



# Lorain County Public Health

Environmental Health, Emergency Preparedness, and Epidemiology Division

**Lorain County  
Public Health**

For the Health of Us All

## Food Service/Retail Food Establishment Plan Review Application

*Per OAC 901:3-4-07 and OAC 3701-21-03, 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 have been submitted to and approved in writing by the licensor. 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 specifications.*

**PLAN REVIEW FEE: \$100** for facilities less than 25,000 sq. ft., **\$200** for facilities 25,000 sq. ft. or greater  
There is no plan review fee for mobile operations. *Make checks payable to: Lorain County Public Health*

Name of Proposed Operation: \_\_\_\_\_

Business Address of Proposed Operation: \_\_\_\_\_

City, State, Zip of Proposed Operation: \_\_\_\_\_

New Construction, Remodel of Your Existing Business, or a Change of Business? \_\_\_\_\_

Type of Operation (Restaurant, Bar, Retail Store, Mobile, Child Care, etc.): \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Owner's Phone#: \_\_\_\_\_

Owner's Address/City/State/Zip: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Architect: \_\_\_\_\_ Architect Phone #: \_\_\_\_\_

Architect Address/City/State/Zip: \_\_\_\_\_

Architect Email Address: \_\_\_\_\_

Additional Contact Info: \_\_\_\_\_

**Please read the following statement, then sign and date below:**

*Per OAC 901:304007 and OAC 3701-21-03, Lorain County Public Health has up to 30 days from date of receipt of plans to act upon them. Plans will be reviewed in the order in which they are received. Any questions the plan reviewer may have will be submitted in writing or via email to the responsible party. A signed plan approval letter will be mailed when the plans have been approved. Please ensure all items on pages 2 and 3 have been completed prior to submitting the plan review.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

=====  
**(Office Use Only)**

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Check No: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ Initials: \_\_\_\_\_ Date Approved: \_\_\_\_\_ By: \_\_\_\_\_

The Ohio Uniform Food Code section **3717-1-09 “Criteria for reviewing facility layout and equipment specifications”** outlines all **REQUIRED** information for each plan review. Below is a checklist to ensure ALL items have been included in the packet. **Failure to include all items will delay the plan review process and may result in plans being disapproved. STARTING CONSTRUCTION PRIOR TO PLAN REVIEW AND APPROVAL DOES NOT GUARANTEE THE FACILITY WILL BE APPROVED AS BUILT.**

*Per OAC 3717-1-09 (A) The facility layout and equipment specifications submitted for the approval of the licensor shall clearly confirm that the applicable provisions of Chapter 3717-1 of the Administrative Code can be met. The facility layout and specifications shall be legible, be drawn reasonably to scale, and shall include:*

- \_\_\_ Menu or list of food items to be sold
- \_\_\_ Total Square Footage to be used for the food service operation or retail food establishment
- \_\_\_ Site plan, which includes location of the business in a building and/or the location of the building on site, including alleys, streets, dumpsters, potable water source, and sewage treatment system
- \_\_\_ Interior and exterior seating areas
- \_\_\_ Entrances and Exits
- \_\_\_ Location, number, and types of plumbing fixtures
- \_\_\_ Water Supply Facilities
- \_\_\_ Lighting plan
- \_\_\_ Floor plan showing the fixtures and equipment
- \_\_\_ Building materials and surface finishes to be used
- \_\_\_ An equipment list with equipment manufacturers and model numbers.

Water Supplier (Please Circle):    Public Water

Private Well Water

Sewage Disposal (Please Circle): Sanitary Sewer

Ohio EPA Approved Sewage System

Construction Start Date: \_\_\_\_\_ Proposed Opening Date: \_\_\_\_\_

Approval of plans by Lorain County Public Health DOES NOT indicate compliance with any other code, law, or regulation that may be required (federal, state or local). It further does not constitute endorsement or acceptance of the complete establishment (structure or equipment).

A pre-licensing inspection of the establishment with equipment in place and operational will be required to determine if it complies with the Ohio Uniform Food Safety Code. This pre-licensing inspection cannot be conducted until at least a temporary occupancy permit has been issued. The Food Service Operation/Retail Food Establishment License will not be issued until after the pre-licensing inspection has been conducted and the facility is determined to be approved to operate.

**To license your facility correctly, we must know about the food handling practices that will take place.**

**Please check all that apply to your facility:**

- |  |  |
|--|--|
| <input type="checkbox"/> Par cooking food (i.e. chicken wings)       | <input type="checkbox"/> Offer raw fish for consumption (sushi or sashimi)         |
| <input type="checkbox"/> Bulk cooling and bulk reheating             | <input type="checkbox"/> Acidify rice  |
| <input type="checkbox"/> Time in lieu of temperature control         | <input type="checkbox"/> Blending smoothies  |
| <input type="checkbox"/> Sous Vide cooking                           | <input type="checkbox"/> Cook raw beef, chicken, pork, fish                        |
| <input type="checkbox"/> Vacuum Packaging                            | <input type="checkbox"/> Sell pre-packaged, non-refrigerated food items            |
| <input type="checkbox"/> Cook-chill packaging                        | <input type="checkbox"/> Sell packaged, refrigerated items                         |
| <input type="checkbox"/> Operate a heat-treatment ice cream machine  | <input type="checkbox"/> Cater off site  |
| <input type="checkbox"/> Cutting meat or cheese                      | <input type="checkbox"/> Operate 6 months per year or less                         |
| <input type="checkbox"/> Cutting fruit, vegetables, or other produce | <input type="checkbox"/> Operate a child care that receives food and does not cook |
| <input type="checkbox"/> Assembling sandwiches                       |  |
| <input type="checkbox"/> Operate a Buffet                            |  |

Certain food handling practices may require additional paperwork, HACCP plans, or training.

**Please list out your proposed food sources:**

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**Food Safety Education:**

As of March 1, 2017, at least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service shall obtain the Level Two certification in food protection according to rule 3701-21-25 of the Administrative Code. This rule applies to all Risk Level 3 and Risk Level 4 Food Service Operations and Retail Food Establishments.

If available, please list the names of persons with Level 2 Certification in Food Safety:

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