

SANDUSKY COUNTY FOOD SERVICE PLAN REVIEW APPLICATION

1. **Submit plans at least 30 days prior to construction. Plans must include:**
 - a. A complete 11" x 14" (minimum) to scale drawing of the facility
 - b. A menu
 - c. A completed plan review application
 - d. A complete equipment list
 - e. The plan review fee
2. **Plan review process**
 - a. Plans will be reviewed within 30 days by our office **after all the above information has been received** .A letter will be sent to you to inform you when the plans have been approved.
3. **Inspections**
 - a. Please contact us at least 5 days before your planned opening for an opening inspection.
 - b. All Plumbing Inspections must be finalized before our inspection.
 - c. One opening inspection is included in the plan review fee. **All additional inspections will be \$50.00 per inspection.**
4. **Certification**
 - a. Level One Food Safety Certification (Class 1 and Class 2)
 - b. Level Two Food Safety Certification (Class 3 & 4)
5. **Licensing**
 - a. After all approvals have been received, fill out a license application and submit the annual fee and a license will be issued.

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PLAN REVIEW TYPE (check one)

<i>New</i>	<i>New Owner</i>	<i>Other</i>
<i>Remodel</i>	<i>Alteration</i>	

Type of Establishment (check all that apply)

<i>Restaurant</i>	<i>Convenience</i>	<i>School</i>	<i>Pizza Shop</i>
<i>Grocery</i>	<i>Bakery</i>	<i>Bar</i>	<i>Other</i>
<i>Coffee shop</i>	<i>Caterer</i>	<i>Child Care</i>	

Total Square feet of establishment? _____

Seasonal? _____

Water Supply: City _____ Other (please specify) _____

Sewage Disposal: Sanitary Sewer _____ Other (please specify) _____

CONTACTS:

Facility Name: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Name of Owner: _____ Phone: _____

E-mail address _____

Contact name and number for Plan Review Questions:

SANDUSKY COUNTY FOOD SERVICE PLAN REVIEW APPLICATION

Check if included or mark N/A if not applicable

- Site plan
- Menu or list of food and beverage items
- Floor Plan, drawn to scale, 11"x14" minimum
- Location of food delivery
- Equipment list, include make & model numbers. (*Commercial equipment only – NSF, ETL, etc)
- Basic plumbing drawings including the following:
 - Grease trap location
 - All indirect plumbing connections
 - Hand sinks available in food prep areas, dishrooms and restrooms
 - 3-compartment dish washing sink
 - Dish machine (indicate high or low temperature)
 - Food preparation/vegetable washing sink (must have indirect drain)
 - Utility sink/mop sink
- Interior Finish Schedule with materials for floors, walls, ceilings and coving (example included)
- Lighting plan
- Ventilation Hoods
- ANSI approved fire suppression systems over grease producing equipment
- Location of dry goods storage
- Location of chemical and personal belongings storage

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FOOD HANDLING

1. How will foods be held at 135° or higher?

2. How will foods be reheated quickly to 165° or higher?

3. How will food be thawed?

4. How will hot foods be cooled from 135° to 41° in 6 hours (135° to 70° within 2 hours and 70° to 41 in 4 hours)?

5. What will you use to prevent bare hand contact when appropriate (gloves, tongs, etc)?

6. Will produce be washed on-site or come in washed and prepared?

SANDUSKY COUNTY FOOD SERVICE PLAN REVIEW APPLICATION

7. Do you have a written policy to exclude ill workers? _____

8. Hours of Operation _____

CATERERS

1. Will food be prepared at your facility or on-site?

2. How will you transport food (hot and cold)?

3. What is the maximum distance you will travel?

Signature: _____

Date: _____