

PLAN REVIEW INFORMATION PACKET

FOOD SERVICE & RETAIL FOOD FACILITIES

ERIE COUNTY HEALTH DEPARTMENT

420 SUPERIOR STREET
SANDUSKY, OHIO 44870



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ERIE COUNTY HEALTH DEPARTMENT

420 Superior Street Sandusky, Ohio 44870

Ph: 419-626-5623 Fax: 419-624-3358

A Guide to Opening or Remodeling a Food Service Operation



The information contained within this booklet will aid you in the development of your food service operation.

To begin the process, the following steps must be followed:

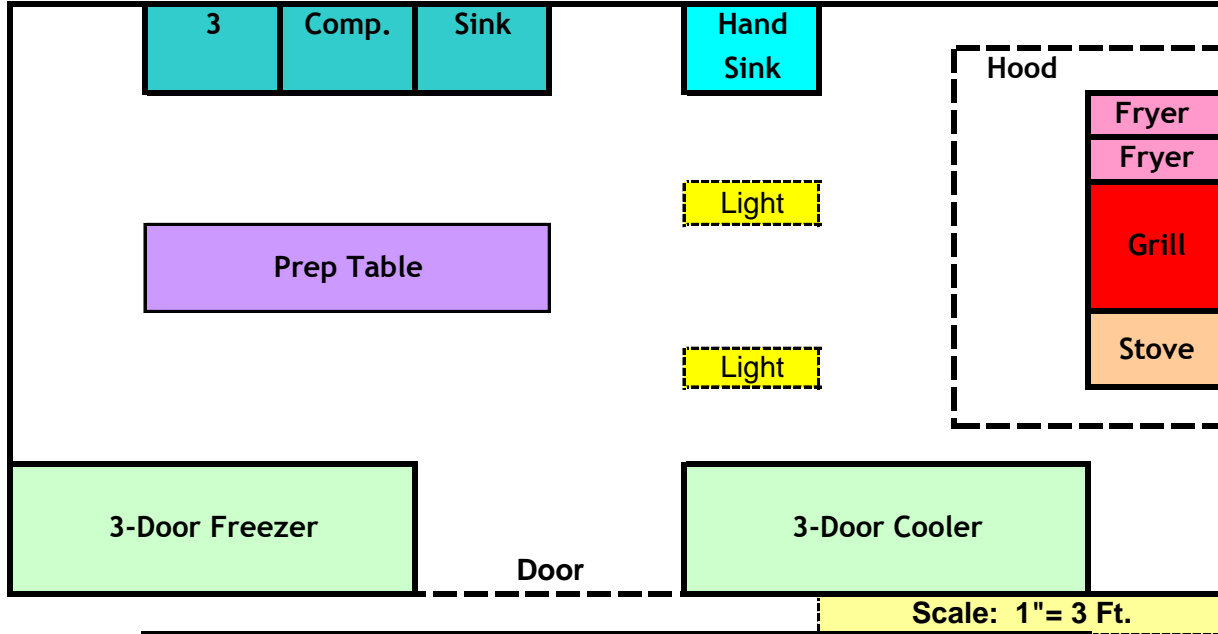
A layout of your facility and equipment list must be submitted to and approved by our department before any construction or remodeling work may begin on the facility. Our department is allotted up to **30 Days** to review and either approve or disapprove the layout specifications, thus it is necessary to submit this information quickly. A layout fee will be assessed when the layout information is submitted. Information on proper layout submission is provided on the following pages.

All structural, electrical and electrical plans, inspections, and approvals must be submitted to and obtained from the building department within your jurisdiction. If your facility falls outside municipal sewage and water connections; plans, permits, and approvals will need to be obtained from the **Ohio EPA** for the installation of proper sewage disposal and water systems. Information on contacts and phone numbers is provided in this booklet.

Please read the information contained in this booklet carefully. Most areas of layout specifications and other pertinent information and phone numbers are covered. However, if you have any questions, please contact our department and we will be happy to guide you through the development process.

PLAN SUBMISSION CONTENTS

Diagramed below is an example of a proper set of food facility plans.






A PROPER SET OF PLANS MUST INCLUDE THE FOLLOWING

- 1 Exact placement of all equipment within the facility (sinks, coolers, freezers, cooking equipment, etc.).
- 2 The finishes that will be installed on all floors, walls, and ceilings
Example: Floor = Quarry Tile, Walls = Laminate Panels, etc.
- 3 The number and exact locations of lighting fixtures, the light intensity provided, and how bulbs will be shielded.
- 4 A listing of all food service equipment with the make and model numbers.
Example: Grill (Hobart TR-170) 3-Door Cooler (True CL-3X)
- 5 Scale of the diagram.
- 6 A complete list (menu) of all foods to be prepared and served.



- 7 Location of all windows and doors.
- 8 Location of all hood systems.
- 9 A plumbing layout of the entire facility.
- 10 Copies of all applicable permits (building, plumbing, electrical, fire protection, water and sewage facilities, zoning, etc.)
- 11 Layout drawing must include an exterior site plan drawing showing locations of items such as exterior seating, dumpsters, sewage treatment systems, parking lots, and must include location if in a larger complex like an amusement park or shopping mall.

