

# FOOD FACILITY PLAN REVIEW PACKET



*Living Longer, Living Well*

*Miami County Health District*

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## Food Service Operations and Retail Food Establishments

### What is this packet?

- This document is designed to be a summary of the most common issues for planning or altering a food facility, or when changing ownership, license holder, or risk levels. We created this packet from requirements outlined in the Ohio Uniform Food Safety Code. The complete Uniform Food Safety Code for food facilities may be found in the Ohio Administrative Code 3717-1. We strongly suggest that you consult this code as you develop your plans or renovations. The Code is available on the Miami County Health District website at:

[http://www.miamicountyhealth.net/EH/eh\\_FoodSafety\\_Main.htm](http://www.miamicountyhealth.net/EH/eh_FoodSafety_Main.htm)

### When do I need a plan review?

- Construction, installation, or equipping of a new food service operation or retail food establishment.
- Significant alteration of an existing food service operation or retail food establishment.
- Change of ownership, license holder, or risk level of a food service operation or retail food establishment.

### What is the first thing I need to do?

- Read the ENTIRE packet.
- Submit your plans well in advance of your construction or alterations – the plans are subject to change by the Health District.
- Ensure that your proposed construction meets all applicable Building and Zoning Department regulations and requirements. You may contact the Building Department at 937-440-8066 and the Zoning Department at 937-440-8108.
- Schedule and attend a level one certification in a food protection course for each person-in-charge per shift. When a new food service operation or a new retail food establishment is licensed, a level one certification in food protection is mandatory for the person-in-charge. Contact the Health District for approved training agencies.

### What license category do I fall under?

- Food facilities are licensed as Food Service Operation (FSO) or Retail Food Establishment (RFE).
- A typical FSO is a restaurant selling *individual servings*.
- A typical RFE is a grocery store or pizza parlor selling *multi-serving* foods.
- If you need help determining which category you fall under, please contact the Health District.

## What risk level do I fall under?

- Food facilities are licensed as either a Risk Level 1, 2, 3, or 4. Risk levels describe the potential risk that the facility poses to public health and the probability of a foodborne illness. As the risk level increases, so does the number of inspections performed.

**Risk level 1** poses potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates. Examples of risk level 1 activities include, but are not limited to, an operation that offers for sale or sells:

- 1) Coffee, self-service fountain drinks, prepackaged non-potentially hazardous beverages;
- 2) Pre-packaged refrigerated or frozen potentially hazardous foods;
- 3) Pre-packaged non-potentially hazardous foods;
- 4) Baby food or formula.

**Risk level 2** poses a higher potential risk to the public than risk level 1 because of hand contact or employee health concerns but minimal possibility of pathogenic growth exists. Examples of risk level 2 activities include, but are not limited to:

- 1) Handling, heat treating, or preparing non-potentially hazardous food;
- 2) Holding for sale or serving potentially hazardous food at the same proper holding temperature at which it was received; or
- 3) Heating individually packaged, commercially processed potentially hazardous foods for immediate service.

**Risk level 3** poses a higher potential risk to the public than risk level 2 because of the following concerns: proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption, or processing a raw food product requiring bacterial load reduction procedures in order to sell it as ready-to-eat. Examples of risk level 3 activities include, but are not limited to:

- 1) Handling, cutting, or grinding raw meat products;
- 2) Cutting or slicing ready-to-eat meats and cheeses;
- 3) Assembling or cooking potentially hazardous food that is immediately served, held hot or cold, or cooled;
- 4) Operating a heat treatment dispensing freezer;
- 5) Reheating in individual portions only; or
- 6) Heating of a product, from an intact, hermetically sealed package and holding it hot.

**Risk level 4** poses a higher potential risk to the public than risk level 3 because of concerns associated with: handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw potentially hazardous meat, poultry product, fish, or shellfish or a food with these raw potentially hazardous items as ingredients; using freezing as a means to achieve parasite destruction; serving a primarily high risk clientele including immuno-compromised or elderly individuals in a facility that provides either health care or assisted living; or using time in lieu of temperature as a public health control for potentially hazardous food; or performs a food handling process that is not addressed, deviates, or otherwise requires a variance for the process. Examples of risk level 4 activities include, but are not limited to:

- 1) Reheating bulk quantities of leftover potentially hazardous food more than once every seven days; or
- 2) Caterers or other similar food service operations that transport potentially hazardous food.

