

The background of the slide is a photograph of a vending machine. The machine is filled with various snacks and drinks, including bags of chips, boxes of cereal, and cans of soda. The machine has a blue and white color scheme.

# Vended Foods and Micromarket Plan Review

***A guide to starting a Vending machine facility in  
Erie County, Ohio.***

**All Vending machine locations are required to have a  
license prior to opening or operating in Erie County.**

Erie County Health Department: 420 Superior St. Sandusky, OH 44870

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

## Where to Start?

**This is a helpful guide produced by Erie County Health Department, Environmental Health Division to aid in the planning of your vended food business.**

Any new or remodeled vending food service operations requires a plan review application prior to the issuance of a vending food license.

All plans submitted will be reviewed by the assigned Environmental Health Specialist in our Food Safety Program to ensure compliance with the Ohio Uniform Food Safety Code (Chapter 3717-1). Our Environmental Health Specialists have up to 30 days to review and approve or deny any plan review submitted to our department.

## Definition of Facilities

**Vending Machine:** a self-service device that automatically dispenses on the insertion of currency, tokens or similar means a predetermined unit serving of food, either in bulk or in package, without having to be replenished after each use.

**Vending Machine Location:** an area or room where one or more vending machines are installed and operated, except that if the machines within an area are separated by more than one hundred fifty feet (150 ft), each area separated by that distance constitutes a separate vending machine location.

**Micromarket:** a retail food establishment (RFE) that offers for sale food items that are allowable in a risk level one operation in displays not more than two hundred and fifty linear feet. All commercially prepackaged refrigerators or frozen time/temperature controlled for safety foods shall be stored in equipment that complies with paragraph (H) of rule 3717-1-0/34, paragraphs (LL) and (MM) of rule 4717-1-04.1 of the Administrative Code



## Plan Requirements

A layout of the vending machine room location, equipment list and menu must be submitted to and approved by our department before any construction or remodeling work may begin. Please keep in mind our department is allotted 30 days to review your plans. Once your plans have been reviewed and approved, an approval letter will be sent.

All electrical, fire and plumbing components must meet current codes and standards. If your vending machine unit home base falls outside municipal water connections additional water sample analysis will be required.

Please read the information contained in this booklet carefully as the information covers specific requirements and other pertinent information. If you should have any questions, please contact our department and we will be happy to guide you through the plan development process.



## Equipment



All food service vending equipment (refrigeration, freezers, coffee machines, microwaves, etc.) must be commercial-grade and approved prior to implementation into your facility. Approved commercial-grade equipment will be stamped with an NSF (National Sanitation Foundation) label or NAMA (National Automatic Merchandising Association). This department encourages vendors to contact us prior to the purchase of any equipment they are unsure will meet this requirement.

## Lighting

Lighting has to be at the proper intensity in specific areas of your vended unit to facilitate cleaning. Light bulbs that are not shatterproof or shatter resistant shall be properly shielded.

Intensity Requirements	
Inside Reach-in Equipment	20 foot candles



## Thermometers

Food thermometers are required inside each vending machine containing Time/Temperature Controlled for safety food products. All cold holding and frozen equipment must have a lockout mechanism to prevent purchasing foods when power to the unit has been lost, increase of temperatures, etc.

This function must be tested during inspections.

## Storage Areas

**Dry Storage:** Properly segregated from contamination via splashing or moisture. All food items and single use items (cups, plates, napkins, paper towels, etc.) shall be stored at least 6 inches off of the floor.

**Chemical Storage:** Must be properly segregated from food and food preparation surfaces/areas. If chemicals are to be stored in same areas of food, they must be stored at the lowest point, **NEVER** above food equipment. **All chemicals must be labeled with the common name of the chemical.**

## Surface Finishes

Floors, walls and ceilings shall be made with smooth, easily cleanable, durable and non-absorbent materials. Coving or baseboards shall also be placed throughout the mobile unit for ease of cleaning and transitioning between floors and walls. Below is a list of approved finishes for each area in your facility.