FOOD FACILITY DEVELOPMENT TIME TABLE

Plan Submission	ERIE COUNTY HEALTH DEPARTMENT
	<p>Plans must be submitted prior to any construction of the facility. The health department is allotted up to thirty (30) days to review and approve or disapprove plans. Submission of these plans in a timely manner is essential to avoid delays in facility development.</p>
	BUILDING DEPARTMENT
	<p>Plans must be submitted prior to any construction of the facility. Please contact the Erie County Building Dept. for more detailed plan submission requirements.</p>
Construction Phase	ERIE COUNTY HEALTH DEPARTMENT
	LOCAL BUILDING DEPARTMENT
	<p>Remain in frequent contact with both agencies during the construction phases. Immediately notify both agencies of any changes in plans or construction.</p> <p>Both agencies must approve any changes prior to actual implementation of the changes.</p>
Facility Completion	HEALTH DEPARTMENT
	<p>Once all construction is completed, the facility fully cleaned, and all inspections by Erie County Building Department have been received, contact the health dept. at least five (5) days prior to the planned opening date of the facility for final inspection. This is to ensure that if changes need to be made, delays in the opening of the facility will not occur.</p> <p>The facility must pass final inspection and copies of the approvals from all other agencies must be submitted for the facility to be deemed acceptable for licensure and operation.</p>
	BUILDING DEPARTMENT
	<p>Notify the local building department upon completion of all construction. Inspections must be received from this agency prior to inspection and licensure by the Erie County Health Department.</p>

FOOD FACILITY REQUIREMENTS

SINKS & DRAINAGE

Three-Compartment Sink



Direct Connection to Plumbing

Food Preparation Sink



Air-Gap between Sink Drain and Plumbing

Handwash Sink



Direct Connection to Plumbing

Mop Water Sink



Direct Connection to Plumbing



An Automatic Dishwasher may also be installed for proper dishwashing.

Direct Connection to Plumbing

EQUIPMENT

All food service equipment (Refrigeration, Freezers, Stove, Ovens, etc.) must be commercial-grade. Commercial-grade equipment is usually stamped with an NSF (National Sanitation Foundation) label.



Deep Fryers



Freezers



Refrigeration



Ovens

shown with glass doors (standard during flyer promotion)

Proper thermometers must be provided for testing food temperatures and in all refrigeration units.



LIGHTING

Lighting must be of proper intensities and properly shielded to protect against food contamination from glass during breakage.

INTENSITIES	
Preparation & Cooking Surfaces	50 Footcandles
Salad Bars & Buffets	20 Footcandles
Dishwashing & Handwashing	20 Footcandles
Inside Equipment	20 Footcandles
Dry Storage	10 Footcandles

SHIELDING OPTIONS



Shatterproof Bulbs



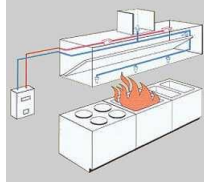





Plastic Tubes with Endcaps



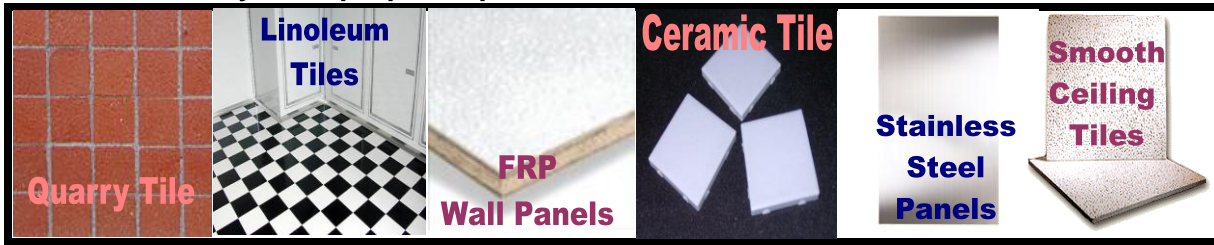
Full Shields

VENTILATION

EQUIPMENT TYPE	REQUIRED VENTILATION
Broilers, Griddles, Grills, Deep Fryers, Kettles, Steamers, Stoves, Ovens, Etc.	 <p>Hood System with Fire Suppression</p>
Holding Cabinets, Microwaves, Toasters, Steam Tables	No Hood System Required
Automatic Dishwashers	 <p>Exhaust Hood</p>
Bathrooms	 <p>Exhaust Fan</p>
Doors & Windows	<p>Window Screens</p> <p>Screen Doors</p> 

SURFACE FINISHES

Floors, walls, and ceilings must be constructed of smooth, durable, and cleanable materials. The chart provides an outline of acceptable surface finishes. This list is not all inclusive; thus please contact our department with questions on other finishes that may meet proper requirements.



