

PROCEDURES TO BE FOLLOWED BEFORE A FOOD SERVICE OR RETAIL FOOD ESTABLISHMENT LICENSE CAN BE ISSUED

- A. A set of floor plans must be submitted to the Carroll County Health Department for approval. These plans must be submitted and approved before any construction or remodeling has begun, and must also demonstrate that the applicable provisions of Chapter 3717-1 of the Administrative Code can be met. The plans and specifications must be legible, drawn reasonable to scale, and shall include:
- (1). The type of operation or establishment proposed and foods to be prepared and served;
 - (2). The total area to be used for the food service operation or retail food establishment including square footage;
 - (3). All portions of the premises in which the food service operation or retail food establishment operations are to be conducted;
 - (4). Entrances and exits;
 - (5). Location, number, and types of plumbing fixtures, including all water supply facilities;
 - (6). Plan of lighting, both natural and artificial, with foot-candles indicated for critical surfaces;
 - (7). A floor plan showing the general layout of fixtures and other equipment;
 - (8). Building materials and finishes to be used; and
 - (9). An equipment list with equipment manufacturers and model numbers.
- B. If not hooked up to municipal water and sewage, all sewer systems and water supplies must be approved by the Ohio EPA. Refer to attached list of government agencies.
- C. A mop sink must be installed for the disposal of waste water.
- D. A three-compartment stainless steel sink with two adjoining drain boards is required. Dish machines are optional.
- E. A fire suppression system might be required. This is dependent upon the fire department.
- F. An exhaust hood with filters might be required over all cooking facilities and automatic dish machines (if necessary). This will be enforced by the fire department.
- G. All “bare wood” surfaces must be painted or sealed with varnish.

- H. Lighting requirements are as follows:
- (1). Minimum of 10 foot-candles at a distance of 30 inches off of the floor in Dry storage areas and walk-in refrigeration units and in other areas and Rooms during cleaning;
 - (2). Minimum of 20 foot-candles in an area where food is provided for consumer self service (i.e.: buffets and salad bars) or where fresh produce or packaged food are sold or offered for consumption; inside equipment such as reach in and under counter refrigerators; at a distance of 30 inches above the floor in areas for hand washing, ware washing, or equipment and utensil storage, and in toilet rooms; and
 - (3). Minimum of 50 foot-candles at a surface where food employee is working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor
- I. Food Storage areas must provide for all food to be stored at least 6 inches off of the floor.
- J. Thermometers must be provided in all hot and cold food storage areas.
- K. Used equipment will be acceptable on a condition and performance basis.
- L. Floors, walls, and ceilings must be constructed of smooth and easily cleanable materials as outlined in section 3717-1-06 of the Administrative Code.
- M. All restrooms must have natural (windows) or working mechanical ventilation. All restrooms doors are to be self-closing. Restrooms for use by females must be provided with a covered receptacle for sanitary napkins.
- N. A hand sink must be installed in food preparation areas. The hand sink is to be designated by a sign or poster, equipped with soap and disposable towels, and water temperature must be at least 110 degrees Fahrenheit.
- O. A grease interceptor must be installed.
- P. A vegetable prep sink is required for washing vegetables and produce. The vegetable prep sink must have an indirect drain.
- Q. The signature sheet for plumbing, fire, and other inspections must be completed!

There is a plan review fee of \$100.00 for all new and remodeled operations. Upon receiving the:

- **Plans**
- **Equipment list**
- **Menu**
- **Appropriate fees**

a pre-opening inspection is needed. A Food Service Operation or Retail Food Establishment license will not be issued until all requirements, inspections, signatures, and the license fee(s) have been satisfied.

OPENING A NEW FOOD SERVICE OR RETAIL ESTABLISHMENT

- 1. Submit (2) copies of plans for the facility drawn to scale**
- 2. Prior to plan approval, you must file an application for:**
 - **Plumbing inspection: 800-822-3208**
 - **Structural inspection: 800-822-3208**
 - **Electrical inspection: Jaime Snyder: 614-728-5460**
 - **State Fire Marshall: 1-800-822-3208**
 - **Approved potable water source by EPA:
Cindy Petrovich: 330-963-1293**
 - **Approved commercial sewage disposal system from EPA:
Joseph E. Trocchio: 330-963-1200**
 - **Pre-Opening inspection done by the Carroll County Health Department:
330-627-8022**

INSPECTING AGENCIES SIGN OFF FORM FOR FOOD & RETAIL ESTABLISHMENTS

Name of Operation: _____

Operation Address: _____

Establishments Phone #: _____

Owner/Operator's Name: _____

Address: _____

Owner/Operator's Phone #: _____

APPROVALS

Plumbing: _____
Inspector Date

Fire: _____
Inspector Date

Electrical: _____
Inspector Date

Structural: _____
Inspector Date

EPA: Water System: _____

Environmental Engineer Date

Sewage System: _____

**Note: Copies of signed Inspection Agencies' reports may be submitted in lieu of Inspector's signatures on this form*

EXAMPLES OF ACCEPTABLE SURFACE FINISHES

KITCHEN:

- **FLOORS:** Quarry Tile, Seamless sealed concrete, linoleum, commercial grade vinyl tile.
- **WALLS:** FRP board, glazed surfaces, drywall w/epoxy paint, stainless steel, aluminum, block filled & epoxy paint, sealed plaster.
- **CEILINGS:** Mylar panels, drywall w/epoxy glaze, plastic laminate.

DRY STORAGE:

- **FLOORS:** Quarry tile, sealed concrete, commercial grade vinyl tile.
- **WALLS:** Wall panels, glazed surfaces, block filled & epoxy paint, FRP panels.
- **CEILINGS:** Mylar panels, drywall w/epoxy glaze, plastic laminate.

WAREWASHING:

- **FLOORS:** Quarry tile.
- **WALLS:** FRP panels, stainless steel, glazed tile.
- **CEILINGS:** Mylar panels

COOKING:

- **FLOORS:** Quarry tile, seamless sealed concrete.
- **WALLS:** Stainless steel, aluminum.
- **CEILINGS:** Fiberboard plastic coated, drywall w/epoxy glaze, plastic laminate.

RESTROOMS:

- **FLOORS:** Vinyl tile, quarry tile, linoleum, ceramic tile.

- **WALLS**: Glazed ceramic tile, drywall w/paint, FRP panels

FOOD SERVICE PLAN CHECK-LIST

PLANS, SPECIFICATIONS MUST CONTAIN THE FOLLOWING:

- () **Total area to be used for the food service operation; kitchen, dining room, storage areas, toilet facilities, basement, exterior premises, solid waste storage areas, etc.....**
- () **Outside openings; entrances and exits, windows, vents, louvers, etc.....**
- () **Plan of lighting, both natural and artificial, with foot-candles indicated for critical surfaces (or a statement to the effect that lighting will meet or exceed all requirements stipulated in Section 3701-21-15 of the Ohio Administrative Code).**
- () **Location, number and types of plumbing fixtures, including all water supply facilities.**
- () **A floor plan, showing the general layout of fixtures and other equipment.**
- () **An equipment list with equipment manufacturer's name, make, and model numbers. (NSF commercial grade or equivalent).**
- () **All building materials to be used, i.e.: floors, walls, ceilings, counter tops, surface finishes, etc.....**
- () **A menu or list of food items that will be served.**
- () **Method of sewage disposal.**
- () **Type and size of grease interceptor.**

() **Water supply.**

() **Name, address, and phone numbers of contact person.**

