Plan Review Application



Food Business



**Facility Layout & Equipment Specifications**

**Developed by the Food Safety Program at New Philadelphia City Health Department**

**3/29/2022**

Greetings!

We want you to have a successful business! The goal of this publication is to provide you with a clean path to starting your food business in New Philadelphia.

Licensing

All food business in New Philadelphia is required by Ohio Law to have a food service operation or retail food establishment license issued by the New Philadelphia City Health Department. All new food service operations / retail food establishments and those performing extensive alternations or remodeling must complete the plan review process.

Where do I begin?

Nearly every new or significantly altered facility serving or selling food or beverages in New Philadelphia must submit plans to NPCHD before a license can be issued. A sanitarian in our Food Safety Program will review the plans in order to ensure that the equipment, facilities, and design will be adequate for the food items served or sold at the facility.

This guide will help you determine when you need to submit plans, who you need to get in contact with, and what to expect as far as process and timeline.

What is required in my facility?

Every business is unique. What will be required will be based on your menu. So, you must make sure that you have the space and equipment needed to store, prepare, and serve those foods safety. Many retail stores will not need the extent of facilities and equipment that a restaurant would need, just as small operations may not need as much equipment that a larger operation would require.

Who to Contact

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| **Office** | **Service** | **Contact** |
| New Philadelphia City Health Department | Plan Review and Inspections | (330)-364-4491  Ext: 1208 |
| East Central Ohio Building Authority (ECOBA) | Plumbing Inspections | (330)-364-3164 |
| New Philadelphia Service Director | Building/Zoning, Signage, Water & Sewer Permits | (330)-364-4491  Ext: 1275 |
| The City of New Philadelphia Mayor’s Office | Soft Drink License & Coin Operated Machine License | (330)-364-4491  Ext: 1242 |
| City of New Philadelphia Income Tax Department | Business Tax Information | (330)-364-4491  Ext: 1230 |
| Ohio Department of Commerce/Division of Liquor Control | Liquor License | (614)-664-2360 |
| Ohio Department of Taxation | Vendor’s License-Apply online TAXID#(EIN) | <http://business.ohio.gov> |
| Ohio Department of Agriculture | State Agency for Retail Food Establishments | (614)-728-6250 |
| Ohio Department of Health | State Agency for Food Service Operations | (614)-466-1390 |
| Ohio EPA Division of Drinking and Ground Water | Private Water Systems | (614)-644-2752 |

**We want you to have a successful business!**

Planning

### The unique needs of your business will be based on your food selections. Ensure you have the space and equipment needed to safely store, prepare, and serve your food items.

Equipment:

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| Commercial-Grade Equipment:  All equipment used must be listed as commercial and must be certified by a recognized testing agency (e.g. NSF, ETL, UL Sanitation).  According to 3717-1-04.1(KK) of The Ohio Uniform Food Safety Code:  “(1) Except as provided in paragraph (KK)(2) of this rule, food equipment that is acceptable for use in a food service operation or retail food establishment shall be approved by a recognized food equipment testing agency.”  No household equipment is permitted.  Suggestion: Place casters on large equipment not already on legs or permanently fixed (caulked) to the floor, to open space for necessary cleaning. |

Plumbing Fixtures

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| Hand Washing Sinks:  Adequate and conveniently located employee handwashing sinks are a must. Convenient location means that the sink is accessible and visible from any food area. Sinks shall be equipped with soap, disposable towels or hand dryers, and trash cans. Hand washing sinks are required to have signs reminding employees to wash hands and water that reaches at least 100°F.  Note: Each hand sink described in this section can only be used for its designated purpose (e.g. Hand washing, dishwashing, food prep, service sink). |

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| Food Preparation Sink:  A food preparation sink is required for all food washing, rinsing, soaking, thawing, and cooling. Food Preparation sinks must have indirectly connected drains.  https://lh6.googleusercontent.com/6neQNkN43q-V1ykoSM_xUF2gPVahDhHcxF7NHWoKIgoqy2w4l2x8LtLxy3ffSrwrtTUx_oQK72WSDrfuZm_IRUXW6vkFKU6UM7hueHsUSU3OwR4bgKvAkepnFrAxdVxsRpJCi-rxThis means installation of an air gap between the discharge pope and the flood level rim; equal to no less than 1 inch or 2 times the diameter of the discharge pipe.https://lh6.googleusercontent.com/BRbwwrB_hHsygZGulgS2x09K0pXYQyt7njB-sBjwGrjczQELWQDFFDqbukbiMWhDGCWOzzRId7jKKNhPBgKweHXQIZQuvjEZ2bKjjW28PIW1OOZIyPwvc7eolzK-S8q74ZuYSnoZ |

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| Dishwashing (Warewashing) Sinks:  A 3-compartment sink designated for manual dishwashing is required. The sink should have at least three (3) compartments for washing, rinsing, and https://lh5.googleusercontent.com/DsOGyBRIAikcQajOni4gLdGJ8PLBLVtbiT1zmWiD43G8Kd356jY4A8NaoowkId2OPNt3CaxWCQmdiD7c_n5DnQNYh32xic63XGFYvi_vCoGXq1ZYrxLRP4cz3wjNx7iaN1D0lpKWsanitizing. The sink may also have two (2) drain boards, one for the collection of dirty dishes and the other for air drying.  Dishwashers are optional, but a 3-compartment sink is always required in a facility that sells or serves unpackaged food. Each compartment of the sink must be large enough to submerge ½ of the largest piece of equipment used.  Note: Any kitchen electrical receptacles or receptacles within 6’ of the edge of a sink will require Ground-Fault Circuit-Interrupter (GFCI) protection.  Note: Bar areas also require a 3-compartment sink for glasses. |

