



**Trumbull County Combined Health District**  
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 330-675-2489  
 330-675-2494 (Fax)



**Public Health**  
 Prevent. Promote. Protect.

**2017 Food Service Operation/Retail Food Establishment  
 Plan Review Application and Guide**

Food Service Operations (FSO) and Retail Food Establishments (RFE) are required by law to submit plans to the local health department for any new or significantly altered facility prior to beginning operation. Plan review will make sure the facility design and equipment are appropriate for the nature of the food business that is proposed. Please submit this page with one (1) set of plans. Retain the remaining pages for your information.

**Contact Information**

Operation	Name
	Address
	City, Zip
	Phone <span style="float: right;">Fax</span>
	<input type="checkbox"/> New Building <input type="checkbox"/> Change of Business <input type="checkbox"/> Remodel of Existing Facility
	<input type="checkbox"/> Small business less than 25,000 ft <sup>2</sup> <input type="checkbox"/> Large business more than 25,000 ft <sup>2</sup>
	<input type="checkbox"/> For Profit <input type="checkbox"/> 501(c)(3) Non-Profit
	Circle Risk Level of Proposed Operation <small>(See page 5)</small> 1      2      3      4
Business Type	<input type="checkbox"/> Food Service Operation <input type="checkbox"/> Retail Food Establishment <small>(See page 4)</small>
Owner	Name
	Address
	City, Zip
	Phone <span style="float: right;">Fax</span>
	E-mail
Contact	Name
	Address
	City, Zip
	Phone <span style="float: right;">Fax</span>
	E-mail

**Please detach this page of contact information and submit with 1 set of plans**

## Important Information

### Plan Review Process

Once plans are submitted, the Trumbull County Combined Health District is required to respond within thirty (30) days. If the plans are missing any of the required information, did not submit the fee, or have deficiencies, the sanitarian will disapprove the plans, and forward a letter detailing the additional information that must be resubmitted (without an additional fee). If the plans are complete, meet all requirements, and the fee has been paid, an approval letter will be issued listing terms and conditions. The letter must be signed and returned to complete the process.

### Water/Wastewater

If municipal water and sanitary sewers are available at the proposed facility, please skip to the next topic. If you are unsure of the water supply or wastewater disposal, please contact the Trumbull County Combined Health District for assistance. **Ohio EPA approval is required for all commercial operations not serviced by public utilities.**

Ohio EPA  
NE District Office  
2110 E. Aurora Road  
Twinsburg, OH 44087  
(330) 963-1200

### Mandatory Food Safety Training

The Ohio Uniform Food Safety Code requires all new FSOs and RFEs have *at least* one “person in charge” per shift who has received Ohio Level One (Basic Food Safety Training) or Level Two (i.e. ServSafe Food Protection Manager) food protection training. Starting 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. This must be accomplished within thirty (30) days of receiving a food license. This requirement is for new businesses as well as new owners of existing businesses. Please provide copies of current certificates for employees who may have previously received Level One or Level Two training. In addition, all documentation must be available for TCCHD review during future inspections. Approved providers offering Level One Certification in Food Protection can be located at <http://www.servsafe.com/starters> and there are locations available on the Ohio Department of Health’s website at <http://www.odh.ohio.gov/odhPrograms/eh/foods/cert.aspx>

### Additional Agency Review and Approval

Before a food license can be issued the location needs to receive approval for use or occupancy from the several additional agencies.

- Fire
  - Plumbing
  - Building
  - Zoning
-

## Planning and Guidance

The following information is intended to inform a potential new food business owner of basic requirements and does not fully represent the food safety rules, which may be found at <http://www.odh.ohio.gov/odhprograms/eh/foods/food2.aspx>.

### Utensils and Equipment

- ❑ All equipment must be commercial grade, NSF approved, or approved by another recognized testing facility. Used equipment in good repair is acceptable. No household equipment is permitted.
- ❑ Equipment should be sealed to the wall and floor or be able to be moved for cleaning.
- ❑ Equipment for cooling and heating food, and holding cold and hot food for sales or service must meet the needs of the proposed business.
- ❑ All operations and establishments need to be supplied with:
  - ❑ A three-compartment sink with drain boards on each end or an approved ware washing machine for washing, rinsing and sanitizing utensils and equipment.
  - ❑ An adequate number of hand washing sinks in food preparation, serving, dishwashing, and bar areas. As a general rule, an unobstructed hand sink should be within 20 feet of the work area.
  - ❑ At least one service sink or one curbed mop sink.
  - ❑ Food preparation sinks if produce will be washed, thawed, drained, or cooled with ice or under running water
- ❑ An approved sanitizer, which does not require a potable rinse, must be provided for sanitizing equipment and utensils. An appropriate test kit, which measures the concentration of the sanitizer, must also be provided.
- ❑ Thermometers must be provided in all refrigeration and freezing units.
- ❑ A metal-stem thermometer must be provided for measuring the internal temperatures of hot and cold foods. Thin meats such as deli meats or hamburgers require an end-point sensor thermometer or a thermocouple.

### Floors, Walls, Ceilings, Windows, Entrances, and Exits

- ❑ All surfaces must be easily cleanable and constructed of approved materials.
- ❑ Floor and wall materials must be durable and water resistant and floor to wall joints coved. ❑ Carpeting is prohibited in food preparation and utensil washing areas.
- ❑ All entrances, exits and windows shall be screened to prevent insects.

