



AUGLAIZE COUNTY HEALTH DEPARTMENT

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FOOD ESTABLISHMENT PLAN REVIEW GUIDE

Fee \$ _____

Name of Facility _____

Address _____

Name of Applicant/Contact Person _____

Address _____

Telephone _____

Architect/Engineer _____

Address _____

Projected Date for Start of Construction _____ Completion _____

Type of Facility (check those applicable)

_____ Retail Food Establishment

_____ Food Service Operation

If retail food and food service are checked, please indicate which will most likely represent the largest portion off your sales.

Nature of Application (Check One)

_____ New Facility

_____ Remodeling or Conversion

Water Supply (Check One)

_____ Public Supply

_____ P.W.S. Number

Sewage Disposal System (Check One)

_____ Municipal Sewer

_____ OEPA Septic Permit

Hours of Operation: Sunday _____

Thursday _____

Monday _____

Friday _____

Tuesday _____

Saturday _____

Wednesday _____

Number of Seats: _____

Projected Number of Staff _____

Total Square Feet of Facility: _____

Proposed Number of Incoming Food Deliveries per Week _____

Type of Services Provided:	Sit Down Meals	_____
(Check all that Apply)	Drive Thru	_____
	Take Out	_____
	Catering	_____
	Retail Food	_____
	Deli	_____
	Grocery	_____
	Buffet	_____
	Seasonal (6 mos. or less)	_____

PLEASE REMEMBER TO ENCLOSE THE FOLLOWING DOCUMENTS

_____ Full Proposed Menu (Including seasonal, off-site and banquet menus)

_____ Equipment Installation List (Attached)

_____ Interior Finishes Chart (Attached)

_____ Plan, drawn to scale, of facility showing location of equipment, plumbing fixtures, and ventilation hoods

_____ Site plan, showing location of business in building, location of building on site including alleys, streets, and location of any outside facilities (dumpsters, walk-in coolers).

All required construction permits such as building, plumbing, electrical, ventilation, fire etc. will need to be obtained and final inspections approved before the health department may issue a Food Service or Retail Food License. The permitting agencies may include the State of Ohio, your local government or a combination of the two. Provide a file copy of final approval sign off sheets by each aforementioned inspector. This will stop us from issuing your food license.

Department of Commerce
Building, Electrical, Ventilation, and Plumbing
Columbus, Ohio
(800) 523-3581

Check with local Fire Departments for more information on fire suppression/hood systems.

CONTENTS AND FORMAT OF PLANS:

1. The plans shall be a minimum of 11 x 14 inches in size and the layout of the floor plan accurately drawn to a minimum scale of 1/4 inch=1 foot. Larger operations may wish to use separate pages for the kitchen, dining and storage areas as needed.

2. The plan shall show the location and when requested drawings of all food service equipment. Each piece of equipment shall be clearly labeled on the plan with its common name or a notation referring to the Equipment Installation List.

3. Menus that require washing of produce shall require the operation to install separate “vegetable sinks” that shall be used only for washing and preparing fruits and vegetables.

4. Adequate handwashing facilities used for no other purpose shall be designated for each toilet facility and in each of the areas where food is prepared. When separate areas are designed for ware washing, a hand sink must also be provided.

5. The plan layout shall also contain:

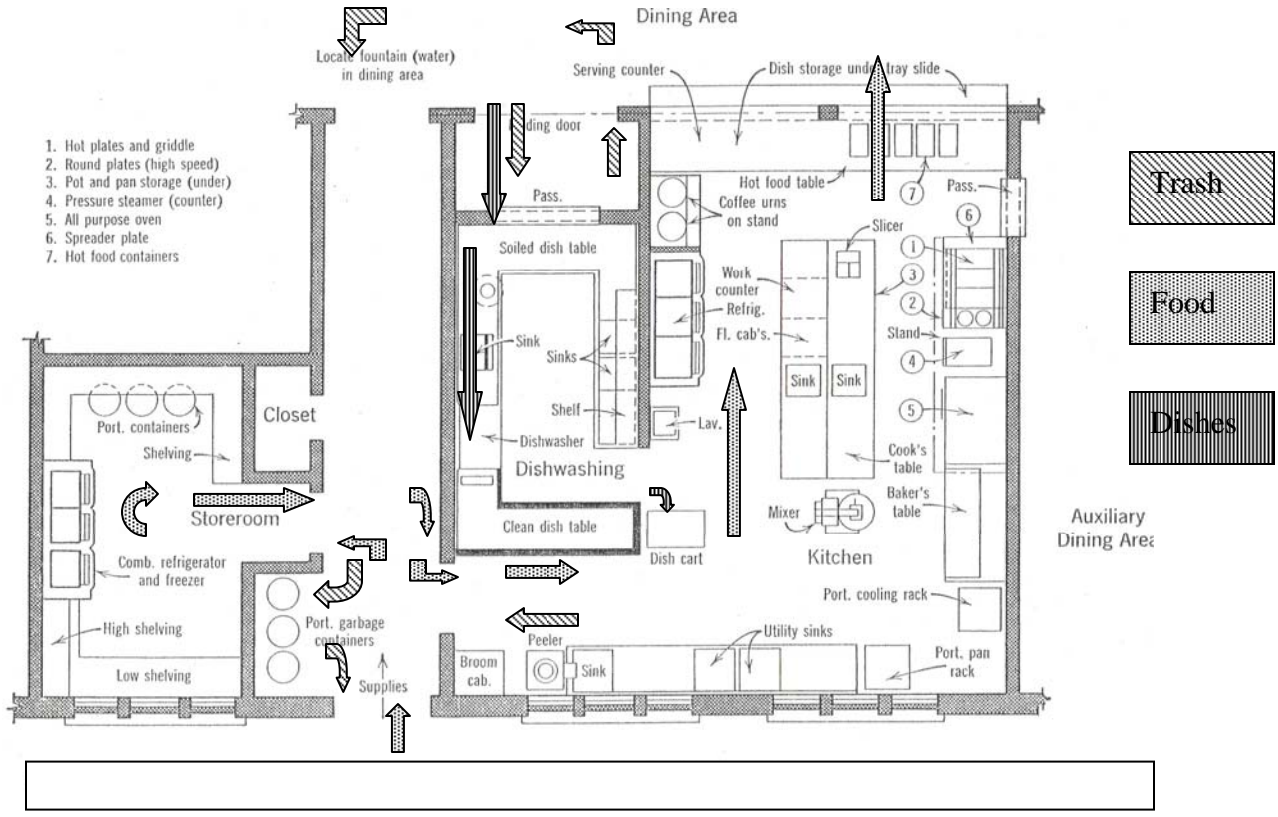
- _____ Room sizes
- _____ Aisle space
- _____ Space between and behind equipment
- _____ The placement of the equipment on the floor plan
- _____ Cabinet location for storing sanitizers and chemicals
- _____ Location of mop sink

6. Auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation shall also be represented on the plan and all features of these rooms shown as required by these standards.

7. You must be as specific and complete as possible. Providing more information will normally speed up the review process, not slow it down. If this handout is not clear, a more detailed packet is available. Questions about what information to provide are welcomed. Please call, but realize that all information must be submitted on paper to be part of the approval.

8. A detailed flow chart as provided on the last page is a very valuable tool for laying out a kitchen. We urge you to complete one prior to submitting your plans.

Flow Chart Example



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