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| Service Sink:https://lh4.googleusercontent.com/aheBxpfhf0-39xZN7qgqqT0jNFhkqNhOhHxw5R_opggqhPw0xr6c2jRy6az1zc1JH6f7UcjhA_wbnJVWwFClqNV25Ak8bsA2-UjzK4-uLzW9NG2vnItFYxDO50mMDM04qm7Dc4Bq  Also called a mop sink or utility sink. The service sink must include a faucet and a drain, and it should also 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).  Suggestion: A curbed floor sink makes dumping mop water less difficult, and may function as a storage area for the mop bucket when it is not in use. |

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| Grease Interceptor (Grease Trap):https://lh6.googleusercontent.com/W5qUqFSNz8_QZCeIcICMvuJVoLKMV5HVEQDNzT4zBvAde6gR40if6bLMtJ6XaupVcL4tqbNDc0LfcNhia0-c-aPM-6USikxrJmDTAX9Wssm6-zuD97fWghTeHgmXkOR7Iew6Xtt3  A grease interceptor is a device that collects fats, oils, and grease in order to prevent build up in the municipal sewer system. They are required at every 3-compartment warewashing sink, with the exception of bar sinks.  Note: Grease traps must be cleaned periodically to maintain working order. Cleaning frequency depends upon restaurant volume. |

Additional Equipment Considerations. . .

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| Image result for light bulb pngAdequate Lighting:  Lighting must be bright enough for safe working conditions and cleaning. General lighting intensity requirements are:   * 50 foot candles--cooking area, food prep areas, food service areas * 20 foot candles-- customer self-service, inside equipment (e.g. reach in cooler), handwashing, dishwashing, utensil storage, restrooms * 10 foot candles--walk-in coolers and freezers, dry storage, and other areas   Note: When submitting lighting plans to NPCHD for plan review ensure indication of :   1. The type and location of lighting fixtures 2. Description of plastic covers, shatterproof bulb or shields to protect food and equipment |

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| Smooth and Cleanable Surfaces:  All floors, walls, and ceilings in the facility must be smooth and easily cleanable. Approved surfaces which are frequently used:   * Floors: sealed concrete, poured epoxy, various types of tile * Walls: glossy painted drywall, painted concrete block, stainless steel, FRP * Ceilings: glossy painted drywall (no acoustic tile), vinyl coated drop ceiling * Base covering: rubber, tile   Note: Make sure plans include the type of floor and wall coverings chosen. |

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| Ventilation Hoods:https://lh3.googleusercontent.com/-uPC0LySLzFn25Hj-KcHSu8RBeQDtFg5uo7ztbU4tuLG9_mSbbhhU0aOc7Q1Cv74hbeeLl3V_EP56moLHbV7o_rgrkazDE-6-PnwqqevbHq-l3tk4qvhgf1ZiIv62ay2r8Q7LFnK  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 |

