



**SANDUSKY COUNTY  
PUBLIC HEALTH**



# **OPENING A FOOD OPERATION**

## **PLAN APPLICATION**

*2000 Countryside Drive,  
Fremont, Ohio 43420  
(419)-334-6377*

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# Welcome

This guide is intended to assist operators in starting a food operation in Sandusky County.

We have provided contact numbers for regulatory agencies that you may need to contact to ensure that all proper steps are taken, and that the required permits are secured.

Contacting the agencies listed will help you to stay on track and stay on time. Keep in mind, all required permits must be obtained in advance before SCPH can issue a food license.

## **THIS PACKET WILL HELP YOU:**

- ◆ **UNDERSTAND OUR PROCESS AND TIMELINES**
- ◆ **DETERMINE WHEN PLANS NEED TO BE SUBMITTED**
- ◆ **KNOW WHO TO CONTACT & WHERE TO DIRECT QUESTIONS**

# WHERE TO START

All new or altered facilities serving or selling food or beverages in Sandusky County must submit plans to SCPH before a license can be issued.

Plans will be reviewed by our Environmental Health Specialists who have 30 days from the submission date to approve or disapprove plans.

OFFICE	SERVICE	CONTACT
Sandusky County Public Health	Plan Review, Inspections, Food License	(419)-334-6377 info@scpublichealth.com
Fire Departments	Fire Safety Inspections	Lindsey - (419)-665-2321 Helena - (419)-638-2011 Gibsonburg - (419)-637-2160 Woodville - (419)-849-3232 Sandusky Township -(419)-355-8188 Fremont - (419)-332-4131 Ballville - (419)-332-0774 Clyde - (419)-547-8357 Green Springs - (419)-639-2222 Townsend Township - (419)-547-9747 Bellevue - (419)-483-2659
Ohio Department of Taxation	Vendor's License	(419)-334-6123 sanduskycountyauditor.us/vendors-license
Ohio Department of Agriculture	State Agency for Retail Food Establishments	ohioagriculture.gov
Ohio Department of Health	State Agency for Food Service Operations	614-466-1390
Sandusky County Building Code Department	Review and approve plans, Issue Permits to Commercial Buildings (HVAC, Electrical, Plumbing)	419-333-6907
Ohio EPA Division of Drinking and Ground Water	Private Water Systems	(614) 644-2752 whp@epa.ohio.gov
Ohio Department of Commerce/Division of Liquor Control	Liquor License	(614) 644-2360 web.liqr@com.state.oh.us



# Types of Food Operations

## **Food Service Operation (FSO)**

A place, location, site, or separate area where food intended to be served in individual portions is prepared or served for a charge.

Examples: Restaurants, Fast Food Establishments, Bars, Catering facilities, Daycares, Hospitals, Nursing Homes, etc.

## **Retail Food Establishment (RFE)**

A premise or part of a premise where food is stored, processed, prepared, manufactured, or otherwise held or handled for retail sale.

Examples: Grocery Stores, Gas Stations, Bulk Food Stores, Convenience Stores, Pizza Establishments, etc.

**Under Ohio law, food service operations, including seasonal, are licensed and inspected according to their highest risk level of food service operation in accordance with the following criteria:**

**Risk Level I:** Poses risk to the public in terms of sanitation, food labeling, sources of food, storage practices and expiration dates. (such as coffee, self-serve fountain beverages, pre-packaged refrigerated or frozen foods, baby food or formula).

**Risk Level II:** Poses a higher risk than Level I because of hand contact or employee health concerns but minimal possibility of pathogenic growth. (such as handling, heating or preparing non-hazardous foods, or holding for sale foods that must maintain a proper serving temperature).

**Risk Level III:** Poses a higher risk than Level II because of the following concerns: proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues, or processing a raw food product requiring bacterial reduction procedures in order to sell it ready-to-eat. (such as handling, cutting or grinding raw meat; cutting or slicing ready-to-eat meats and cheese; reheating individual portions; heating a product from a sealed package and holding it hot).

