



AUGLAIZE COUNTY HEALTH DEPARTMENT

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FOOD ESTABLISHMENT PLAN REVIEW GUIDE

The Process

1. A Sanitarian will meet with you to go through this information.
2. The Food Establishment Planning Guide will be given to you at the meeting.
3. This guide should be completed and returned to this office with all requested items. Incomplete forms will be returned for additional information.
4. The plans will be reviewed by a Sanitarian, within 30 days.
5. A letter will be sent regarding the status of your submission. At this time, more information could be requested, the plan could be approved, or the plan could be disapproved. The letter will specify the action required by you.
6. Revisions and alterations can be made and re-submitted by you. This can be done at any time during the process, but delays may occur due to the new information.
7. Once the plan has been approved, an application for the license and an approval letter will be mailed to you. At this time, the plan review and license fees will need to be paid.
8. Return the application, mailed with your approval letter, and fees to this office.
9. Call at least 7 days ahead for a pre-opening inspection. During the inspection, the license will be delivered if all requirements are satisfactorily met. **Failure to meet all requirements at the pre-opening inspection will delay the opening of your establishment.**

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:

(Check all that Apply)

Sit Down Meals _____

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.

Interior Finishes Chart

Room Name	Floors			Walls				Ceilings	
	Material	Finish	Baseboard	North	South	East	West	Material	Finish
Ex. Kitchen	VCT	smooth, sealed	4" roll vinyl	FRP	Stainless Steel	FRP	Painted Gypsum	Vinyl- faced gypsum tile	smooth

Flow Chart Example