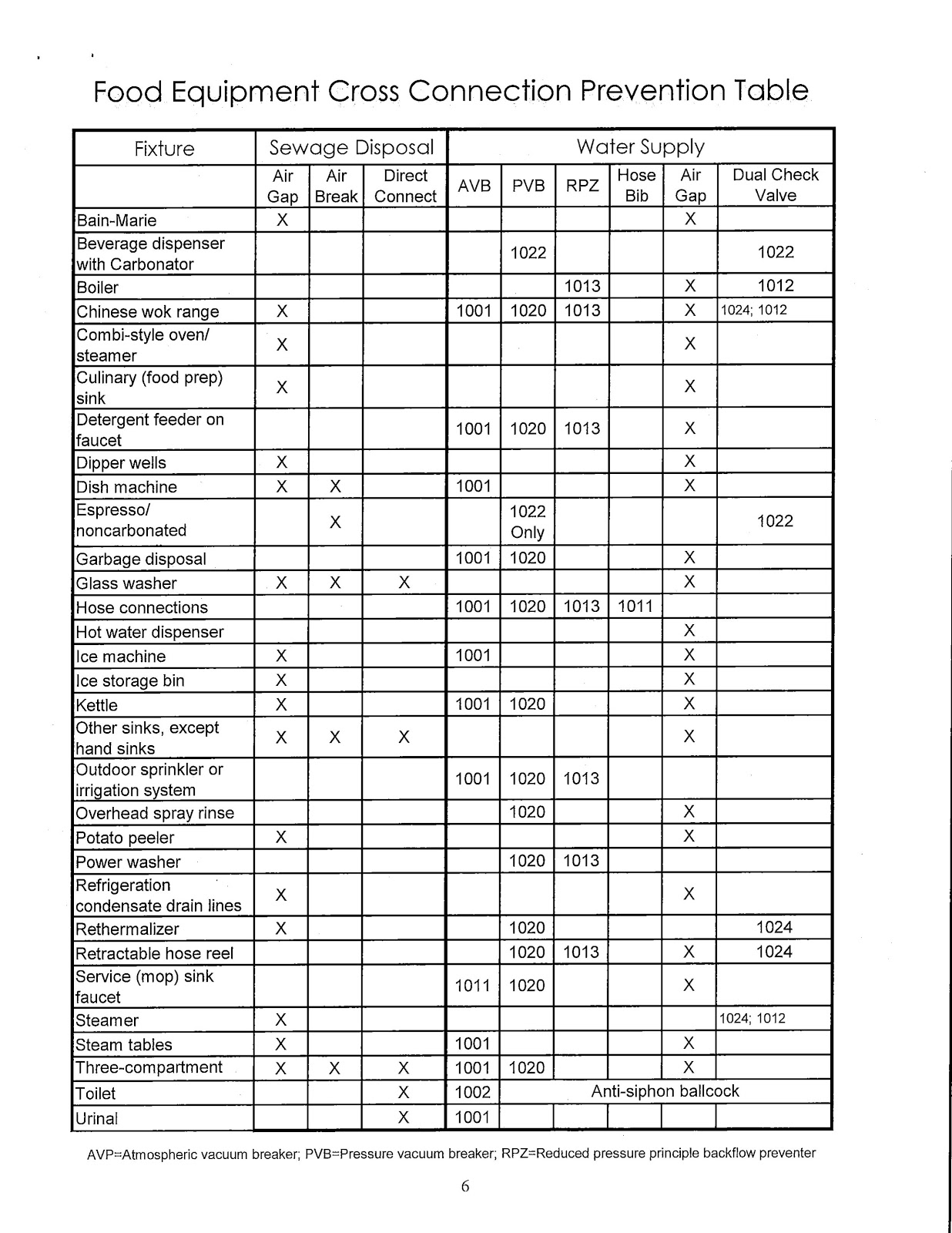
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| Fire Suppression System:https://lh5.googleusercontent.com/axOHuGF6ni3vM5GG9F_vhqF4wMnRSIMNdWe1CGVS--4R08FzxE3VAxRx8Xzi-8wrZ-QXLigE-1x0KnZJRFmCv6h6H8phVkWH-fAZD5xRNGcSigFWPN8Hy67rmpzsze3HpBxPMs_u  If a ventilation hood is required for grease production (due to fryers, a grill, etc.) a Type I Hood with fire suppression is required. If a hood is required for heat consideration or gas only, a Type II Hood may be allowed. |

Storage

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| Dry Storage:  Ensure adequate space for storage of dishes, food, and equipment. Designated locations should be laid out for all types of items. All food and single service items must be stored at least 6” off the floor on storage shelving (including in walk-in coolers and freezers). Look for food grade shelving; unsealed wooden shelves are not allowed.https://lh3.googleusercontent.com/VCRD-yJxLiY_tSa1Nk391GBwVXUCM2IM9kOrz1q4Y5Blld9xzWtFMADW2Aiv2p3AY3ubKLne2-mbhJwBcIRR0wcgFsS3ynz5rd49rJtSxJok4-HswTsxXTbtTZA-Yk9o_vYV2qQj  https://lh5.googleusercontent.com/lBwM26f5vHD_0FqZZH_NNrSvPEGQVwG-Mqik5QPC3yktHBc0Fm3x01re6QWZ1f7_JqAo8wqPDoIxKTagwKa-F3d1G_o5tlBlM567v2WK0f42V7hNKlQ0n86L1dU3e_TAm4HWUayYNote: trash cans and other such non-food grade containers cannot be used for food storage. Large bins of bulk items (e.g. rice, flour, sugar, etc) must be made of food grade material and labeled with the name of the food inside.  Note: Storage is not permitted around electrical panels. The Fire Code prohibits storage in mechanical rooms, boiler rooms, or electrical equipment rooms. |

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| https://lh3.googleusercontent.com/A3uar7BwAqiRHvif2WWGFxFmQ9GwqSUaonUUkujsDlntVOtLN8S9GHWmWRihGt6pZtrHSfHjZm6YDOGcQ5kpzjI8i71EmWWiC-p6oAZXfjPpfcS6u3J_RphfawG1h5zGJ0hNHpfkChemical Storage:  In order to prevent contamination, chemicals must always be stored below and/or away from food, equipment, and utensils (including dishwashing sinks). Chemical bottles must also be labeled.  https://lh6.googleusercontent.com/qHz3WEqBnGqkKhMbRl8Mw0tvTODvDroMnwQby9AuFkiTnje147I5YCoXpzyc9-BEWEY4sJ3l_u6jCxmsMzm73FlVgYLeAfV-ujcLqV_HeQIw1msOCYzLL9AX-laxlWjO-BSi7Hb5 |

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| Employee Personal Storage:https://lh3.googleusercontent.com/q7pCy3HevN44QUtiO5BAeBEbGE-1SWlCmIZ8EPgxsKI0fQcXnDFhS6IIE3hllPpdzqaY7XUlTo9IToK2t1VqgcndlQRGuiN-yiIzfwZCWdpzt3naYPMcJLSoR06xB3aKpd4wZN4E  https://lh4.googleusercontent.com/GDgmNKlHeADFVxgllVih6ZR20s4tYkE7jFjozxe8xE8f9GYmgYM7j_J0TNnV_iKrICs_QZktKLD6OFjOWz-HkLkDPpLUAJR28j2Jhzy7LV1amrrFZXJ7BPjzqGpLPUztiXhYJovXLockers, shelves, or another designated area shall be provided for employee belongings. Items such as coats, backpacks/purses, phones, open drinks, cigarettes/vaporizers cannot be located in food prep areas.  Note: please ensure all beverages include both a lid and a straw if used in food prep areas. |



Facility Self Checklist

## Here are some important elements that you should start to think about. During future inspections, similar questions may be asked.

