



# Plan Review Application for Micro Markets

Updated 6/16/2023

Lorain County  
Public Health

This plan review application is for micro markets only. Different applications are available for food service operations, retail food establishments, mobiles, and temporary operations. **Submit plans, payment, completed application and drawings before construction or remodeling to Lorain County Public Health, 9880 Murray Ridge Rd. Elyria, OH 44035. Fee: \$100**

Name of proposed business: \_\_\_\_\_

Business address (street number, city, zip): \_\_\_\_\_

Owner's name: \_\_\_\_\_ Owner's phone#: \_\_\_\_\_

Owner's address (street number, city, zip): \_\_\_\_\_

Owner's email address: \_\_\_\_\_

Owner's preferred method of contact:  Email  Phone call  Text

**Draw the plans:** Include all items in the checklist below. The checklist is based on the Ohio Uniform Food Code section 3717-1-09, "Criteria for reviewing facility layout and equipment specifications," which outlines all required information for each plan review. **Failure to include all items will delay the plan review process and may result in plans being disapproved. Starting construction before plan review and approval does not guarantee the facility will be approved as built. Purchasing a used unit does not guarantee plan approval.**

### **Include the following in the plans – all are required:**

Per the Ohio Uniform Food Safety Code, the facility layout and equipment specifications submitted for approval must clearly confirm that the Ohio Uniform Food Safety Code can be met. The facility layout and specifications shall be legible, be drawn reasonably to scale, and include:

- Proposed menu or draft list of food items to be sold (example: salad, chicken wings)
- Total square footage of the micro market
- Site plan showing overhead layout of any tents, trailers, cooking equipment, and any other apparatus used for the micro market
- Indoor and outdoor seating areas where applicable
- Entrances and exits
- Location, number, and types of plumbing fixtures
- Water supply facilities – where the water is flowing to (hot and cold water lines and their connections to equipment need to be shown)
- Lighting plan – how many lights and what kind
- Floor plan showing all fixtures and equipment – where every fridge, table, etc. is located in the space
- Building materials and surface finishes to be used (example: epoxy paint, stainless steel, type of base on the floor)
- Equipment list with manufacturer names and model numbers

- Additional requirements:
  - All equipment must be National Automatic Merchandising Association (NAMA) approved for use in a micro market
  - A micro market may not be larger than 250 linear feet

*Approval of plans by LCPH 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).*

**By signing, you acknowledge all of the above required information is included with this plan submission. Failure to include all required information will delay the plan review process and may result in plans being disapproved.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Office Use Only*

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