



Food Plan Review

***A guide to starting a Food Service Operation (FSO) or
Retail Food Establishment (RFE) facility in Erie County, Ohio.***

All Food Service Operations and Retail Food Establishments 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 food business.

Any new, remodeled or additions to a food service operation or retail food establishment requires a plan review application and pre-licensing inspections prior to the issuance of a 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 specialists have up to 30 days to read/review and approve or deny any set of plans submitted to our department.

Incomplete plans will be denied after 30 days.

Definition of Facilities

Food Service Operation (FSO): a place, location, site, or separate area where food intended to be served in individual portions is prepared or served for a charge

- Examples: Catering Facilities, Restaurants/Bars, Delivery Facilities, etc.

Retail Food Establishment (RFE): a premise or part of a premise where food is stored, processed, prepared, manufactured, or otherwise held or handled for retail sale

- Examples: Grocery Stores, Gas Stations, Bulk Food Sales, etc.

Plan Requirements

A layout of your facility drawn to scale, equipment list, menu and certifications must be submitted to and be 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.

A plan review fee will be due when submitting plans (See page 7).

All structural, electrical and plumbing 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; additional plans, permits and approvals may be required from the Ohio EPA (See page 8).

Please read this packet carefully as it covers specific requirements and other information pertinent to the plan review process. For a complete list of rules and regulations please see the Ohio Uniform Food Safety Code. If you should have any questions, please contact our department.



Intertek

Equipment



All food service equipment (Refrigeration, Freezers, Microwaves, Stove, Ovens, etc.) must be commercial-grade and approved prior to implementation into your facility. Erie County Health Department does not recognize a grandfather clause. Approved commercial-grade equipment will be stamped with an NSF (National Sanitation Foundation) label, Sanitation Approved, UL Sanitation Approved or CSA Sanitation Approved. A list of all equipment present, including make and model numbers is required when submitting plans.

Single Use Gloves

Single Use gloves may be worn to protect bare hand contact with Ready-to-Eat (RTE) foods.



When using single use gloves, you must choose the correct size.

Latex Gloves are not permitted to be used in food facilities.

Single use gloves do not replace handwashing.

Approved non-latex gloves permissible for use include: nitrile, polyethylene and vinyl.

Thermometers

Food thermometers are required in the facility, *it is suggested* to have one for each food preparation area.

Thin-tipped thermometers are required for thin meats, cheeses and other food products.



Thermometers are **also** required in every cold holding piece of equipment and hot holding piece of equipment.

Cold holding equipment: shall have a thermometer in the warmest part of the cold holding unit, normally by the door.



Hot holding equipment: shall have a thermometer in the coldest part of the hot holding unit, normally by the front/door.

Lighting

Lighting has to be at the proper intensity in specific areas of your facility to facilitate cleaning and preparation. Light bulbs that are not shatterproof or shatter resistant shall be properly shielded. A set of lighting plans including fixtures and locations is required when submitting plans.

Intensity Requirements	
Preparation & Cooking Areas	50 Foot Candles
Salad Bars & Buffets	20 Foot Candles
Dishwashing & Handwashing	20 Foot Candles
Inside Reach-in Equipment	20 Foot Candles
Dry Storage & Walk-in Equipment	10 Foot Candles



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. Foods and single use items are never to be stored under plumbing, sewage pipes or unprotected fire suppression lines.

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

Personal Storage: If personal items are stored inside of facility such as clothing, medicines, food, etc. they must always be segregated from facility use, preferably in a designated locker room area or breakroom.

Ventilation

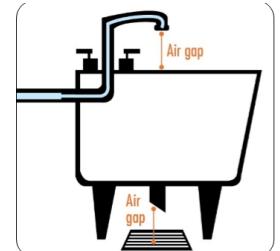


Specific pieces of equipment require ventilation from the interior.

Check with local building and fire authorities for exact requirements for each equipment present.

****Always consult with your local fire authority.****

Plumbing Fixtures

	<u>3-COMPARTMENT SINK OR WAREWASHING SINK</u>	INDIRECT or DIRECT CONNECTION <i>Required</i>	Drain boards required for clean and dirty dish placement.
	<u>FOOD PREPARATION SINK</u>	INDIRECT CONNECTION <i>Required</i>	Air Gap required to be twice the diameter of the inlet pipe, no less than 1 inch.
	<u>HAND WASHING SINK</u>	DIRECT CONNECTION <i>Required</i>	<u>Requirements:</u> <ul style="list-style-type: none"> • Soap • Drying Method • Signage • 100°F water • Trash receptacle
 OR	<u>SERVICE SINK OR MOP SINK</u>	DIRECT CONNECTION <i>Required</i>	Required to have a vacuum breaker at faucet. If shut off valves are present on thread hose attachments after the vacuum breaker, an additional backflow prevention device will be required.