Food Preparation & Cooking Areas			
FLOORS	WALLS		CEILINGS
Quarry Tile	Prep	FRP	Drop with Smooth Tiles
Vinyl Tiles	Prep	Ceramic Tile	Epoxy Painted Drywall
Solid Vinyl	Prep	Stainless Steel	Solid Vinyl Panels
	Cooking	Stainless Steel	

Dishwashing			
FLOORS	WALLS		CEILINGS
Quarry Tile	FRP		Drop with Smooth Tiles
Vinyl Tiles	Ceramic Tile		Epoxy Painted Drywall
Solid Vinyl	Stainless Steel		Marlite Panels

Dry Storage			
FLOORS	WALLS		CEILINGS
Quarry Tile	FRP		Drop with Smooth Tiles
Vinyl Tiles	Ceramic Tile		Epoxy Painted Drywall
Solid Vinyl	Stainless Steel		Marlite Panels
Sealed/Painted Concrete	Epoxy Painted Conc. Block		

Buffets • Salad Bars • Service Areas			
FLOORS	WALLS		CEILINGS
Quarry Tile	FRP		Drop with Smooth Tiles
Vinyl Tiles	Ceramic Tile		Epoxy Painted Drywall
Solid Vinyl	Stainless Steel		Marlite Panels

	FEES	
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NOTE: The license fee schedule is included for informational purposes only.
 An **Application for a Food Service License** can only be completed **after** the plans for the operation have been reviewed and approved.

In order for the plans to be reviewed, the owner/operator must first submit a Food Service **Plan Review Application**, along with the required fee for the plan review.

Once the plans, information and menu are reviewed and approved and the proper risk classification and licensing fee are determined, we will contact you to schedule a pre-licensing inspection. This inspection ensures that the operation as well as the menu and method of preparation are consistent with the plans.

Upon a satisfactory inspection, the appropriate fee will be collected and a Food Service license will be issued.

Forms of payment accepted: cash, money orders, or business checks
 (no personal checks)

LICENSE FEES (Facilities Under 25,000 Square Feet)			
CLASS	LOCAL FEE	STATE FEE	TOTAL FEE
1	\$247.00	\$28.00	\$275.00
2	\$272.00	\$28.00	\$300.00
3	\$557.00	\$28.00	\$585.00
4	\$697.00	\$28.00	\$725.00

LICENSE FEES (Facilities 25,000 Square Feet or Over)			
CLASS	LOCAL FEE	STATE FEE	TOTAL FEE
1	\$360.00	\$28.00	\$388.00
2	\$404.00	\$28.00	\$432.00
3	\$1,310.00	\$28.00	\$1,338.00
4	\$1,390.00	\$28.00	\$1,418.00

LICENSE FEES (Mobiles, Vending Locations, Temporaries)			
CLASS	LOCAL FEE	STATE FEE	TOTAL FEE
Mobile	\$210.00	\$28.00	\$238.00
Vending	\$15.48	\$6.00	\$21.48
Micro Market	\$247.00	\$28.00	\$275.00
Temporary	\$85.00		\$85.00

Licenser to Complete:

Plan Number _____

Fee _____

Receipt Number _____

Date Received _____



Please complete the following information:

Type of Facility (please check only one)

	Retail Food Establishment (Gas stations, convenient stores, pizza shops, etc..)	<input type="checkbox"/>
	Food Service Operation (restaurants, cafeterias, bars, etc..)	<input type="checkbox"/>

Operator Name _____
Street Address _____
City, State, Zip _____
Operator's Phone Number _____
Operator's Email Address _____

Operation Name _____
Street Address _____
City, State, Zip _____
Operation's Phone Number _____

Name of project contact if other than operator _____
Contact phone number, email address _____

Type of Construction:
___ New
___ Remodel/Alteration
___ Addition/Expansion

Anticipated project starting date _____
Anticipated project completion date _____

Total Square Footage of Entire Food Facility (includes dining areas and dry storage) _____

Note: Review will not proceed without complete submission of all information. after date of receipt.
Refer to the checklist on the back of this form. Submissions will be acted upon within 30 days .

Signature of Applicant _____ Date _____

Plan Review Checklist

Be sure to submit the following items for plan review:

1. ____ Floor plan drawn to scale showing location of fixtures and other equipment
2. ____ Type of operation or establishment proposed including menu or type of foods to be served or sold
3. ____ Total area (square footage) to be used for the food service operation or establishment
4. ____ Entrances and exits
5. ____ Location, number and types of plumbing fixtures, including water supply facilities
6. ____ Plan of lighting with foot-candles indicated for critical areas
7. ____ Building materials used for surfaces of floors, walls, ceilings, and food contact surfaces
8. ____ Equipment list including manufacturer name and model numbers (no household equipment)
9. ____ An exterior site plan
10. ____ Plan review application fee:

New Construction \$75.00 for 250 square feet or less

\$150.00 for 251 – 3000 square feet

\$250.00 for more than 3000 square feet

Same fee as new construction. No charge for replacing similar equipment.

Example: refrigeration unit for refrigeration unit.

Other additional information may be requested during the review process.

Provide complete information as required, including work that may be completed by others.

Incomplete submittal may cause delay in plan review process.

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