Facilities

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

Equipment

* Do you have enough space in your 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 thermometers for all coolers and hot holding equipment?
* Do you have proper thermometers for taking food temperatures?

Services

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

Employee Training

* When and how will you train your staff about food safety?
* Is food safety training required based on the risk level of the facility?
* Will one person from the facility acquire food protection manager (level II) certification?
* Will one person from the facility become food handler (level I) certified?
* 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?

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?
* How will you ensure that a ‘first-in, first-out’ system is used for foods?
* Do you have enough commercial cooler space for overnight thawing?
* Do you have enough commercial cooler/freezer space to allow for proper cooling?
* Will you keep cooling temperatures logs? Who will be responsible?

Requirements

* One (1) complete set of site and floor plans (as detailed below):

Note: Additional sets of plans may be required for plumbing review.

* + **Site plan** including location of building, alleys, streets, and outdoor equipment (dumpsters, wells, grease traps, sewage systems, etc.)
  + **Floor plan** showing areas used for the business, entrances/exits, walls, plumbing, electrical services, mechanical ventilation and location of all equipment required.

Note: **Zoning approval** is required

* **Type of food operation**
* Retail Food Establishment (RFE) -or- Food Service Operation (FSO)
* Proposed **menu**
* Food **processes**
* Total **square footage** of the operation
* Location, number and types of **plumbing fixtures**, including all water supply connection
* **Lighting plan**
* **Building materials** and **surface finishes** used
* **Equipment list** including all manufacturers and model numbers
* Food protection **training certificate**
* **Submission** of the above along with appropriate plan review fee
* **Certificate of Occupancy**
* **Water Supply:** Public or Private-may need approval from Ohio EPA, Division of Drinking and Ground Water
* **License Application** with original signature and date of the applicant after plans have been submitted, approved and a pre-licensing inspection conducted
* **Payment** of appropriate food license fee.

### \*\*You must have your plans approved based on a pre-licensing inspection which will occur prior to issuance of your FSO or RFE License\*\*

Getting Started

**Step 1: Submittal of Plans** (Application should be at least 30 days prior to construction)

* Complete the attached Plan Review Application
* Submit one (1) complete set of drawings and other applicable information for the facility
* Submit menu or complete list of food and beverage items to be sold.
* Submit the list of equipment including manufacturer and model numbers
* Submit food protection certifications
* Submit the plan review fee(s)

**Step 2: Plan Review process**

* NPCHD will review plans within 30 calendar days of submission and payment. If additional information or changes are required, you will likely be contacted. Changes require a new plan review application submission. Re-submission of plan review will begin a new 30 day process timeframe.

**Step 3: Approval**

* Information with plan approval will be sent via letter. Plan approvals expire 1 calendar year from approval date. Submit application after plan approval.

**Step 4: Construction**

* Ensure that all contractors and subcontractors are properly licensed.
* Ensure that your contractors obtain all necessary permits through the:
  + Building Department
  + Zoning Department
  + Plumbing Department
  + Fire Department
  + EPA approval for water
  + EPA approval for septic

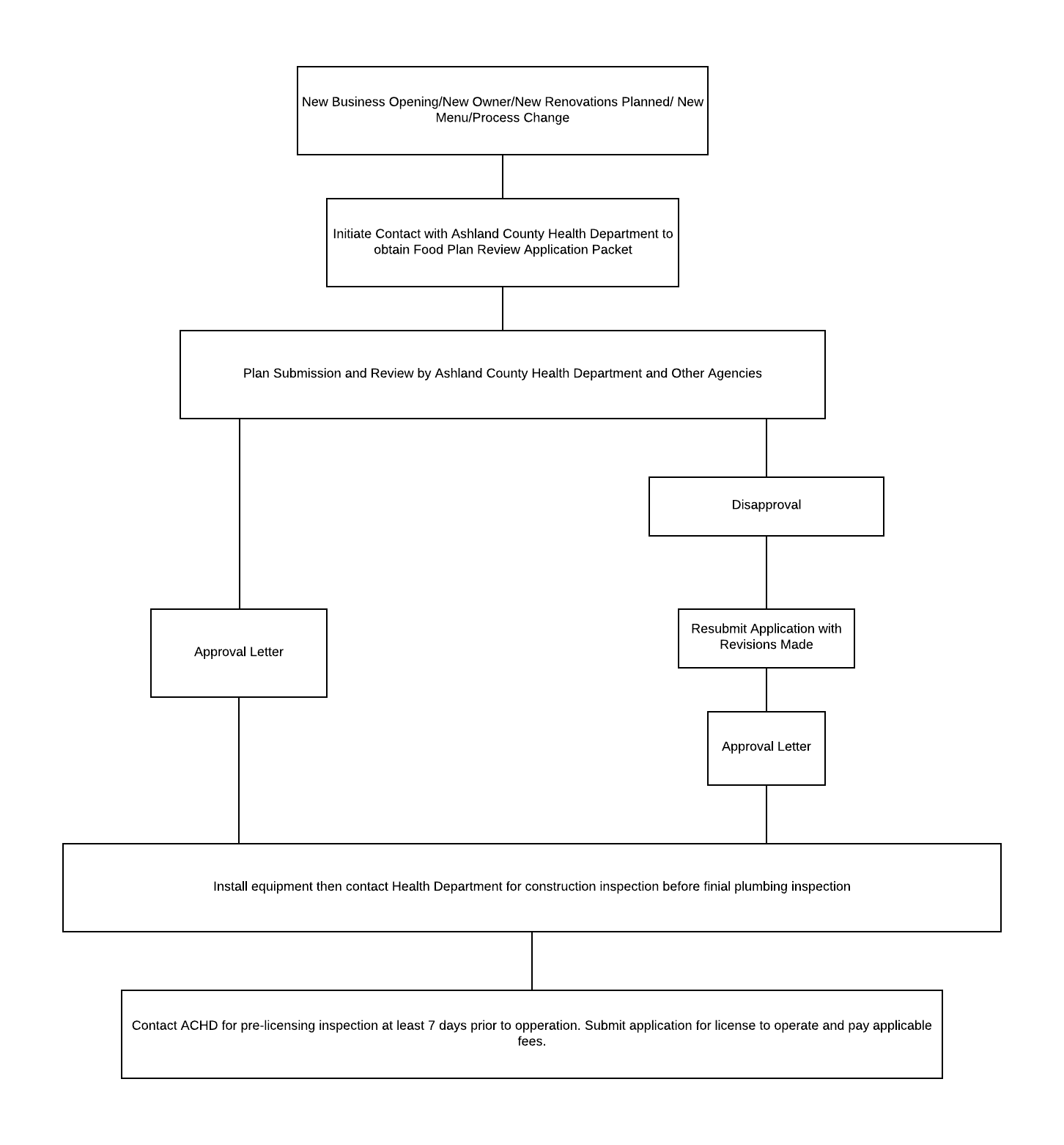
### \*\*Your license will not be issued without approval from the departments listed above\*\*