Chemical Warewasher	Type of Chemical	Required Test Strips	Required Parts per Million (PPM)
	Quaternary Ammonia "Quat"	Quat test strips	200-400 PPM
	Chlorine "Bleach"	Chlorine test strips	50-100 PPM

High Temperature Warewasher	Required Temperature	Required Equipment
 	180°F final rinse temperature	Maximum registering thermometer OR
	160°F surface temperature	Temperature indicator labels

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 facility for ease of cleaning and transitioning between floors and walls. Below is a list of approved finishes for each area in your facility.

Food Preparation & Cooking Areas

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

Warewashing Areas

Floors	Quarry Tile	Vinyl Tiles	Solid Vinyl	Poured, Sealed Concrete
Walls	FRPall	Ceramic Tile	Stainless Steel	
Ceilings	Drop with smooth tiles	Epoxy Painted Dry	Solid Vinyl Panels	
Coving	Rubber	Tile		

Dry Storage & Other Areas

Floors	Quarry Tile	Vinyl Tiles	Solid Vinyl	Poured, Sealed Concrete
Walls	FRP	Ceramic Tile	Stainless Steel	
Ceilings	Drop with smooth tiles	Epoxy Painted Drywall	Solid Vinyl Panels	

Carpet shall be limited in use and subject to dining areas of the facilities **only**.

Windows & Doors

Windows and doors throughout the facility need to be screened to protect from insects or pests from entering. Air curtains may also be an approved device to prevent pest entry. You will want to also make sure the door strip at the bottom does not allow outside light in, which could lead to pest entering facility.

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.

Plan Review Fees

<u>Risk Level</u>	<u>Price</u>
Risk Level I & II	\$275.00
Risk level III & IV	\$575.00

License Fees

<u>Risk Level</u>	<u>Local Fee</u>	<u>State Fee</u>	<u>Total Fee</u>
I– Under 25,000 sq. ft.	\$269.00	\$28.00	\$297.00
II– Under 25,000 sq. ft.	\$297.00	\$28.00	\$325.00
III–Under 25,000 sq. ft.	\$529.00	\$28.00	\$557.00
IV–Under 25,000 sq. ft.	\$660.00	\$28.00	\$688.00
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I– Over 25,000 sq. ft.	\$369.00	\$28.00	\$397.00
II– Over 25,000 sq. ft.	\$386.00	\$28.00	\$414.00
III– Over 25,000 sq. ft.	\$1,262.00	\$28.00	\$1,290.00
IV– Over 25,000 sq. ft.	\$1,335.00	\$28.00	\$1,363.00

All risk levels are assigned by the Specialist depending upon food procedures, types of clientele and types of foods served in the facility. Risk level 1's will pose little risk to the public compared to a risk level 4 which posses the highest risk.

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Phone: 419-626-5623

Fax: 419-624-3358



Erie County Contact Sheet



Township/Village/City	Department	Phone Number
Bay View Village	Fire Department	419-684-7454
	Zoning Department	419-366-9011
Berlin Heights Village	Fire Department	419-588-2667
	Zoning Department	419-588-2097
Berlin Township	Fire Department	41-588-2667
	Zoning Department	419-588-2097
Castalia Village	Fire Department	419-684-5686
	Zoning Department	419-656-3708
Florence Township	Fire Department	440-965-5100
	Zoning Department	440-536-6001
Groton Township	Fire Department	419-483-7840
	Zoning Department	419-271-3259
Huron City & Township	Fire Department	419-433-3544
	Building Department	419-433-2755
Kelleys Island Village	Fire Department	419-746-2535
	Zoning Department	419-746-2535
Margaretta Township	Fire Department	419-684-5686
	Building Department	419-684-9500
Milan Township	Fire Department	419-499-2354
	Zoning Department	419-499-2354
Milan Village	Fire Department	419-499-2111
	Zoning Department	567-623-3590
Oxford Township	Fire Department	419-359-1788
	Zoning Department	419-359-1447
Perkins Township	Fire Department	419-626-1334
	Building Department	419-609-1400 ext. 6000
Sandusky City	Fire Department	419-627-5822
	Building Inspector	419-627-5801
	Plumbing Inspector	419-627-5843
	Electrical Inspector	419-627-5841
Vermilion City	Fire Department	440-204-2470
	Fire Department	440-204-2471
	Building Department	440-204-2410
Vermilion Township	Fire Department	440-967-1017
	Building & Zoning Department	440-967-6841
Erie County Health Department Plumbing Division	Plumbing Permits & Inspections for Erie County except Cities of Sandusky and Vermilion	419-626-5623 ext. 5209
Erie County Health Department Environmental Health	Plan Review, Inspections & Licensing	419-626-5623 ext. 5115

