



Kenton-Hardin County Health Department 175 W. Franklin St., Suite 120 Kenton OH 43326  
Office: 419-673-6230 Fax: 419-673-8761  
email: [khhd@co.hardin.oh.us](mailto:khhd@co.hardin.oh.us)

## Food Facility Plan Review Instructions

1. A professionally (PE) drawn set of plumbing and lighting plans must be submitted. Floor plans may be professionally drawn or hand drawn. Hand drawn floor plans must be to scale and include feet dimensions.
2. All non-commercial plumbing permits, electrical permits and building/structural permits shall be inspected and approved by the Ohio Department of Commerce. Their phone number is (614) 644-2223. Commercial Plumbing Permits, inspections and approvals shall be completed by the Erie County Health Department (plumbing department) at 419-626-5623 x 209.
3. Private Wells – Water Source may require routine EPA water Sampling.
4. All electrical and lighting work must be done by a certified electrician and meet the following minimums in these areas: Permanently fixed artificial light sources shall be installed to provide at least fifty foot-candles of light on all food preparation surfaces and at equipment or utensil washing work levels. That permanently fixed artificial light sources shall be installed to provide, at a distance of thirty inches from the floor, at least twenty foot-candles of light in utensil and equipment storage areas and in lavatory and toilet areas, and at least ten foot-candles of light in walk-in refrigerating units, dry food storage areas, and in all other areas. A lighting plan/schematic to be submitted.
5. All Hoods, Exhaust Systems, Fire Suppressant etc... under local fire authority inspection. Inspections for stoves must meet fire department inspection and must be inspected by your local fire authority and verified by a stamp or letter to that effect.
6. All food equipment to be used within the operation must be of NSF (National Sanitation Foundation) or equivalent. No home style equipment will be accepted. Verification of equipment is done through description sheets (cut sheets) or NSF stickers that are placed on the outside of the equipment.
7. The Kenton-Hardin Health Department reserves the right to disapprove anything that is not included with the original plan review. A letter will be sent to the prospective licensee that will detail all items that will be reviewed during the pre-license inspection. A license will not be given if items described in the letter can not be verified at the time of the pre-license inspection.
- 8. The Kenton Hardin Health Department has 30 days from the time of the receipt of the plans to review the plans and issue a letter to their effect.**
9. A copy of Level 1 ServSafe food handlers and Level 2 manager's certification. A person in charge is required throughout daily operation and is considered a critical violation upon inspection if one can't be verified. A person in charge is someone who is familiar with the day-to-day operations of the food operation AND is familiar with Ohio Administrative Code 3717. Not having a person(s) who understand these two elements may result in legal proceedings/and suspension of your food license.
- 10. Pre-licensing inspections should be performed a minimum of 10 days from the time of opening the operation.**
11. Should you have any questions you may contact us Monday – Thursday 8:30 to 4:30 p.m. & Friday 8:30 – 2:30 p.m.

## **FOOD ESTABLISHMENT PLANNING GUIDELINES**

Facility review is required when planning to build or alter a food operation. This packet contains information and forms for facility review. The requirements that are included in this packet are based on the Ohio Uniform Safety Code 3717 Ohio Administrative Code (OAC).

**Plans must be approved prior to any work being started. Submit the completed packet at least 30 days before the construction begins.**

THE FOLLOWING INFORMATION MUST BE SUBMITTED TO THE HEALTH DEPARTMENT.

- Facility Review Application page and Facility Review Fee that is one-half of the cost of the license fee based on Risk Classification
- Listing of Food/Menu Items
- Surface Finishes
- Equipment List
- Floor Plan showing general layout of fixtures and equipment for the facility, (include and show storage areas, rest rooms, shelving, countertops, and fume hoods, etc.)
- Employee Health Policy per 3717-1-02.1 of the Ohio Uniform Food Safety Code
- Vomit / Diarrhea Policy / Procedural Sheet
- Level 1 Food Handlers Certification
- Level 2 Managers Certification
- Lighting Plan / Schematic

Please feel free to contact the Health Department if you have any questions or need additional information, Monday - Thursday from 8:30am to 4:30pm and Friday 8:30am to 2:30pm.

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## FACILITY REVIEW APPLICATION

Fee may be determined when application is requested or returned

Date: \_\_\_\_\_

Is the Operation: New \_\_\_\_\_ Remodel / Conversion \_\_\_\_\_

Name of Operation \_\_\_\_\_

Address \_\_\_\_\_

Operation Phone Number \_\_\_\_\_

Name of Operator or Buyer \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Projected Start Date of Construction \_\_\_\_\_

Projected Completion Date of Project \_\_\_\_\_

Hours of Operation	Sunday	_____
	Monday	_____
	Tuesday	_____
	Wednesday	_____
	Thursday	_____
	Friday	_____
	Saturday	_____

Hours Meals Served	Breakfast	_____
	Lunch	_____
	Dinner	_____

Type of Services	Dine In	_____	Deli	_____
	Buffet	_____	Grocery	_____
	Carry Out	_____	Other (Explain)	_____
	Catering	_____		

Water Source	Public	_____	Private	_____
Sewage Disposal System	Municipal Sewer	_____	Private	_____

Ohio EPA approval is required for private well or sewage treatment system

Total Square Feet of Facility \_\_\_\_\_

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**FACILITY**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

PNONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**LICENSE HOLDER**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

PNONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**GENERAL INFORMATION**

License Category (FS0/RFE) & Risk Level \_\_\_\_\_ Water (Circle One) Private or Public

