



**Henry County Health Department**

1843 Oakwood Ave. Napoleon, Ohio 43545; 419-599-5545; Fax: 419-592-6400

# Facility Layout and Equipment Specification Review Application

Please print clearly. Submit applications with all required drawings, specifications and \$85.00 plan review fee.

<input type="checkbox"/> New Facility <input type="checkbox"/> Existing Facility	
Name of Facility:	
Facility Address:	Phone:
City/Zip:	Fax:

Name of Operator (Owner):	Phone:
Operator Mailing Address:	Fax:
City/State/Zip/E-mail:	

Name of Contact for Plans:	Phone #
E-mail:	Fax:

Estimated Date Construction Will Begin:
Estimated Date to be in operation:
<b>Type of Food/Style of Service Offered/Setting</b> <i>(Check all that apply):</i>
<input type="checkbox"/> Individual Meals/Portions <input type="checkbox"/> Retail Packaged Food <input type="checkbox"/> School <input type="checkbox"/> Seating <input type="checkbox"/> Prepare & Package food in store <input type="checkbox"/> Health Care Facility <input type="checkbox"/> Buffet <input type="checkbox"/> Meat Processing <input type="checkbox"/> Catered meals <input type="checkbox"/> Food Delivery <input type="checkbox"/> Bakery <input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Drive up window <input type="checkbox"/> Alcohol served/sold
<input type="checkbox"/> Seasonal, open from (Month): _____ to _____

**Please include the \$85 plan review fee with the completed application**

Applicant Signature: _____ Date: _____
No person, firm, association, organization, corporation, or government operation shall construct, install, provide, equip, or extensively alter a food service operation or retail food establishment until the facility layout and equipment specifications therefore have been submitted to and approved in writing by the licensor, or its authorized representative. When the facility layout and equipment specifications are submitted to the licensor, they shall be acted upon within thirty days after date of receipt. The licensor shall use the facility layout and equipment specification criteria set forth in the rules adopted pursuant to section 3717.05 of the Revised Code to approve or disapprove facility layout and equipment specifications.

**Internal use only:**    Date received \_\_\_\_\_ Received by \_\_\_\_\_ Amount paid \_\_\_\_\_



## A guide for planning your retail food business

Congratulations on your decision to start or remodel a retail food business. This guide is to inform you of the steps required to obtain a Food Service Operation or Retail Food Establishment license in Henry County. For current license holders, use this guide if you are planning a significant renovation or expansion of your operation.

### **Before any construction begins:**

Facility layout and equipment specifications (plans) must be approved by the Health Department. The plan information which you provide to our office allows us to determine if your operation will meet the rules regarding facilities and equipment. Submit enclosed plan application, \$85.00 fee, floor plan, equipment list and other information. *See Floor Plan and Equipment List Requirements page in this packet.* Once you have submitted them, Ohio code allows the Health Department 30 days to approve or disapprove your plans. Since plans often get changed after they have been approved, keep in contact with our office, especially if your plans change. It is always easier to make changes on paper than to make changes to things already built.

### **During construction or remodeling:**

It is normal for our office to observe construction in process at least once to ensure work is following the approved plans. We may ask you and/or the contractors on site questions regarding the project during this time.

### **One or two weeks before anticipated opening:**

Ensure that you have completed and submitted the *Application for License to Conduct a Food Service Operation/Retail Food Establishment*, along with the fee(s) indicated on the application. Schedule a pre-opening inspection with the Health Department. Once all requirements are satisfied, a license will be issued.

### **Other regulatory agencies you may need to contact before work begins include:**

Agency	why	contact
Local Zoning authority	Ensure that there are no zoning restrictions where your business is to be located.	Go to <a href="http://www.henrycountyplanning.com/Zoning.html">http://www.henrycountyplanning.com/Zoning.html</a> for current list of Henry County zoning inspectors.
Wood County Building Inspection	To review & approve plans so your business is in compliance with state plumbing, electrical, structural and HVAC codes.	1 (419) 354-9190
State Fire Marshal	To review State fire code compliance.	1 (614) 728-5460
Ohio EPA	To review and approve rural Sewage Treatment and Water Supplies.	1 (419) 352-8461

Remember, if you have any questions during any step in this process please do not hesitate to call us.

## Floor Plan and Equipment List Requirements

All items listed below must be submitted before construction or remodeling begins. Once the Health Department receives complete layout and specifications, they will be acted upon within 30 days and you will be notified in writing.

