



FOOD FACILITY REMODEL/RENOVATION PACKET

(For all operators of Food Service Operations and Retail Food Establishments)

PACKET SUBMISSION

Submit Plans To: Miami County Public Health
510 West Water Street Suite 130
Troy, Ohio 45373



Questions? Phone: 937-573-3504
Email: EH@miamicountyhealth.net

Plans Submitted To: Building Dept: _____ Fire Dept: _____ Plumbing Div: _____ Zoning: _____ EPA: _____
(If applicable)

Other Agency: _____

****This plan review application is only for remodeling or renovation while a food facility stays open****

PLAN REVIEW PROCESS

Step 1: Submit Plans

- The completed packet submitted to Miami County Public Health (MCPH).
- Plan review fee may be required before review of plans can occur.

Step 2: Plan Review Process

- Within 30 days of submission, MCPH will review the plans and respond with approval or disapproval.
- Plans may require additional information or changes; changes must be implemented before approval.
- Facility consultation (if requested).

Step 3: Plan Approval

- Upon plan approval, you may begin remodel/renovation.
- The plumbing division will conduct their own review of your plans. Plumbing approval is separate from this approval (if applicable).
- Ensure all contractors obtain permits as required prior to construction.

Step 4: Pre-renovation Inspection(s)

- A scheduled time and date for a Health Department inspection of the barriers (this inspection is done before construction work can start).
 - 2 layers of air-tight plastic

Step 5: Post Renovation Inspection

- A Health Department inspection is conducted to ensure adequate cleaning has been implemented.

FOOD FACILITY PLAN REVIEW APPLICATION

Date: _____

Type: FSO _____ RFE _____

Facility Information:

Name of Facility: _____

Address of Facility: _____
(City) (State) (Zip Code)

Telephone: _____ Email: _____

Applicant/Owner Information:

Applicant's Name: _____

Title (Owner, Manager, Architect, etc): _____

Mailing Address: _____
(City) (State) (Zip Code)

Telephone: _____ Email: _____

Estimated Project Start Date: _____ **Estimated Completion Date:** _____

Main Point of Contact for Plan Review Questions: _____

INTERIOR FINISHES

Room Name	Floors	Walls	Ceilings	Cove Base

Note: Walk-in coolers are required to have cove base on the interior if the floor is concrete. Additionally, FRP is not approved as a surface inside of walk-in coolers.

Common Flooring Finishes: quarry tile, VCT, ceramic tile, poured seamless epoxy, sealed concrete

Common Wall Finishes: Fiber-reinforced panels (FRP), stainless steel panels, ceramic tile

Common Ceiling Finishes: Plastic coated fiberboard, metal clad fiberboard

REMODEL/RENOVATION REVIEW

Answer all questions that pertain to your facility or write N/A

Describe what will undergo renovation/remodel within the facility

Describe how utilities will remain on during operational hours (utilities include water, sewage, and electric)

Describe how employees will have access to restroom facilities (handwashing must be directly available to restrooms)

Describe how food prep area/kitchen will not be contaminated by the remodel

GENERAL REMODEL/RENOVATION CONSIDERATIONS

- **Will a scheduled time and date be given to the assigned inspector to conduct a pre-renovation inspection?**
YES NO (Please circle)
 - If yes, please list specific times & dates? _____
- **Will there be barriers for the remodel to protect prep/kitchen area?** YES NO (Please circle)
 - If yes, number of barriers and locations? _____
- **If the barriers are not working, will the food service immediately act to protect food and equipment from dust and other potential sources of contamination?** YES NO (Please circle)
- **Will the cleaning and sanitizing of all surfaces in the food facility that is affected by the renovation be implemented?**
YES NO (Please circle)
- **Will all exposed food and food contact surfaces and utensils be fully protected from contamination?**
YES NO (Please circle)
 - If yes, explain how? _____

➤ Only food employees are allowed in food prep/kitchen area while open? YES NO (Please circle)

➤ MCPH will be contacted prior to fully reopening when work is completed? YES NO (Please circle)

PREVENTION OF CONTAMINATION REVIEW

Answer all questions that pertain to your facility or write N/A

How will air vents be blocked off and sealed to prevent airborne contaminations?

How will HVAC system be isolated in work areas to prevent duct system from contamination?

➤ **Will a re-inspect of all critical barriers segregating work areas from non-work areas be implemented?**
YES NO (Please circle)

○ If yes, how often? _____

➤ **Will each critical barrier protecting work areas be removed after project completion?** YES NO (Please circle)

➤ **Will adequate cleaning of all equipment and physical facilities take place after barrier removal and before intended operation? (Should be done using wet cleaning methods)** YES NO (Please circle)

FACILITY RISK LEVELS

Food facilities are licensed as either a Risk Level **I**, **II**, **III**, or **IV**. Risk levels describe the potential risk that the facility poses to public health as well as the probability of a foodborne illness. As the risk level increases, so does the number of inspections performed. **I** & **II** are once per year, and **III** & **IV** are twice per year.

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

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

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

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

Risk level III: poses a higher potential risk to the public than risk level II 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 III activities include, but are not limited to:

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

Risk level IV: poses a higher potential risk to the public than risk level III 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 IV activities include, but are not limited to:

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

MCPH FEE SCHEDULE

Once you have determined your license category and risk level, you can use the chart below to determine your fees. 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 1st of every year. Please note that fees are the same for FSOs and RFEs but vary according to risk level and size.

Risk Level	Plan Review Fee
Level 1 < 25,000 sq. ft.	\$100.00
Level 2 < 25,000 sq. ft.	\$150.00
Level 3 < 25,000 sq. ft.	\$350.00
Level 4 < 25,000 sq. ft.	\$400.00
Level 1 > 25,000 sq. ft.	\$150.00
Level 2 > 25,000 sq. ft.	\$200.00
Level 3 > 25,000 sq. ft.	\$450.00
Level 4 > 25,000 sq. ft.	\$500.00

Continuation Sheet for Questions (if needed):