**Step 5: Inspection**

* Prior to opening your establishment, you must have a pre-licensing inspection by NPCHD.
* The license will not be issued until the facility meets all of the applicable code requirements at the time of the pre-licensing inspection.
* You must submit written documentation that all of the building and/or fire inspections have been completed and passed before a license will be issued.
* Once your plans are finally approved, application and payment are made and the pre-licensing inspection is completed by NCPHD, you will be able to open for business.

Note: NCPHD personnel will make all attempts to accommodate your timeline for the pre-licensing inspection. Please contact us at least 10 business days in advance of your target opening date to schedule this inspection. Planning ahead helps avoid scheduling conflicts and allows time for re-inspections, if necessary.

Plan Review Process Flow Chart



Type of Food Establishment:

1. **Food Service Operation (FSO)**- Primary business is on-site preparation and/or consumption of ready-to-eat foods in individual portions (e.g. restaurants, caterers, carry outs, preparing individual meals, fast food operations, nursing homes, day cares, schools, hospitals, etc.)
2. **Retail Food Establishment (RFE)**-primary business is the sale of food in bulk portions for off premise consumption and/or preparation (e.g. grocery stores, drive-thrus, carry outs, pizza shops, gas stations, micro-markets, etc.)

Primary business is defined through sales volume. If your facility operates as both a food service operation (FSO) and a retail food establishment (RFE), whichever potion of your business has the greater sales volume (51% or more) determines your designation (either FSO or RFE).

What’s My Risk Level?

Food facilities are licensed as a Risk Level I, II, III, or IV. Risk levels reflect the potential risk that a facility poses to Public Health and are based on the highest risk level activity of the food service operation/food establishment in accordance with the following criteria:

**Risk Level I:** poses potential risk to the public in terms of sanitation, food labeling, and sources of food, storage practices, or expiration dates. Examples of risk level I activities include, but are not limited to, an operation that offers for sale or sells:

1. Coffee, self-service fountain drinks, prepackaged non-potentially hazardous beverages
2. Pre-packaged refrigerated or frozen potentially hazardous foods
3. Prepackaged non-potentially hazardous foods
4. Baby food or formula
5. Food delivery sales operations
6. Micro-markets

**Risk Level II:** poses a higher potential risk to the public than risk level I because of hand contact or employee health concerns but minimal possibility of pathogenic growth exists. Examples of risk level II activities include, but are not limited to:.

1. Handling, heat treating, or preparing non-potentially hazardous food
2. Holding for sale or serving potentially hazardous food at the same proper holding temperature at which it was received
3. Heating individually packaged commercially process potentially hazardous food for immediate service

**Risk Level III:** poses a higher potential risk to the public than risk level II because of the following concerns: proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption, or processing a raw food product requiring bacterial load reduction procedures in order to sell it as ready-to-eat. Examples of risk level III activities include but are not limited to:

1. Handling, cutting, or grinding raw meat products
2. Cutting or slicing ready-to-eat meats and cheeses
3. Assembling or cooking potentially hazardous food that is immediately served, held hot or cold, or cooled
4. Operating a heat treatment dispensing freezer
5. Reheating in individual portions only
6. Heating of a product, from an intact, hermetically sealed package of holding it hot

**Risk Level IV:** poses a higher potential risk to the public than risk level III because of concerns associated with: handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls 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 potentially hazardous items as ingredients; using freezing as a means to achieve parasite destruction; serving a primarily high risk clientele including immunocompromised or elderly individuals in a facility that provides either health care or assisted living; or using time in lieu of temperature as a public health control for potentially hazardous food. Examples of risk level IV activities include, but are not limited to:

1. Reheating bulk quantities of leftover potentially hazardous food more than once every seven days
2. Caterers or other similar food service options that transport potentially hazardous food
3. Non-continuous cooking
4. Performing a food handling process that is not addressed, deviates, or otherwise requires a variance for the process according to the rules adopted pursuant to section 3717.05 of the revised code. These facilities will need to have a written HACCP plan for these activities. Examples of these risk level IV variance include, but are not limited to:
   1. Reduced oxygen packaging
   2. Smoking for preservation

What is My Plan Review Fee?