For more information, please visit: <https://www.eriecounty.oh.gov/ZoningandJurisdictionalInformation.aspx>



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Please return the following pages to:

Erie County Health Department

420 Superior St

Sandusky, OH 44870

Phone : 419-626-5623

Fax : 419-624-3358

Office Use Only

Payment Date: _____ Payment Type: _____ Amount: _____ Receipt #: _____

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

Plan Review Application

Date of Application: _____

Prospected 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: _____

Type of Plans:

New

Remodel

Addition of Services

Type of Service: **FSO** **RFE**

Total Square Footage: _____

Square footage means total square footage used for the food service operation including dining and dry storage.

Seasonal: **Operate less than 6 consecutive months** **Operate more than 6 months**

-----**Proposed Hours of Business:**

Su: _____ Mo: _____ Tu: _____ Wed: _____ Th: _____ Fr: _____ Sa: _____

Plan Requirements Checklist

Set of Floor Plans & Site plans drawn to scale is required to Environmental Health.

Note: An additional set of plumbing plans will be required.

Plan Review Application

Plan Review Fee

Type of Establishment: FSO or RFE

Proposed Menu

Equipment List (including Make/Model numbers and specification)

Floor Plan to include:

- ◆ Entrances/Exits
- ◆ Equipment Location
- ◆ Lighting
- ◆ Plumbing Fixtures
- ◆ Ventilation
- ◆ List of all surface finishes for floors, walls and ceilings

Site Plan to include:

- ◆ Physical location of facility using geographical features
- ◆ Location of streets/alleys
- ◆ Outdoor storage
- ◆ Dumpsters
- ◆ Grease traps
- ◆ Total square footage of the operation

Statement of Understanding

I understand that the Erie County Health Department has **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.

By signing this statement any information submitted is believed to be true and accurate. I acknowledge that it is my responsibility to comply with the Ohio Uniform Food Safety Code 3717-1.

Signature

Date

Employee Training

As of March 1, 2017 at least one person that has **supervisory and management** responsibility and the authority to direct and control food production and service shall obtain the Level Two 'Food Manager' certification in food protection according to rule 3701-21-25 of the Ohio Administrative Code.

At least one person per shift is required to have Level One 'Person in Charge' certification when the level two personnel is not present.

It is suggested to have the general manager be level 2 certified and have assistant managers or shift leaders be at least level one certified.

If known, complete the following:

Level 2 Personnel:

Name _____

Position _____

Certificate Number _____

Expiration _____

Level 1 Personnel:

Name _____

Position _____

Certificate Number _____

Expiration _____

Level 2 Personnel:

Name _____

Position _____

Certificate Number _____

Expiration _____

Level 1 Personnel:

Name _____

Position _____

Certificate Number _____

Expiration _____

Level 2 Personnel:

Name _____

Position _____

Certificate Number _____

Expiration _____

Level 1 Personnel:

Name _____

Position _____

Certificate Number _____

Expiration _____

It is the expectation that you obtain level 1 "Person-in-Charge" certifications prior to your establishment opening for business and have at least one person per facility with Food Protection Manager's certification within 3 months of opening, if not prior to.

Please Attach copies of certificates to food plan review. Please use additional pages as necessary.

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) How will you properly thaw frozen foods?

4) Will you be buying pre-washed and pre-cut fruits/vegetables? If not where will you rinse/wash your produce?

5) How will you be storing foods 6 inches or more off of the ground throughout the facility?

6) Do you plan to cool any cooked foods?

7) Do you plan to re-heat leftover foods?

8) Will you be serving raw or undercooked meat, fish, seafood or egg products (Caesar dressing, hollandaise, sushi, sashimi, steak tartare, rare hamburgers/steaks, etc.)? List products used in this form. Where will you place a disclosure or reminder statement for consumer advisory?

9) How will you date mark Time/Temperature Controlled for Safety (TCS), Ready-to-Eat (RTE) foods held longer than 24 hours? Date of preparation or opening, date of expiration or both?

10) Will you be providing catering services? Catering refers to preparing items at your establishment, transporting those food items to a separate location and staying through sale/service of those food items. This does not include delivery.

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Surface Finishes List

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

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