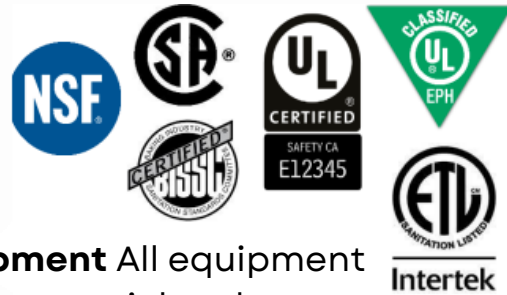
**Risk Level IV:** Poses a higher risk than Level III because of the following concerns: handling and preparing where multiple preparation steps are needed to preclude bacterial growth, offering as ready-to-eat a raw potentially hazardous meat, poultry product, fish, or shellfish or a food with these raw items as an ingredient, serving a high-risk clientele, or performs a food service that deviates from the normal preparation process. (such as a serving a nursing home, health care or assisted living; serves raw items such as sushi, raw shellfish, raw eggs; catering services that prepare and transport food; reheating bulk quantities or leftover foods).

**FOODS PREPARED IN HOME KITCHENS ARE UNAPPROVED. THESE FOODS WILL NOT BE PERMITTED TO BE SOLD, AND ARE SUBJECT TO EMBARGO OR DESTRUCTION ON SITE.**

# PLANNING

The unique needs of your business are based on your proposed menu. Ensure that you have the space and equipment to safely store, prepare, and serve your food menu items.

## Equipment



**Commercial-Grade Equipment** All equipment used must be listed as commercial and certified by a recognized testing agency (e.g. NSF, ETL sanitation, UL sanitation). **The use of household equipment within food operation is not permitted.**

## Plumbing Fixtures

**NOTE:** Each sink can only be used for its designated purpose (hand washing -or- dishwashing -or- food prep).

### Hand Washing Sink

- Convenient location: sink is accessible and visible from any food area.
- Must be equipped with soap, disposable towels or hand dryers, and trash receptacle.
- Required to have signs reminding employees to wash hands with hot water that reaches at least 100°F.

### Food Preparation Sink

A food preparation sink will be required if food is washed, rinsed, soaked, thawed, and/or cooled within a food operation.

- **Must have indirectly connected drains. Air gap between discharge pipe and flood level rim; equal to no less than one (1) inch or two (2) times the diameter of the discharge pipe.**

# Dishwashing Sink

- **Must have at least three (3) compartments for washing, rinsing, and sanitizing.**
- **Compartments must be large enough to submerge the largest item of equipment by at least half (50%).**
- **May have two (2) drainboards, one for collection of dirty dishes and the other for air drying clean dishes.**

**NOTE:** If drainboards are not supplied, a designated space to allow equipment to air dry must be provided. Towel drying is not permitted.

**NOTE:** Dishwashers are optional.

# Service Sink

**Also called a mop sink or utility sink.**

- **Must include a faucet and a drain**
  - **Should have hooks to allow mops to air dry.**
  - **If the faucet has a hose attached, a backflow prevention device (such as an ASSE 1001 or 1011) must be in place.**
- **All facilities are required to have a sink for disposal of mop water. Mop water cannot be disposed of in any other plumbing fixture (e.g. toilets).**

# Grease Interceptor (Grease Trap)

**Device that collects fats, oils and grease in order to prevent build-up in the municipal sewer system.**

- **Required at every 3-compartment warewashing sink, with the exception of bar sinks.**
- **Please inquire with your local building departments with any additional grease interceptor questions.**

# EQUIPMENT

## Adequate Lighting

Lighting must be bright enough for safe working conditions and cleaning. General lighting intensity requirements are:

- 50 foot-candles – cooking areas, food prep areas, food service areas
- 20 foot-candles – customer self-service, inside equipment (i.e. reach-in cooler), handwashing, dishwashing, utensil storage, restrooms
- 10 foot-candles – walk-in coolers and freezers, dry storage, and other areas
- NOTE: When submitting plans to SCPH for plan review, list: (1) Type and location of lighting fixtures (2) Description of plastic covers, shatterproof bulbs or shields to protect food and equipment

## Smooth & Cleanable Surfaces

All floors, walls and ceilings in the facility must be smooth and easily cleanable. Approved surfaces which are frequently used:

- Floors: poured epoxy, various types of tile
- Walls: glossy painted drywall, stainless steel, Fiberglass Reinforced Panels(FRP)
- Ceilings: solid surface, smooth and easily cleanable
- Base coving: rubber, vinyl

NOTE: Make sure plans include the type of floor and wall materials chosen.

## Ventilation Hoods

A ventilation hood is required for a grill line or where any other cooking equipment or a high temperature dish machine is located. Installation of a ventilation hood requires:

- A permit
- Inspections

NOTE: Contact your local building inspection or fire inspection with questions about ventilation requirements or permits for installation.

## Fire Suppression System

If a ventilation hood is required for grease production (due to fryers, grill, etc.), a Type I Hood with fire suppression is required. If a hood is required for heat, condensation or gas only, a Type II Hood may be allowed. Verify the type required through the local fire department in your jurisdiction.



# STORAGE

## Dry Goods Storage

- Ensure adequate space for storage of dishes, food and equipment.
- All food and single-service items (e.g. 'to-go' containers) must be stored at least 6" off the floor on storage shelving.
- Be sure to include food grade shelving; unsealed wooden shelves are not allowed.

**NOTE:** Trash cans and other such non-food grade containers cannot be used for food storage. Large bins of bulk items (e.g. rice, flour) must be made of food grade material and labeled.

## Cold Storage

All TCS (Time/Temperature Control for Safety) foods are required to be maintained at 41°F or below at all times. TCS foods that require cooling may require additional steps prior to placing into refrigeration or freezing units.

## Chemical Storage

In order to prevent contamination, chemicals must always be stored below and/or away from food, equipment and utensils (including dishwashing sinks).

## Employee Personal Storage

Lockers, shelves or another designated area shall be provided for employee belongings. Items such as coats, backpacks, cell phones, open drinks, and cigarettes/vaporizers cannot be located in or above food prep or storage areas. Please ensure all beverages include both a lid and a straw if used in food preparation areas.

# Facility Self Checklist

## Facilities

- Do you have enough hot water capacity for peak times of business?
- Do you have enough storage space needed for all purposes?
- Are floors, walls, and ceilings constructed of smooth and easily cleanable material?
- If you plan to expand the operation, will you have available space?

## Equipment

- Do you have enough space in commercial coolers and freezers?
- Can you prevent overstocking and allow for required air circulation?
- How will you keep hot foods hot?
- How will you keep cold foods cold?
- Do you have dedicated thermometers for food, coolers, and hot holding equipment?

## Services

- Who will provide foods, and are all from approved sources?
- Who will provide your waste pickup?
- Who will provide certified pest control?
- Who will maintain your hood system and/or fire suppression system?
- Who will provide regular maintenance and/or deep cleaning?
- Who will provide grease waste pickup and grease interceptor cleaning services?
- Who will provide maintenance for your dishwasher, if one is used?

## Processes

- What will be your process for date marking ready-to-eat foods?
- What will you use to avoid bare hand contact with ready-to-eat foods?
- Do you have enough commercial cooler space to allow for thawing?
- Do you have enough commercial cooler or freezer space to allow for proper cooling, and do you have shallow pans, ice wands, or other necessary tools?
- Will you keep cooling temperature logs? Who will be responsible?
- How will you ensure that a 'first in, first out' system is used for foods?