Plan Review Fee: $300.00

Education Requirements:

As of March 1, 2010, the Ohio Revised Code requires that all food service operations and retail food establishments opened after this date have at least one person-in-charge per shift that has a minimum of level one certification in food protection or an equivalent approved training within 90 days of being licensed.

As of March 1, 2017, each risk level 3 and risk level 4 food service operations and retail food establishment must have at least one management or supervisory employee with a level two certification in food protection. This certification is obtained through the Ohio Department of Health after completing an approved course (15 hours of instruction and passing a comprehensive exam). A ServSafe certificate itself and the level one certificate does not comply with this rule.



**New Philadelphia City Health Department  
Food Safety Program Plan Review Application**

Facility Information:

Name of Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_

Address of Facility:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant / Operator Information

Name of Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address for License Renewal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person (For Plan Review Response):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title (Owner, Architect):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Plan Review Type:** (Check what applies)

𝥀New construction or facility has never operated as a food facility

𝥀Remodel or extensive alteration of an existing licensed food facility

𝥀 Change in ownership

**Type of Establishment:**

𝥀Food Service Operation (FSO)                                        𝥀 Retail Food Establishment (RFE)

**Risk Level:**

𝥀Level 1          𝥀 Level 2 𝥀Level 3          𝥀Level 4

𝥀 **Off-Premise Catering** (as defined in ORC 3717.01(G)):  𝥀 Yes 𝥀No

𝥀**Plans Concurrently Submitted to:**  𝥀Building              𝥀Fire 𝥀Plumbing

**General Information:**

What are the hours of operation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seating Capacity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total square footage? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Will part of the operation be outdoors? 𝥀Yes    𝥀No

* If yes, what is the total outside square footage? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be at least one person-in-charge per shift with a minimum of Level One Certification in Food Protection? 𝥀 Yes     𝥀No

Will there be at least one PIC that has management or supervisory responsibilities with a Level Two Certification in Food Protection? 𝥀 Yes     𝥀 No

Are copies of the employee Level One and Level Two (if applicable) certificates enclosed? 𝥀Yes   𝥀No

Do you have a written sick policy that ensures your food employees are informed (in a verifiable manner) of their responsibilities to report to the PIC information about their health as it relates to diseases that are transmissible through food?  𝥀 Yes 𝥀No

Do you have a written procedure for employees to follow when responding to vomiting or diarrheal events that address how to minimize the spread of contamination and the exposure to employees, consumers, and surfaces? 𝥀 Yes     𝥀 No

The following information must be included as part of your plan review.

Please indicate the following components are included (✔) or not applicable (N/A)

|  |  |  |
| --- | --- | --- |
| **Components** | (✔) or (N/A) | Official Use Only |
| Plan Review Fee made payable to New Philadelphia City Health Department |  |  |
| Type of facility proposed (FSO, RFE) |  |  |
| Proposed Menu (Complete list of food items to be prepared, served, sold) |  |  |
| Facility floor plan or layout, drawn reasonably to scale (to include): |  |  |
| * Total square footage to be used \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| * Restroom location(s) |  |  |
| * Location of dry goods and chemical storage |  |  |
| * Location of personal belongings storage |  |  |
| * Location of designated hand sinks |  |  |
| * Location of the three-compartment sink |  |  |
| * Location of food preparation sink (must have indirect waste line) |  |  |
| * Location of mop sink |  |  |
| * Location of dish machine-indicate 𝥀 Low or 𝥀High Temperature |  |  |
| * Location of all equipment |  |  |
| Site plan (to include): |  |  |
| * Drawing showing an arrow indicating north |  |  |
| * Location of the business in a building such as a shopping mall or stadium |  |  |
| * Location of building onsite, including alleys, streets, and location of any outside support infrastructure such as dumpsters |  |  |

|  |  |  |
| --- | --- | --- |
| * Potable water source, sewage treatment system |  |  |
| * Interior and exterior seating areas |  |  |
| Lighting Plan |  |  |
| Interior finish schedule (materials for floors, walls, ceilings, and covering) |  |  |
| Equipment list, include make and model numbers (commercial equipment only NSF, or equivalent) |  |  |
| Plumbing Plan (location, type, and number of all plumbing fixtures) |  |  |
| Education: indicate 𝥀 Level One and/or 𝥀 Level Two Certification |  |  |

**\*\*Failure to provide all information may result in a delay or disapproval of your submittal\*\***

**Food Prep and Storage:**

Is the required menu or list of food items to be prepared, served, or sold enclosed? 𝥀 Yes     𝥀No

Provide a list of your food suppliers and the delivery frequency:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will your menu have a consumer advisory per OAC 3717-1-3.5? 𝤿 Yes     𝥀 No

Does your facility cater as defined in ORC 3717.01(G):   𝥀 Yes 𝥀 No

* If yes, this section is intended for food that will be served by establishment employees off-site from the planned establishment. This section does not pertain to the delivery of pre-ordered food to a customer (e.g., delivery of pizza).

