



Lorain County Public Health

Environmental Health, Emergency Preparedness, and Epidemiology Division

**Lorain County
Public Health**

For the Health of Us All

Food Service Operation and 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
Make checks payable to: Lorain County Public Health 9880 S. Murray Ridge Rd., Elyria OH 44035

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, Child Care, Hospital): _____

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 901:3-4-07 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 your proposed food purveyors:

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 Manager's 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 Manager's Certification in Food Safety:

Preferred method of contact: Email Phone Call Text

Please visit www.loraincountyhealth.com/foodsafety for additional resources including plan review formatting requirements, guidance documents, and plan review packets for mobile food businesses.