### Storage Areas

- ❑ All storage shelves in walk-in coolers, freezers, dry food storage, and utensil storage areas must be constructed of an approved material. No bare wooden shelving is permitted.
- ❑ All food items and clean utensils, tableware, and food contact items must be stored at least six inches above the floor.
- ❑ Chemical storage must be separate from food and paper products.

### Lighting

- ❑ All lighting above food preparation, storage, service, display areas, and equipment storage areas must be shielded to prevent food contamination due to glass breakage.
- ❑ Fifty (50) foot-candles of light must be provided in food preparation areas where an employee is working with food, utensils or equipment.
- ❑ Twenty (20) foot-candles of light must be provided in reach-in and under-counter refrigerators, handwashing areas, toilet rooms, utensil and equipment storage, ware washing and buffet areas.
- ❑ Ten (10) foot-candles of light must be provided in walk-in refrigeration units and dry food storage areas.

## **Plan Submission Checklist**

The Trumbull County Combined Health District requires the following information to be included in the proposed Food Service Operation/Retail Food Establishment facility plan review. Please note this is a summary of the basic information required for the plan review and is not inclusive of all the requirements for the operation of a food service or food establishment in Ohio. Please contact the Trumbull County Combined Health District for additional information as necessary. The following information is required to be submitted:

- ❑ The first page of this Application/Guide labeled “Contact Information”
- ❑ Equipment list with manufacturer name(s), model number(s), and specification sheets.
- ❑ A full menu including seasonal, special order and banquet items
- ❑ A full list of food suppliers
- ❑ One (1) set of plans drawn legibly and reasonably to scale, indicating the following information:  
(Any modifications from these plans must be reviewed and accepted in writing)
  - Floor plan for all equipment and fixtures
  - Total area to be used for food service, including outdoor patios
  - Entrances and exits
  - Seating area and type of seating
  - Dish machine (optional)
  - 3 compartment sink
  - Hand sinks
  - Food preparation sinks
  - Mop/utility sinks
  - Grease interceptor (indicate size)
  - Hot water tank (indicate size)
  - Backflow prevention devices
  - Ice bins
  - Pop/beer systems
  - Lighting and illumination levels
  - Finish schedule for floors, walls, ceilings, and counters as well as any specification sheets that may be available for the material
  - Ventilation system
  - Hood system
  - Food storage areas
  - Chemical storage
  - Garbage/dumpster, compactor, grease disposal, etc. location and details
  - A site plan showing where the building is sited on the lot relative to the street and other identifying features (may be obtained from satellite imagery)
- ❑ And any additional information specific to this project

## **Determining Business Type**

- ❑ A Retail Food Establishment is a location where the greatest percentage of sales is food served in a quantity larger than an individual portion, i.e. a grocery store, convenience store, pizza shop or bakery.
- ❑ A Food Service Operation is a business where food is served in individual, ready to eat portions.
- ❑ Unsure? Please call for clarification.

## Determining Risk Classification

Please answer the following questions about your menu and food preparation procedures to determine what risk level license and license fee will be required (remember **small** businesses occupy an area of less than 25,000 square feet and **large** businesses occupy greater than 25,000 square feet):

- Will you be offering as ready-to-eat food any raw potentially hazardous substances such as sushi, salad dressing (made with raw shell eggs), shellfish, meat or unpasteurized juices? Yes or No
- Will you be serving a primarily high-risk clientele including elderly individuals in a facility that provides either health care or assisted living? Yes or No
- Will you be reheating bulk quantities of leftover potentially hazardous food more than once every seven days? Yes or No
- Will you be transporting food and serving events held off your premises? Yes or No

If you answered No for all of the questions continue on to the next section of questions below.

If you answered Yes to one or more of the previous questions, stop. Your proposed facility will be a **RISK LEVEL 4** operation. Please indicate this on the front page.

- Will you be handling, cutting, or grinding raw meat products? Yes or No
- Will you be cutting or slicing ready-to-eat meats and cheeses? Yes or No
- Will you be assembling or cooking potentially hazardous food that is immediately served, held hot or cold, or cooled? Yes or No
- Will you be reheating leftover potentially hazardous foods in individual portions? Yes or No
- Will you be heating a potentially hazardous product from an intact hermetically sealed package and holding it hot? Yes or No

If you answered No for all of the questions continue on to the next section of questions below.

If you answered Yes to any of the previous questions, stop. Your proposed facility will be a **RISK LEVEL 3** operation. Please indicate this on the front page.

- Will you be handling, heat-treating, or preparing non-potentially hazardous food? Yes or No
- Will you be holding for sale or serving potentially hazardous food at the same proper holding temperature at which it was received? Yes or No
- Will you be heating individually packaged, commercially processed potentially hazardous foods for immediate service? Yes or No

If you answered No for all of the above questions continue on to the next section of questions below. If you answered Yes to any of the previous questions, stop. Your proposed facility will be a **RISK LEVEL 2** operation. Please indicate this on the front page.

- Will you serve coffee, self-service fountain drinks, prepackaged non-potentially hazardous beverages? Yes or No
- Will you serve pre-packaged refrigerated or frozen potentially hazardous food? Yes or No
- Will you serve pre-packaged non-potentially hazardous foods? Yes or No
- Will you be selling baby food or formula? Yes or No

If you answered Yes to any of the previous questions your proposed facility will be a **RISK LEVEL 1** operation. Please indicate this on the front page.

If you have answered No to all of the previous questions please contact the Trumbull County Combined Health District to determine if you may be exempt from licensure.