**Please submit all of the following:**

1. The Facility Layout and Equipment Specification Review Application
2. An \$85.00 fee (sorry, no credit cards)
3. A floor plan that includes all of the following components:
  - a. The total area (square footage) to be used for the operation.
  - b. All portions of the premises in which the food service operations are to be conducted.
  - c. Indicate locations of entrances and exits.
  - d. Location, number and types of plumbing fixtures, including all water supply facilities. Show service sink (mop sink), three compartment sink, handwash sink(s), food preparation sink(s), and dishwashing machine (if applicable).
  - e. Lighting fixtures, both natural and artificial, with footcandles indicated for critical surfaces.
  - f. A floor plan showing the general layout of fixtures and other equipment.
  - g. Show all ventilation kitchen hoods and restroom ventilators.
  - h. Plans must be drawn reasonably to scale and such scale must be indicated on the plans.
4. A finish schedule. This lists the finishes of floors, walls and ceilings of all areas of the operation. *Examples:*

Area	Floors	Walls	Ceiling
Kitchen	Quarry Tile	Stainless Steel	Vinyl Drop Ceiling
Dry Storage	Sealed Concrete	Painted Drywall	Painted Drywall

5. A copy of the menu or a proposed menu that lists all foods to be prepared served and/or sold.
6. An equipment list with equipment manufacturers make and model numbers.

*Example:*

Equipment	Manufacturer	Make/Model Number
Reach in Cooler	Traulsen	G30013
Dishwasher	Hobart	AM14C
Range/Oven	Vulcan	VUL36SL

## **Specific FSO/RFE Requirements**

Here are brief descriptions of what is required in constructing and equipping Food Service Operations and Retail Food Establishments. The layout and specifications which you submit to the Henry County Health Department must meet these requirements where applicable before we will issue a FSO or RFE license to operate. Please be advised that this is only a partial list of requirements. For a more complete outline of requirements, please refer to the Ohio Uniform Food Safety Code.

### **Three Compartment Sink**

A three compartment sink is required in all operations where food preparation occurs. The compartments must be large enough to accommodate the largest utensils or equipment. Sinks must have drain boards for air drying.

### **Automatic Dishwasher**

An automatic dishwasher may be used in addition to a three compartment sink. Chemical or high temperature sanitizing dishwashers are acceptable.

### **Handwash Sinks**

Hand sinks are required in all food preparation areas. These sinks must be accessible and conveniently located in all food preparation areas, dish wash areas and restrooms. More than one hand sink is often required.

### **Food Preparation Sink**

If fresh food is prepared (fruits, vegetables, meat, poultry, etc.), a food preparation sink is strongly recommended. This sink must have an indirect connection to a waste drain line. You may want to contact Wood County Building Inspection regarding this requirement in the Ohio plumbing code.

### **Mop Sink**

A service sink for the cleaning and disposal of mops and mop water is required.

### **Grease Trap**

A grease trap or grease interceptor is required in most operations. All plumbing must comply with the Ohio Plumbing Code.

### **Lighting**

Lighting of sufficient intensity must be provided. Lighting intensity must comply with 3717-1-6.2(I) of the Ohio Uniform Food Safety Code. Lighting in areas where food is exposed must have protective shielding.

### **Employee Restrooms**

Separate employee restrooms are not required. However, restrooms used by food preparation employees must have a handwash sink with soap, paper towels, and a sign reminding employees to wash hands. Restrooms used by female employees must have a covered waste can.

### **Ventilation**

Exhaust hoods and ventilation must comply with the Ohio Building Code. Contact Wood County Building Inspection for further information. **OVER PLEASE →**

## **Fire Suppression Systems**

If your operation includes plans to prepare using deep frying or charbroiling, you will need an approved fire suppression system. Contact the State Fire Marshal for details.

## **Surface Finishes**

Floors, walls and ceilings in all areas must be smooth and easily cleanable. Carpet is not acceptable in food preparation areas or in restrooms. The floor/wall juncture must be coved and sealed. Exposed plumbing and wiring is not acceptable.

## **Equipment**

All equipment used in the facility must be for commercial use, and approved by NSF (National Sanitation Foundation). If you have access to them from your equipment dealer, it is suggested that you include copies of equipment cut sheets to the Health Department so we have accurate descriptions of the proposed equipment. If you are not sure, please contact the Health Department *before* you purchase the equipment.

## **Outside Openings**

Windows and doors must be equipped with screens to protect against the entrance of pests and rodents. Doors must be tight fitting with no gaps around the edge or along the floor.

## **Dumpsters**

Dumpsters must be located on a smooth surface (asphalt, concrete). Dumpsters must be rodent-resistant and be equipped with lids.

## **Other Agency Approval**

The Henry County Health Department must have copies of final structural, plumbing, electrical and fire approval that are required of your operation before a license can be issued.