List of menu items:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maximum number of meals per day taken to or prepared at off-site location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will hot food be held at the proper temperature during transportation and at the off-site location?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will cold food be held at the proper temperature during transportation and at the off-site location?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What types of vehicle(s) will be used to transport the food? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If this operation performs a food handling process that is not addressed, deviates, or otherwise requires a variance (such as reduced oxygen packaging, smoking for preservation, bottling or canning) is the required written HACCP plan enclosed along with ODH or ODA approval for this process?

𝥀 Yes 𝥀 No 𝥀 N/A

Will food be stored at least 6 inches above the floor?  𝥀 Yes 𝥀 No

Will food shields be used to protect foods on display?  𝥀 Yes 𝥀 No

How will employees avoid bare hand contact with ready-to-eat foods?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be cooling food?  𝥀 Yes 𝥀 No

* If yes, list all of the food you are cooling:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Also include your methods of cooling from 135°F-70°F within 2 hours and from 70°F-41°F within 4 hours:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be reheating food in bulk (more than one serving) to 165°F or higher? 𝥀 Yes   𝥀 No

* If yes, list all of the food you are reheating:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Also include your method of reheating:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equipment and Utensils:**

Will all equipment and utensils be commercially certified with NSF or equivalent? 𝥀 Yes    𝥀 No

Will each refrigerator, freezer, or warmer have a temperature measuring device? 𝥀 Yes     𝥀 No

Will temperature measuring devices be provided, readily accessible, and properly calibrated to ensure that the temperature of the food product is being accurately measured? 𝥀 Yes     𝥀 No 𝥀 N/A

Is the required equipment list with make and model numbers enclosed? 𝥀 Yes     𝥀 No

If utensils used with moist foods such as ice cream, or mashed potatoes are not stored in the product, will the required dipper well be provided?  𝥀 Yes 𝥀 No

Are all containers used to store bulk food products constructed of safe materials designed to be in direct contact with food?  𝥀 Yes 𝥀 No

To provide for easy cleaning will equipment be installed with: 𝥀 Casters     𝥀 Gas Disconnects 𝥀 A seal at the wall and floor 𝥀Sufficient open space

**Warewashing:**

What method of warewashing will be used: 𝥀 Manual     𝥀 Mechanical 𝥀 Both

**Manual Warewashing:**

Will the dimensions of the three-compartment sink be large enough to accommodate the largest food contact surface completely submerged (including large pots & pans)? 𝥀 Yes     𝥀 No

Dimensions of each compartment of the three-compartment sink are \_\_\_\_\_ inches long \_\_\_\_\_ inches wide \_\_\_\_\_ inches deep.

Will the required drain-boards be provided on both ends of the three-compartment sink? 𝥀 Yes   𝥀 No

Will the hot water temperature delivered to the sink be 120°F-140°F? 𝥀 Yes     𝥀 No

What type of sanitizer will be used? 𝥀 Chlorine   𝥀 Quaternary Ammonia 𝥀 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will test papers be available to verify the concentration of sanitizer being used? 𝥀 Yes     𝥀 No

**Mechanical Warewashing:**

Type of sanitization being used: 𝥀 High Temperature (180°F)     𝥀 Chemical

Capacity: \_\_\_\_\_\_\_\_\_\_\_ racks per hour          Final Rinse Water usage: \_\_\_\_\_\_\_\_\_gallons per hour

Will a pre-scrapping facility be provided? 𝥀 Yes     𝥀 No

Will the required drain boards be provided on both sides of the machine? 𝥀 Yes     𝥀 No

Is the dish machine equipped to automatically dispense detergents and/or sanitizers? 𝥀 Yes 𝥀 No

Does the dish machine have visual and/or audible notifications to verify that detergents and sanitizers were not delivered during the respective washing and sanitizing cycles? 𝥀 Yes     𝥀 No

If a high temperature dish machine is used will an irreversible registering temperature indicator (such as a maximum registering thermometer or thermolabels) be provided? 𝥀 Yes     𝥀 No 𝥀 N/A

**Plumbing and Fixtures:**

Will all plumbing work be completed under permit from the plumbing authority? 𝥀 Yes   𝥀 No 𝥀N/A

Will the location and size of the grease interceptor be compliant with state plumbing codes as well as local ordinances (if applicable)? 𝥀 Yes     𝥀 No 𝥀 N/A

Will the required mop sink be provided on each floor?  𝥀 Yes 𝥀 No

Will the required mop hanger be proved at the mop sink? 𝥀 Yes     𝥀 No

If the mop sink is located in the food prep or ware washing areas will there be a partition to protect food and equipment from splash? 𝥀 Yes     𝥀 No 𝥀 N/A

Will all equipment drain lines, exposed utility service lines, and soda/beer lines be installed so as to not interfere with floor cleaning?  𝥀 Yes 𝥀 No

If the menu or layout dictates, are these dedicated dump sinks available? 𝥀 Yes  𝥀 No 𝥀 N/A