<b>Floors</b>	Tile: Quarry & Vinyl	Solid Vinyl & Vinyl Plank	Poured, Sealed Concrete	Rubber & Laminate
<b>Walls</b>	FRP	Ceramic Tiles	Stainless Steel	Painted drywall
<b>Ceilings</b>	Drop with smooth tiles	Epoxy painted drywall	Solid Vinyl Panels	
<b>Coving</b>	Rubber	Tile		



# Fee Schedules



Payment is accepted in the form of cash, credit card, money order, bank certified check or company check.

Personal checks will not be accepted.

*All fees subject to change.*

## Micromarket Plan Review Fees

Vended food locations are not required to pay a plan review fee, licensing fees do apply.

<u>Sq. Ft.</u>	<u>Price</u>
250 sq. ft. or less	\$75.00
251-3,000 sq. ft.	\$150.00
More than 3,000 sq. ft.	\$250.00

## License Fees

<u>Risk Level</u>	<u>Local Fee</u>	<u>State Fee</u>	<u>Total Fee</u>
Vending Machines	\$17.64	\$6.00	<b>\$23.64</b>
I– Under 25,000 sq. ft.	\$248.00	\$28.00	<b>\$276.00</b>
I– Over 25,000 sq. ft.	\$342.00	\$28.00	<b>\$370.00</b>

Once you have obtained a vended food or micromarket, risk level one retail food establishment license you must store the original license inside one of the vended machines. It is the responsibility of the owner or designated Person-in-Charge to have knowledge regarding the operation of the establishment and to maintain a copy of the current license to be easily viewed during inspections.

Failure to demonstrate the lockout mechanism of a machine holding time/temperature controlled for safety products will result in the machine being placed out of order, product to be voluntarily discarded and a re-inspection to ensure the compliance of the lockout mechanism being restored.

Failure to adhere to the menu items and equipment items approved may result in revocation or suspension of your license. If changes are to be made contact your licensing authority prior to making these changes.

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## Plan Requirements Checklist

**A set of Floor Plans drawn to scale is required to be submitted including, but not limited to:**

**Floor Plan to include:**

Entrances/Exits

Equipment Location

Lighting

Plumbing Fixtures

List of all surface finishes for floors, walls and ceilings

Equipment list including make/model numbers and specification sheets

Lockout Mechanism testing ability

Proposed Menu

Plan Review Application

License Application

## Statement of Understanding

I understand that the Erie County Health Department has up to **30 days** to review my plans once they are submitted.

I understand that absolutely **no** construction can begin until the plan review is approved by this department in writing.

I understand that incomplete plans may delay the plan approval process or cause denial of plans by this agency.

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Signature

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Date

**Office Use Only**

Payment Date: \_\_\_\_\_ Payment Type: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt#: \_\_\_\_\_



**Plan Review Application**

Please Return the following pages to:  
Erie County Health Department : 420 Superior St. Sandusky, OH 44870  
Phone : 419-626-5623 Fax : 419-624-3358

Date of Application: \_\_\_\_\_

Prospective Date of Opening: \_\_\_\_\_

Establishment Name: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact for plans if different from above: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Total Square Footage: \_\_\_\_\_

**Type of Plans:**

New

Remodel

Addition of Services

**Surface Finishes List**

Floors	Walls	Ceilings	Coving
<i>Quarry Tile with grout</i>	<i>FRP</i>	<i>Fireproof drywall</i>	<i>Rubber</i>

## Equipment List

Type	Make	Model	Use
<i>Refrigeration Unit</i>	<i>Kelvinator</i>	<i>F100</i>	<i>Beverages</i>

