	<input type="checkbox"/> Remodel and/or Alteration (fee required as determined by RPH)
---	------------------------------------	---------------------------------------	--

Facility Contact Information:

Food Facility Name:		
Address:	Phone:	
City:	State:	Zip:
Business E-mail:		

Owner Contact Information:

Name of Owner:		
Address:	Phone:	
City:	State:	Zip:
Owner E-mail:		
Contact for Plans:	Phone:	
Business Name:	Phone:	

Address to Mail Approval Letter:

Address:	Phone:	
City:	State:	Zip:

Type of Establishment:

Check ALL categories that apply below:

- | | | |
|--|---|---|
| <input type="checkbox"/> Restaurant or Diner | <input type="checkbox"/> New Food Establishment | <input type="checkbox"/> Child Care Facility |
| <input type="checkbox"/> Meat/Fish Market | <input type="checkbox"/> Caterer | <input type="checkbox"/> Pizza Shop |
| <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Diner/Café | <input type="checkbox"/> Long-term Care |
| <input type="checkbox"/> Coffee Shop | <input type="checkbox"/> School | <input type="checkbox"/> Micro Market |
| <input type="checkbox"/> Grocery Store | <input type="checkbox"/> Bar | <input type="checkbox"/> Other (Please specify) |
| | | _____ |

Square Feet of Establishment: _____

Water Supply: City Other (Please specify): _____

Sewage Disposal: Sanitary Sewer Semi-public Sewage Treatment System*
 *IF Semi-public, is it approved by OEPA?
 Yes No

Please answer all following questions regarding your establishment. When answering, ensure you are including equipment and food processes used. When answering “Yes” please include details. All questions must be answered “Yes,” “No,” or “N/A” (not applicable). ANY changes to processes or procedures within the operation stated on this plan approval, will require authorization from RPH.

Will you be hot-holding foods? If so, describe how you will maintain temperatures of 135°F or above when hot-holding.

- Yes (Explain in detail below.) No N/A

What will you do with leftover hot foods at the end of the day? Describe the process in detail and where this process will be done.

Will you be reheating foods? If yes, describe how foods will be rapidly reheated to 165°F.

- Yes (Explain in detail below.) No N/A

Describe how frozen foods will be thawed. (for example: refrigeration, microwave, as part of the cooking process, etc.)

Will all produce be washed on-site prior to use? Explain answer if no.

- Yes No (Explain in detail below.) N/A

Are there any menu items served undercooked or raw (i.e. Sunny-side up eggs)? 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 (Explain in detail below.) No N/A

Will you be providing catering services? (Catering: preparing foods, transporting foods and

staying with foods through service, not delivery.) If yes, please describe the process including preparing off-site, washing equipment/utensils and transportation.

- Yes (Explain in detail below.) No N/A

Is there any product you will be removing from temperature control for a certain timeframe?

- Yes (Explain in detail below.) No N/A

Describe the procedure used for minimizing the length of Time/Temperature Control For Safety (TCS) foods will be kept in the temperature danger zone (41°F - 135°F) during preparation.

Will you be doing any specialized processes such as:

- | | | |
|---|------------------------------|-----------------------------|
| Reduced oxygen packaging | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sous Vide | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sushi (If yes, answer questions below.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sashimi (If yes, answer questions below.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

What species of raw fish will be used?

How will parasite destruction be achieved?

Interior Finishes:

Use the following chart to indicate all interior finishes (unless already included in plans).

This information is included in plans submitted.

Location/Room	Floors	Walls	Ceilings	Coving
<i>Example:</i> Dry Storage Room	Sealed Concrete	FRP	Vinyl tile	6" Quarry Tile
Kitchen				
Bar				
Dishwashing Area				
Walk-in Refrigerators And Freezers				
Restrooms				
Mop Service Area				
Service Areas/ Buffets/ Salad Bars				
Other: (Please Specify)				
Other: (Please Specify)				
Other: (Please Specify)				
Other: (Please Specify)				

All surfaces must be smooth and easily cleanable. Contact RPH if you have questions regarding whether specific surfaces are approved for use in a food service operation.

Equipment List:

Provide the following information for all equipment you will be using in your facility. All equipment must be commercial grade and certified by an approved agency. The back side of this form may be used if additional space is required.

This information is included in plans submitted.

Equipment Description	Certification Agency	Manufacturer	Model Number

Plan Review Components

The plans submitted to RPH must be legible, in English and include the following information. Lack of complete information may delay plan approval and/or the opening of your business. All items in bold are required for every new facility. Other items depend on the facility type.

Please indicate that the following are included (X) or indicate if not applicable (N/A).

Plan Review Components	Yes (It Is Included!)	N/A (Not Applicable)
<input type="checkbox"/> Site plan		
Show designated area for garbage, grease dumpsters, exterior storage		
Show the location of the building and surrounding streets		
<input type="checkbox"/> Proposed menu or list of food and beverage items (All facilities must submit!)		
<input type="checkbox"/> Facility floor plan, <i>drawn to scale</i>, to include:		
Location of dry goods, chemical, and personal belongings storage		
Location of entrances and exits		
Location of hand sinks available in food prep areas and restrooms		
Location of 3-compartment dish washing sink		
Location of dish machine (Indicate high or low temperature)		
Location of food preparation/vegetable washing sink (Must have indirect drain)		
Location of utility sink/mop sink		
Location of equipment		
<input type="checkbox"/> Completed Equipment list, include make & model numbers (Commercial equipment only!)		
Include elevations or indicate installation of equipment (Casters, legs, fixed/sealed)		
<input type="checkbox"/> Basic plumbing drawings including the following:		
Show grease trap location		
Show all indirect plumbing connections and floor drains and sinks		
<input type="checkbox"/> Completed Interior finish schedule with materials for floors, walls, ceilings and coving		
<input type="checkbox"/> Lighting plan (Include type of fixtures and location of lights)		
<input type="checkbox"/> Ventilation Hoods (As approved by local building jurisdiction)		

Education Requirement:

As of March 1, 2010 the Ohio Revised Code requires that at least one person in charge (PIC) per shift of a food service operation or retail food establishment must have attended the Level One training or an equivalent approved training prior to the business being licensed. Proof of completion will be required to obtain the proper food license. At least one(1) person per facility will be required to have Manager Certification in Food Protection Training in RFE/FSO Level 3 or 4 designated facilities.

PIC Name: _____ Certification #: _____

Manager Certification Name: _____ Certification #: _____

Plan Review Submission:

A Plan Review Application must be submitted by the owner/operator to Richland Public Health before plans are reviewed. Upon approval of the Plan Review Application, the plan review fee will be due based on the assigned risk level.

Upon a satisfactory pre-licensing inspection, the appropriate fee will be collected and the proper license will be issued. To the best of my knowledge, this application is complete and accurate. I understand that and incomplete application and/or plans may delay the plan approval process.

Applicant Signature:	Date:
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Submit Plans To: Richland Public Health
 555 Lexington Avenue
 Mansfield, OH 44907

(419)774-4520
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