## What are the fees associated with FSOs or RFEs?

- Once you have determined your license category and risk level, you can use the chart below to determine your fees. The plan review fee is 50% of the county license fee based on risk level. Plan review fees apply to new facilities, altered facilities, and risk level changes. Plan review fees are not annual; license fees are. The license must be renewed by March 1<sup>st</sup> of every year. Please note that fees are the same for FSOs and RFEs but vary according to risk level and size.

Risk Level	County License Fee	State License Fee	Total Annual License Fee	Plan Review Fee
Level 1 less than 25,000 ft <sup>2</sup>	\$180.00	\$28.00	\$208.00	\$90.00
Level 2 less than 25,000 ft <sup>2</sup>	\$203.00	\$28.00	\$231.00	\$101.50
Level 3 less than 25,000 ft <sup>2</sup>	\$376.00	\$28.00	\$404.00	\$188.00
Level 4 less than 25,000 ft <sup>2</sup>	\$468.00	\$28.00	\$496.00	\$234.00
Level 1 more than 25,000 ft <sup>2</sup>	\$255.00	\$28.00	\$283.00	\$127.50
Level 2 more than 25,000 ft <sup>2</sup>	\$266.00	\$28.00	\$294.00	\$133.00
Level 3 more than 25,000 ft <sup>2</sup>	\$898.00	\$28.00	\$926.00	\$449.00
Level 4 more than 25,000 ft <sup>2</sup>	\$954.00	\$28.00	\$982.00	\$477.00

## What is the procedure for opening, renovating, changing ownership/license holder, or changing the risk level of a food facility?

- 1) Determine if your facility has city/municipal water and sewage removal. [If your facility is not connected to municipal water and sewer](#), you **must** obtain approval from the Ohio Environmental Protection Agency (OEPA) *Surface Water and Drinking and Ground Water Divisions* (937-285-6357) of your sewage and water systems before continuing the plan review process.
- 2) Submit **two** copies of all plans (one for the Plumbing Department, one for the Health District) (during a change of ownership, license holder, or risk level the facility and equipment must be upgraded to comply with all current regulations).
- 3) Submit a copy of your menu or proposed food list, equipment specification sheets showing NSF-certifications, and the license application sheet. Submit any other documents that you feel may help the Health District review the plans.
- 4) Submit copies of the food protection course training certificates for each person-in-charge per shift.
- 5) Pay plan review fee (based on risk level classification) when you submit the plans and supporting documentation.
- 6) The Health District will either approve or disapprove the plans within **thirty days**.
- 7) Changes or alterations must be submitted in writing to the Health District. Submit **two** copies of all altered plans (one for the Plumbing Department, one for the Health District).
- 8) After the plans are approved, you may begin work on your facility.

(continued on the next page)

- 9) Pay for a food license at the Health District once construction or alteration is complete (at least ten days prior to the projected opening date).
- 10) Schedule and complete a final plumbing inspection with the Plumbing Department.
- 11) Obtain an occupancy permit from the Building Department.
- 12) Schedule a pre-licensing inspection with the Health District **before** opening the facility.
- 13) Pending compliance with all Uniform Food Code rules and regulations, the license will be mailed following the inspection. An inspection will be performed within 30 days of opening.

### How long will a review take?

- According to the Ohio Administrative Code Chapters 3701-21 and 901:3-4, once plans have been submitted to the Health District, we have 30 days to respond (either with an approval or changes that must be made) to your plans. If the Health District disapproves your plans, any resubmission of modified plans will require another review and may take another 30 days. Therefore, we strongly suggest that you plan ahead.

### Can I start constructing or renovating before the review is complete?

- No. According to the Ohio Administrative Code Chapters 3701-21 and 901:3-4, you must have written approval from the Health District before you can begin construction or alteration. There are no exceptions. Furthermore, the Plumbing Department will not issue a plumbing permit until they have written approval of the plans from the Health District.

### Who is responsible for the operation of the FSO or RFE?

- The license holder is considered the “Person-In-Charge” (PIC).
- The PIC is directly responsible for the safe and sanitary operation of the facility to protect public health. You are responsible to comply with all applicable food service codes outlined in the Ohio Administrative Code (OAC) and the Ohio Revised Code (ORC). You are also responsible for training support staff/volunteers to comply with these codes. The OAC Chapter 3717-1-02.4 outlines many of the responsibilities of the PIC.
- PIC responsibility is often overlooked. A well-constructed facility is the foundation for a successful operation – however, without a knowledgeable PIC, how can you expect to safely operate a food service facility? If you are not the PIC, please pass this information on to the PIC.
- The Miami County Health District will provide you with one copy of the state code. You can also download the Uniform Food Safety Code at our website:

[http://www.miamicountyhealth.net/EH/eh\\_FoodSafety\\_Main.htm](http://www.miamicountyhealth.net/EH/eh_FoodSafety_Main.htm)

## What are the minimum items to include on the floor plan?

- The floor plan must be reasonably to scale.
- The floor plan must include the following items:
  - 1) Location of all food equipment.
  - 2) Location and description of all food preparation surfaces (tables, etc).
  - 3) Location and description of all dry storage racks/areas.
  - 4) Brief description of “operations flow” in the kitchen.
  - 5) Location of all plumbing fixtures (sinks, toilets, etc.).
  - 6) Size specifications for all plumbing fixtures.
  - 7) Location and capacity of grease interceptor.
  - 8) Location of backflow prevention devices.
  - 9) Total area of the facility in square feet.
  - 10) Description of water and sewage systems (public/city or private/EPA).
  - 11) Entrances and exits.
  - 12) Lighting plan.
  - 13) Seating plan.
  - 14) Location of dumpster(s).
  - 15) Location of chemical and maintenance equipment storage room.
  - 16) Location of employee break room and employee personal item storage lockers.
  - 17) Description of floor surfaces.
  - 18) Description of wall surfaces.
  - 19) Description of ceiling surfaces.
  - 20) Description of baseboards.

## What are the basic sanitation requirements?

- Because handwashing is such an important factor in the prevention of foodborne illness, sufficient facilities **must** be available to make handwashing not only possible, but likely.
- You must have a minimum of two handwashing sinks (this is in addition to the sinks required for the restrooms).
- Separate handwashing sinks, easily accessible to employees, must be installed in the following locations: food preparation areas, dishwashing areas, kitchen entrances, and kitchen exits. Additional handwashing sinks may be required depending on the type and size of the facility.
- All handwashing sinks (including sinks in all bathrooms) must be equipped with proper handwashing signs, clearly visible, notifying all employees to wash their hands.
- All handwashing sinks must be equipped with hand/fingernail cleaning brushes.
- All handwashing sink stations must be equipped with sufficient warm water (100°F), soap, paper towels/hot air dryer, and a waste container.
- A three-compartment sink with two drainboards is **required** for washing, rinsing, sanitizing and air-drying. Sink compartments must be large enough to accommodate the largest utensils or equipment being used.
- If used, a commercial dishwashing unit must be NSF-certified. However, it is **not** a substitution for a three-compartment sink.
- Restrooms equipped with adequate handwashing stations per state plumbing codes.
- A curbed floor mop sink with a floor drain.
- A “dump sink” is strongly recommended if you will be preparing coffee or will be refilling any type of drink for customers. A dump sink is **not** a hand washing sink.

## What are the basic food and food equipment requirements?

- All food equipment must be commercially approved, listed, and classified for sanitation by an ANSI-accredited organization. Acceptable certification marks (must be visible on equipment) are: **NSF, UL Sanitation, ETL Sanitation, CSA Sanitation.**
- All food equipment must be smooth, easily cleanable, and non-porous.
- All food equipment must be on casters (for cleanability) or be sealed to the wall.
- A food preparation sink is required if any food will be washed, thawed, or prepared using water. This sink should be equipped with at least one drainboard. This sink must be large enough to accommodate all of your proposed preparation activities.
- A food prep sink is required for **all** risk level three and risk level four food facilities.
- Sufficient cold holding units (refrigerators) that will maintain 41°F or lower at all times and be of sufficient space to prevent overloading. All units must be equipped with a thermometer.
- All risk level 4 facilities must install a walk-in cooler.
- Sufficient hot holding units that will maintain 135°F or higher at all times.
- All food and drink must be obtained from approved sources that comply with the law.

## What are the basic plumbing requirements?

- All plumbing work **must** be performed by a plumber registered with the Miami County Plumbing Department.
- The facility may be subject to Americans with Disabilities Act (ADA) requirements – contact the Plumbing Department at 937-440-5450 and the Building Department at 937-440-8066.
- At least one restroom must be provided for employees.
- The facility may be required to have public restrooms – please contact the Miami County Plumbing Department for specific rules and regulations for restrooms.
- Restrooms must be equipped with self-closing doors.
- Food preparation sinks must be indirectly drained.
- A “bus sink” (separate from hand sinks, prep sinks, and three-compartment sinks) should be installed if water, drinks, or coffee will be served.
- Sinks should be sealed/caulked to the wall.
- Pipes extruding from walls should have escushions or be sealed to eliminate all openings.
- Grease interceptors must be properly sized and installed per state plumbing codes.
- Grease interceptors should be installed outside of the facility.
- Backflow prevention devices must be properly installed according to ASSE requirements and are subject to yearly inspections.
- Sufficient number of floor drains throughout the facility.