Total Area (Circle One) <25,000 sq ft or >25,000 sq ft Sewer (Circle One) Private or Public

**MATERIALS**

Food Contact Surfaces (counters, prep areas) \_\_\_\_\_

\_\_\_\_\_

Floors \_\_\_\_\_

\_\_\_\_\_

Walls \_\_\_\_\_

\_\_\_\_\_

Ceilings \_\_\_\_\_

\_\_\_\_\_

Baseboards \_\_\_\_\_

\_\_\_\_\_

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**EQUIPMENT** (list or attach all cut/spec sheets)

<u>Name/Type of Equipment</u>	<u>Manufacturer</u>	<u>Model Number</u>	<u>NSF or ANSI?</u>

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**MENU/FOODS & DRINKS** (list or attach)

Please list the foods that are going to be cooked, sold, served, etc.


**Suppliers of Food**


**Items That May be Reheated:**


Items that may be made on site and cooled. Examples include potato salad, macaroni salad, large batches of soup, etc.


## **LISTING OF GENERAL REQUIREMENTS AND REGULATIONS**

*General rule of thumb for FSO/RFE equipment and surfaces: Smooth, Non-absorbent, and Easily Cleanable*

### **Plumbing Requirements (per food safety code only)**

1. Three compartment sink-The dishwashing sink must have compartments that are capable of submerging the largest equipment or utensils. The sink must also have one drain board on each end. Drain boards must be adequately sized for proper handling of soiled utensils prior to washing and clean utensils following sanitization. Sink should be National Sanitation Foundation rated (NSF) and freestanding. A commercial dishwasher must also meet NSF requirements.
  - a. If a dishwasher is installed it is not required to also install a three compartment sink, but it is highly recommended. All equipment must fit through the dishwasher.
  - b. The dishwasher must have a visual means to verify that detergents and sanitizers are delivered and there must be a visual or audible alarm to signal if these items are not being dispensed.
  - c. There must be a pre-wash sink and/or spray hose before the dishwasher.
2. Hand wash sink – There must be a separate sink used solely for washing hands. This unit can be a small wall mounted porcelain unit, as long as it is adequate for proper hand washing.
  - a. Sink must be supplied with warm water (100F), hand soap, disposable towels, and a sign instructing employees to wash their hands.
  - b. Shall be convenient and accessible to employees in food preparation and dishwashing areas.
  - c. In a large facility a sink in food preparation areas, dishwashing areas, and kitchen entrances and exits may be required.
3. Food prep sink – In an establishment that will use large amounts of foods that must be washed, a sink used solely for food washing is needed. For example, produce area of grocery store, or an operation that serves subs or salads. Sink must be free standing, contain one drain board, and be NSF rated.
4. Service sink – A service sink or curbed cleaning facility shall be provided for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste. The faucet or hose used to fill the mop buckets must have a backflow prevention device to prevent contamination of the water source. An area to hang mops and keep cleaning supplies and chemicals away from exposed food or utensils is also required.

### **Lighting**

1. Provide a minimum of 10ft candles at thirty inches above floor in walk-in coolers and dry storage.
2. Provide 20ft candles at buffets, salad bars, retail areas, reach-in coolers.
3. Provide 20ft candles at thirty inches above floor in areas used for: hand washing, ware washing, or restrooms.
4. Provide 50ft candles in an area where employees work with knives, grinders, etc. (when safety is a factor)
5. Shielding or shatter-resistant bulbs shall be provided for all lighting in storage, preparation and service areas (except in dining and packaged food areas).

### Flooring, Walls and Ceiling

1. Flooring, walls, and ceilings in all food preparation and food storage areas of the facility, must be smooth, durable and easily cleanable.
2. Suggestion: Quarry tile, FRP board, plastic coated tile.
3. Cove base must be installed at all floor to wall junctures in kitchen, dishwashing areas, etc.

### Equipment

1. All equipment must be rated by NSF or like agency.
  - a. This includes all coolers, ranges, ovens, grease hoods, sinks, etc.
  - b. Exceptions to this rule are few: hand wash sink and very small appliances.
2. Equipment should be:
  - a. Easily moveable (for cleaning purposes) or
  - b. Fixed in a position that allows for cleaning on all sides and underneath or sealed to adjoining equipment and walls
3. All cold holding units must maintain 41F or lower at all times and be equipped with a thermometer. There will be no homestyle refrigerators.
4. All hot holding units must maintain 135F or higher at all times.

### Food Contact Surfaces

1. Definition: A surface of equipment or a utensil with which food normally comes into contact or a surface of equipment or a utensil which food may drain, drip, or splash.
2. Characteristics: Smooth non-absorbent, easily cleanable, free of difficult-to-clean corners, and free of breaks and seams.

### Non-Food Contact Surfaces

1. Definition: Surfaces of equipment not intended for contact with food but which are exposed to splash and food debris. Area shall be designed so that it is free from unnecessary ledges, projections, or crevices and shall be made of such material and in such repair that facilitates cleaning to keep in sanitary condition.

### Plumbing, Building and Electrical Approvals

1. All other inspections must be completed and approvals in hand. These will be required during your pre-licensing inspection.
2. Anytime the facility makes structural changes or a change in the number or occupants, a building permit is needed.
3. Plumbing permits are required when new fixtures are added or any other plumbing changes are made.
4. Electrical permits are required when making any changes regarding electric.

The contact number for the Department of Commerce is 800-523-3581. This is a general number for all permits. They will direct your call accordingly.