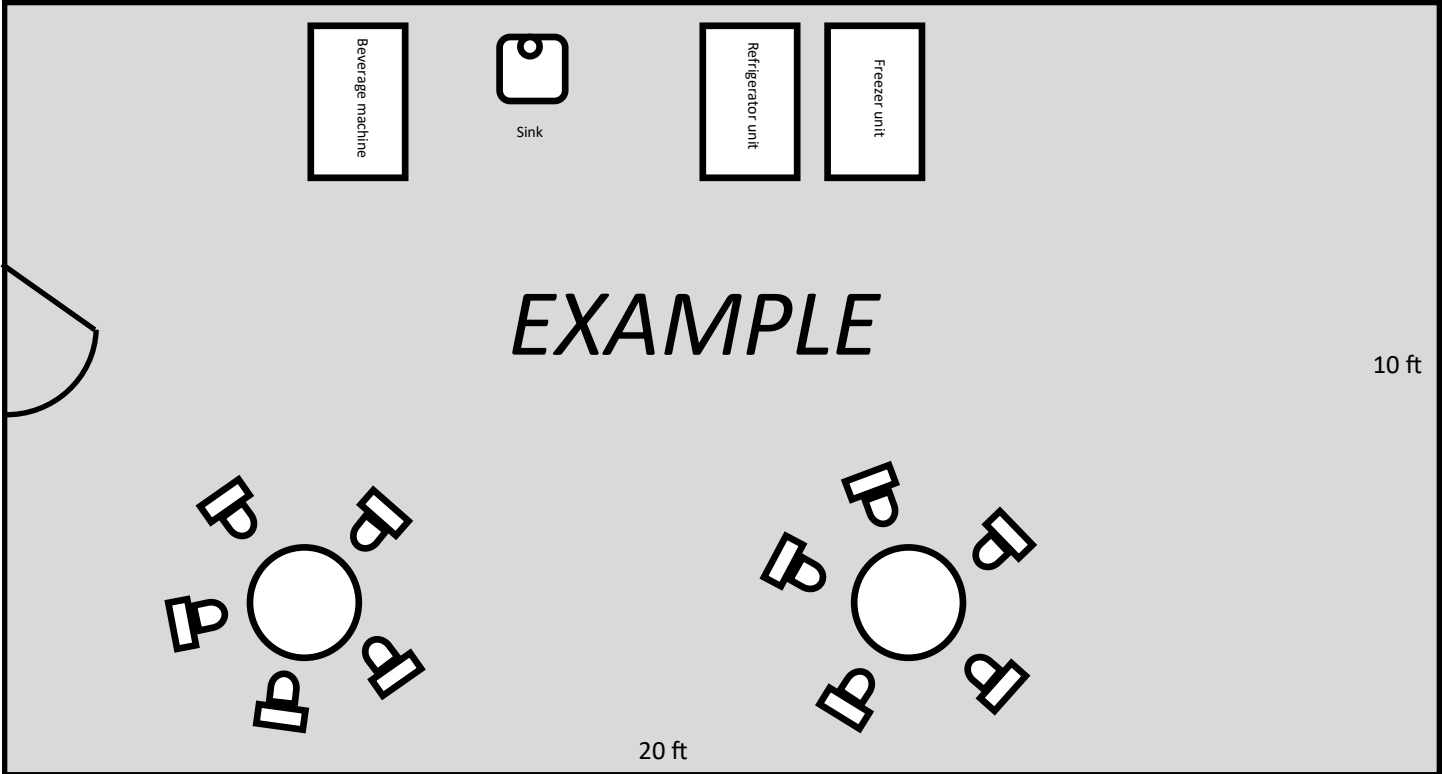
Additional Information:

*\*Attach additional sheets as needed\**

## Vending location Drawing

Include entrances, exits, storage and registers. Ensure water hookup is from an approved source and units contain the proper backflow prevention device. Equipment location including plumbing fixtures needs to be visible and in the location in which it appears in the facility. An example is provided below.

Attach your drawing with your set of plans.



# Processing Questions

Please attach additional sheets as necessary.



1. Where will you purchase food products? Who will your food vendors be?
2. How will you properly maintain temperature of hot/cold foods?
3. Will you be serving or selling produce? How will you protect from consumer contamination if the skin is edible?
4. How will you be storing foods 6 inches or more off of the ground throughout the facility?
5. How will you date mark Time/Temperature Controlled for Safety (TCS), Ready-to-Eat (RTE) foods? Date of expiration is required, not to exceed 7 days from preparation.
6. How often are vending machines stocked with foods?
7. Will you be prepping or storing foods outside of your vended food or micromarket location? If so, where? \*An additional license issued by the local health department and/or Ohio Department of Agriculture may be required\*
8. How will the automatic lockout function be tested during inspections? \*Smart phone lock/unlock is not an acceptable demonstration of the lockout function.