## Employee Training

- How will you train your employees in food safety?
- Will one person from the facility acquire food protection manager (Level II) certification?
- Will at least one person per shift from the facility become food handler (Level I) certified?
- Will the designated PIC become certified as a Level 2 Food Protection Manager?
- What food safety practices will be covered during staff orientation?
- What is your employee health policy and how is it documented?
- Do you have a written policy and necessary equipment to handle a bodily fluid spill?

# Design for Cleaning

**There are several things you can do to make cleaning simple and limit the amount of future maintenance required.**

- **Consider stainless steel on walls at the grill line, and behind and around any grease-producing equipment.**
- **Consider placing large equipment on casters, so it may be moved easily, as this makes it easier to clean behind and between equipment.**
- **Seal any cracks, crevices, or rough/absorbent areas to ensure all surfaces can be easily and effectively cleaned.**

## Fixed Equipment

**Ensure all equipment that is fixed (because it is not easily movable) is installed to allow for easy cleaning:**

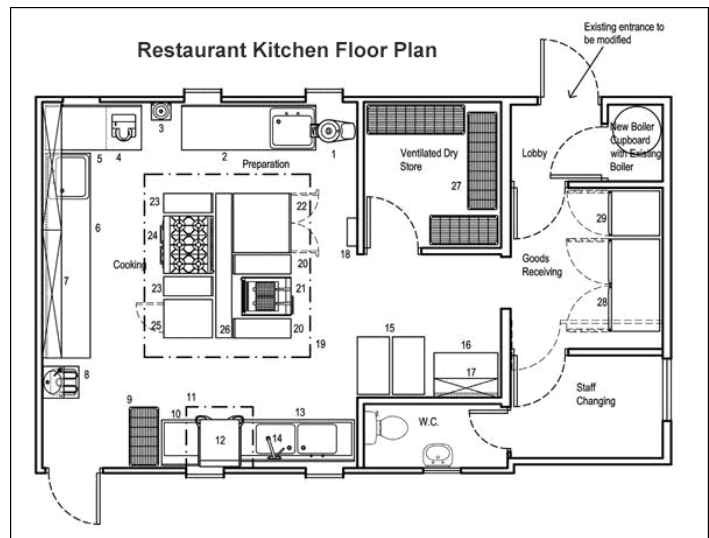
- **All table mounted equipment that is not easily moveable is on legs or sealed.**
- **All floor mounted equipment that is not easily movable is secured to the floor or elevated on six (6) inch legs.**

# SCPH REQUIREMENTS

Submit plans 30 days prior to construction. Including:

- A complete set of floor plans
  - Showing total square footage used for the business, entrances/exits, walls, plumbing, lights, and location of all equipment required. The plan shall not be hand drawn.
- Site Plan including location of building, alleys, streets, and outdoor equipment (dumpsters, wells, grease traps, sewage systems, etc.)

Example:



- A complete plan review application
- A complete equipment list including all manufacturers and model numbers with specification sheets included for each item of equipment
- Interior Finishes (materials and surfaces used)
- Ventilation hoods
- ANSI-approved fire suppression systems over grease producing equipment
- Proposed menu
- List of Suppliers
- Food processes
- Food protection training certificates if applicable
- Water Supply: Public or Private-may need approval from Ohio EPA, Division of Drinking and Ground Water
- Pre-licensing Inspection
- License Application with original signature & date of the applicant after plans have been submitted, approved and a pre-licensing inspection conducted
- Payment of appropriate mobile food license fee once inspected and approved



# Submitting Plans

Plans may be submitted in person or via mail, and **MUST** include your full plan review application including the drawings and application to be entered into review.

Ensure documents appropriately describe their purpose.

Sandusky County Public Health  
2000 Countryside Drive  
Fremont, Ohio 43420

# Payment

Can be made in person, via phone, U.S. Mail System:

Sandusky County Public Health - Environmental Health  
2000 Countryside Drive  
Fremont, Ohio 43420  
(419)-334-6373

- Cash
- Check (made out to Sandusky County Public Health)
- Credit cards (a 3% convenience fee will be charged)

# Licensing

A new license is required when a change of ownership occurs, remodeling a facility, and/or change of license status is known (change of menu, equipment or processes, etc.) Plans will need to be submitted in all cases.