## What are the basic surface requirements?

- All food contact surfaces and prep areas must be smooth, non-porous, durable, and easily cleanable (stainless steel for most surfaces is recommended). Wood surfaces for food prep are not acceptable.
- All walls and floors must be smooth, non-porous, durable, and easily cleanable (stainless steel or fiberglass reinforced plastic {FRP} board wall coverings are recommended).
- Walls behind sinks & cookware should be covered with FRP, stainless steel, or similar material.
- All ceilings must be smooth, durable, and easily cleanable.

## What are the basic physical facility requirements?

- Ensure that your proposed construction meets all applicable Building and Zoning Department regulations and requirements. You may contact the Building Department at 937-440-8066 and the Zoning Department at 937-440-8108.
- Adequate dry storage facilities must be available. You should always “oversize” your dry storage areas – you will grow into it.
- All areas of the facility must have covered baseboards installed.
- Lighting must be adequate. Lighting is measured in foot-candles: 50 foot-candles is required in areas where employees work with food or food equipment; 20 foot-candles is required at buffets, salad bars, inside equipment such as refrigerators, restrooms, utensil storage, handwashing and dishwashing areas; 10 foot-candles is required in dry storage areas.
- The facility may be required to install hood ventilation and/or fire suppression systems. Check with the local Fire Department and Building Department where your facility is located for these requirements.
- All light bulbs must be shielded or shatter-resistant in areas where exposed food, equipment, food contact surfaces, or utensils are present.
- All cabinets must be fully enclosed – especially the backs of cabinets. For example, the back of a cabinet may not be left open and simply connected to a wall. The cabinet must have a sealed back that is part of the cabinet structure.
- No exposed, unsealed wood is permitted around sinks, countertops, etc.
- Air intake and exhaust vents must be placed in a way to prevent the contamination of exposed food, equipment, food contact surfaces, and utensils.
- All dishwashers must have a ventilation system to remove water vapor.
- The ceiling in food preparation areas, ware washing areas, restrooms, and above mop sinks must be constructed of a smooth, non-porous, and easily cleanable surface (such as vinyl composition tiles). You may not use acoustic tiles in these areas.
- The facility must have a designated chemical and maintenance equipment storage room.
- All outdoor storage surfaces for dumpsters must be constructed of a nonabsorbent material (such as asphalt or concrete) and must be sloped to drain. Dumpsters must be adequate and maintained to handle the volume of waste as to not create a public health nuisance.
- The facility must have a designated room for employees to eat, drink, and store personal items. This room must be separate and located away from food, equipment, food contact surfaces, and utensils. This room must be equipped with lockers for employees to use.
- Sufficient waste containers must be located throughout the facility.
- The Miami County Auditor requires that all businesses obtain a vendor’s license. You can obtain this license at their office located at 201 W. Main St., Troy, OH 45373.

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**Application for a License to Conduct a:** (check only one)

- Food Service Operation  
 Retail Food Establishment

**INSTRUCTIONS:**

Complete the applicable sections. (Make any corrections if necessary)  
 Sign and date the application.  
 You may pay by check, cash, money order, or credit card.  
 Checks may be made payable to: [Miami County Health District](#)  
 Return payment and application by: \_\_\_\_\_

to: [Miami County Health District](#)  
[510 W. Water St., Suite 130](#)  
[Troy, OH 45373-2985](#)

\*There is a mandatory penalty fee of 25% of the renewal fee for operating a food service operation or retail food establishment after the deadline (Chapter 3717 of the Ohio Revised Code).

Before the license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing/renewing the license. This action is governed by the Ohio Revised Code 3717.

Name of Facility		Name of License Holder	
Address		E-mail	
City		State	Zip
Phone #	Fax #		Check if applicable <input type="radio"/> Catering <input type="radio"/> Seasonal
Name of individual certified in food protection (if any) and certificate number (use back for additional names)			

Mailing address for annual renewal if different than above:

Name of parent company or owner		Phone #	
Address		E-mail	
City		State	Zip
<b>I hereby certify that I am the license holder, or authorized representative, of the food service operation or retail food establishment indicated above:</b>			
<b>Signature:</b>		<b>Date:</b>	

**Licensors to complete below**

Category			
License fee	+ Late Fee	+ State Amount	= Total amount due

Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date	Audit no.	License no.
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