We require a plan review application and new license when change of ownership occurs. Transferring of licenses is not permitted. Contact us if you have any questions or concerns about plan review or licensing.

# Frequently Asked Questions

## *What will my license cost?*

For the complete current license fee schedule, call us.

## *I purchased an existing location complete with equipment and plan to open my own business there, what would I need?*

You would still need to go through both the Plan Review and the License application process. The equipment and facilities in the location must be assessed for their compliance with various rules and regulations for food safety.

## *Does this location have the right requirements for me to open an FSO?*

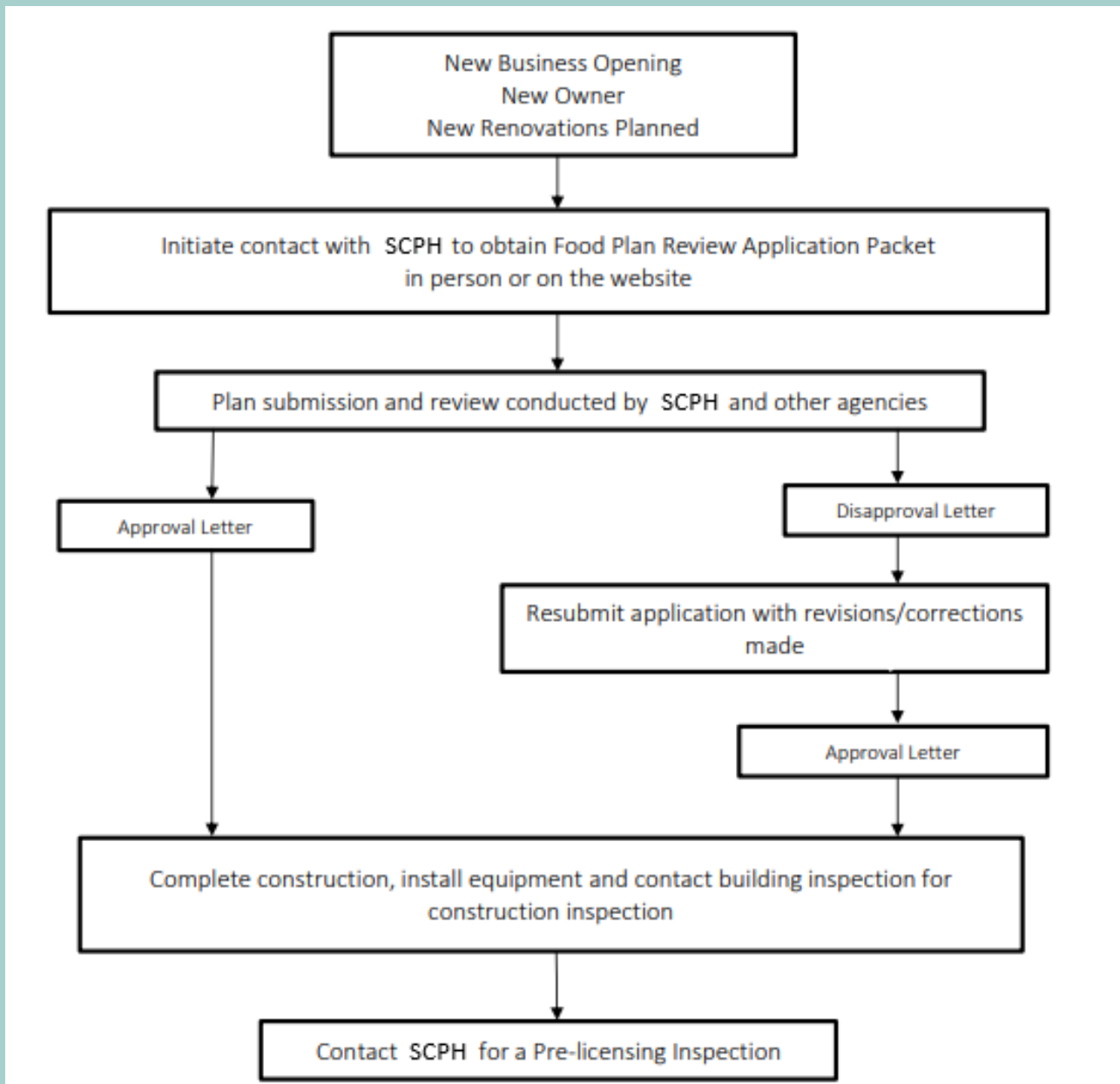
We don't know, but we can find out. Please reach out to us and we can discuss the location and situation. We are able to provide previous inspection reports for that facility and provide an inspection to see what you would need.

## *I am moving to a new location; can I carry my existing license over?*

No, the license and plan review are only for the actual building, not the people or company, and will not carry over to a new location. A new location will require a new Plan Review and License application and all applicable fees.

Have more questions? Ask an Environmental Health Specialist! See page 3.

# Plan Review Process Flow Chart



**After a pre-licensing inspection has been conducted with no alterations required, the final step is to submit a food license application and appropriate food license fee.**

**The remaining portion of this document must be submitted,  
in its entirety, to  
SCPH before licensing can occur.  
Please remove and complete.**



# Plan Review Application

**Required with this application are the following items:**

- |   |   |
|---|---|
| <input type="checkbox"/> One complete set of site plans | <input type="checkbox"/> Payment                          |
| <input type="checkbox"/> Food Protection Certifications | <input type="checkbox"/> One complete sets of floor plans |
| <input type="checkbox"/> Menu                           | <input type="checkbox"/> Equipment List                   |

**Plan Review Type:**

Check one or ALL categories that apply below

Date: \_\_\_\_\_

<input type="checkbox"/> New Food Establishment	<input type="checkbox"/> New Owner	<input type="checkbox"/> New Location	<input type="checkbox"/> Remodel and/or Alteration (fee required as determined by SCPH)
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**Facility Contact Information:**

Food Facility Name:		
Address:		Phone:
City:	State:	Zip:
Business E-mail:		

**Owner Contact Information:**

Name of Owner:		
Address:		Phone:
City:	State:	Zip:
Owner E-mail:		
Contact for Plans:		Phone:
Business Name:		Phone:

For Office Use Only

FSO\_\_\_\_\_ RFE\_\_\_\_\_

Receipt #\_\_\_\_\_ HDIS\_\_\_\_\_ File Made\_\_\_\_\_

Logged\_\_\_\_\_ Email\_\_\_\_\_ File Pulled\_\_\_\_\_

**Type of Establishment:**

Check ALL categories that apply below:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Bar                 | <input type="checkbox"/> Diner/Café       | <input type="checkbox"/> New Food            | <input type="checkbox"/> Other (Please specify) |
| <input type="checkbox"/> Caterer             | <input type="checkbox"/> Grocery Store    | Establishment                                | _____   |
| <input type="checkbox"/> Child Care Facility | <input type="checkbox"/> Long-term Care   | <input type="checkbox"/> Pizza Shop          | _____   |
| <input type="checkbox"/> Coffee Shop         | <input type="checkbox"/> Meat/Fish Market | <input type="checkbox"/> Restaurant or Diner | _____   |
| <input type="checkbox"/> Convenience Store   | <input type="checkbox"/> Micro Market     | <input type="checkbox"/> School              |   |

Square Footage of Establishment: \_\_\_\_\_

**Water Supply:**

- City  Private/Other (Please specify): \_\_\_\_\_

**Sewage Disposal:**

- Sanitary Sewer  Semi-public Sewage Treatment System\*  
 \*IF Semi-public, is it approved by OEPA?  Yes  No

Please answer all following questions regarding your establishment. When answering, ensure you are including equipment and food processes used. When answering “Yes” please include details. All questions must be answered “Yes,” “No,” or “N/A” (not applicable). ANY changes to processes or procedures within the operation stated on this plan approval, will require authorization from SCPH.

Will you be hot-holding foods? If so, describe how you will maintain temperatures of 135°F or above when hot-holding.

- Yes (Explain in detail below.)  No  N/A

What will you do with leftover hot foods at the end of the day? Describe the process in detail and where this process will be done.

Describe how frozen foods will be thawed. (Example: refrigeration, microwave, as part of the cooking process, etc.)

Will all produce be washed on-site prior to use? If no, explain.

- Yes  No (Explain in detail below.)  N/A

Are any menu items served undercooked or raw? If so, you must post a consumer advisory statement. Refer to Section 3717-1-3.5E (1-3) of the Ohio Revised Code for specific language.

- YES: \_\_\_\_\_  
 NO

Will you be providing Catering services? (Catering: preparing foods, transporting foods and staying with foods through service, not delivery.) If yes, please describe the process including preparing off-site, washing equipment/utensils and transportation. An additional catering guide will be required to be filled out if yes.

YES (Explain in detail below)

NO

Is there any product you will be removing from temperature control for a certain time frame? If so, please describe:

YES (Explain in detail below)

NO

Describe the procedure used for minimizing the length of Time/Temperature Control for Safety (TCS) foods will be kept in the temperature danger zone (41°F - 135°F) during preparation.

Will you be doing any specialized processes?

Reduced oxygen packaging

Yes

No

Sous Vide

Yes

No

Sushi/Sashimi (If yes, answer next question, too)

Yes

No

Other \_\_\_\_\_

What species and brand of raw fish will be used?

Please provide the names of employees certified in the Person In Charge (Level One) Basic Food Training and the Manager Certification (Level Two) Food Training as it pertains to your food facility.

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Please list your food suppliers and frequency of delivery. Example: Global Foods - twice a week

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Do you have thermometers installed in each hot and cold holding unit (refrigerators, steam wells, etc.)?

YES

NO

Do you have enough thin-probe thermometers for taking food temperatures?

YES

NO

Type:

Dial Face

Digital

Hair Restraints/Beard Restraints:

Hat

Bandana

Hair net



# Interior Finishes

- Use the following chart to denote all interior finishes.
- All surfaces must be smooth and easily cleanable.
- Contact us if you have concerns or questions regarding specific surfaces that are approved for use in a food establishment.

<b>Floors</b>	<b>Walls</b>	<b>Ceilings</b>	<b>Coving</b>
<i>Ex: Vinyl Tile</i>	<i>Ex: FRP</i>	<i>Ex: Vinyl</i>	<i>Ex: Rubber</i>

# Equipment List

<b>Equipment Name</b>	<b>Make</b>	<b>Model</b>	<b>Location</b>
<i>Ex: Freezer</i>	<i>Ex: Cold Air Brands</i>	<i>Ex: CSFL5-6902</i>	<i>Ex: next to hand sink</i>

# Statement of Plan Review Submission

By signing this statement, you agree that the information provided is complete and accurate to the best of your knowledge.

Sandusky County Public Health does not recognize a grandfather clause on non-commercial facilities and/or equipment. Facilities that change ownership and/or remodel are required to bring the establishment up to current codes and standards in effect per OAC 3717-1-20(B).

I understand that incomplete plans may delay the plan approval process.

I am herein submitting:

Type of food operation

Proposed menu

Food processes

Total square footage of the operation

Materials and surface finishes used

Equipment list including all manufacturers and model numbers with specification sheets included for each item of equipment

Food protection training certificates if applicable

Submission of the above and a pre-licensing inspection

Water Supply: Public or Private-may need approval from Ohio EPA, Division of Drinking and Ground Water

License Application with original signature & date of the applicant after plans have been submitted, approved and a pre-licensing inspection conducted

Signature of Applicant(s):

Date:

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