If produce is washed or frozen foods are thawed in a sink will the required dedicated food prep sink with an indirect (air gapped) drain be provided? 𝥀 Yes     𝥀 No 𝥀 N/A

|  |  |  |  |
| --- | --- | --- | --- |
| **Will the drains of the following equipment be provided with at least a two-inch air gap?** | Yes | No | N/A |
| Ice Machine |  |  |  |
| Ice Storage Bins |  |  |  |
| Food Processing Sinks |  |  |  |
| Steam Tables |  |  |  |
| Dipper Wells |  |  |  |
| Steam Kettles and Ovens |  |  |  |
| Three-Compartment Sink |  |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

**Water Supply and Sewage Disposal:**

Are you on city water? 𝥀 Yes- city:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   𝥀 No- water system:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have a lounge/bar a dump sink will be required to be installed separately from handwashing/warewashing sinks. Has a dump sink been provided? 𝥀 Yes     𝥀 No 𝥀 N/A

Are you on city sewer? 𝥀 Yes- city:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   𝥀 No-septic type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Handwashing:**

Will there be a dedicated hand sink available within 20 feet of any food handling or ware washing area without going around a corner or through a doorway? 𝥀 Yes     𝥀 No

Will all hand sinks be installed in a manner that prevents splash contamination to food and food contact surfaces? 𝥀 Yes     𝥀 No

Is hot and cold running water under pressure available at all hand sinks? (Note: hot water shall be a minimum temperature of 100 °F)?  𝥀 Yes 𝥀 No

Handwashing instructional signs are required at each hand washing sink. Will signs or posters be provided at each hand sink? 𝥀 Yes     𝥀 No

Soap and paper towel dispensers are required to be installed at all handwashing sinks. Have soap and paper towels been provided? 𝥀 Yes     𝥀 No

**Restrooms:**

Have you provided employee restrooms which meet local building department codes? 𝥀 Yes     𝥀 No

Public restrooms need to be available if you are providing seating for on-site consumption. Will public restrooms be accessible without passing through food preparation, food storage, or warewashing areas? 𝥀 Yes     𝥀 No

Do your restrooms have handwashing sinks equipped with hot and cold water, soap, and single-service towel dispensers or hand drying devices? 𝥀 Yes     𝥀 No

Are the restroom doors self-closing? 𝥀 Yes     𝥀 No

Is there ventilation in the restrooms? 𝥀 Yes     𝥀 No

**Garbage Storage and Disposal:**

What type of receptacle storage will be used? 𝥀 Compactor     𝥀 Dumpster 𝥀 Cans

What is the anticipated minimum pickup frequency? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will all outdoor refuse receptacles. . .

* Be placed on a paved surface?           𝥀 Yes 𝥀 No
* Be rodent proof and leak proof?        𝥀 Yes 𝥀 No
* Curbed and sloped to drain?              𝥀 Yes 𝥀 No
* Have tight fitting lids/covers?             𝥀 Yes 𝥀 No
* Be shown on the enclosed site plan?  𝥀 Yes 𝥀 No

Describe how and where waste grease from equipment (e.g. fryers) will be handled, stored, and disposed of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there an outdoor grease storage receptacle? 𝥀 Yes     𝥀 No

Is there an area designated for garbage can or floor mat cleaning?  𝥀 Yes 𝥀 No

Describe any inside solid waste storage or solid waste container cleaning area:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where will damaged merchandise or unacceptable products to be returned will be stored?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe how and where redeemables, returnables, and recyclables will be stored:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mark the types of materials that will be recycled: 𝥀 Glass    𝥀 Metal 𝥀 Paper 𝥀 Cardboard

𝥀 Plastic 𝥀 None

What is the anticipated minimum recycling pickup frequency?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Insect and Rodent Control:**

Will outside doors be self-closing? 𝥀 Yes     𝥀 No

Will the facility have a drive-thru or walk-up window? 𝥀 Yes     𝥀 No

* If yes, describe the method of pest entrance prevention:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will openings around pipes, electrical conduits, and other wall perforations be sealed? 𝥀 Yes     𝥀 No

Will all openings to the exterior (doors, windows, ventilation discharges, etc.) be designed to keep out rodents and insects? 𝥀 Yes     𝥀 No

If you want to leave an exterior door open, it must be supplied with a tight-fitting screen that meets both building and fire codes. Is your facility compliant? 𝥀 Yes     𝥀 No 𝥀 N/A

**Lighting:**

Will at least 50 foot-candles of light be provided at:

* Food preparation areas?                                           𝥀 Yes 𝥀 No 𝥀 N/A
* Areas employees work with utensils or equipment?  𝥀 Yes 𝥀 No 𝥀 N/A

Will at least 20 foot-candles of light be provided at:

* Consumer self-service areas?                                    𝥀 Yes 𝥀 No 𝥀 N/A
* Inside equipment?                                                   𝥀 Yes 𝥀 No 𝥀 N/A
* Areas used for handwashing?                                   𝥀 Yes 𝥀 No 𝥀 N/A
* Areas used for warewashing?                                     𝥀 Yes 𝥀 No 𝥀 N/A
* Areas used for equipment storage?                            𝥀 Yes 𝥀 No 𝥀 N/A
* In restrooms?                                                              𝥀 Yes 𝥀 No 𝥀 N/A

Will at least 10 foot-candles of light be provided at:

* Walk-in coolers and freezers?                                     𝥀 Yes 𝥀 No 𝥀 N/A
* Dry storage areas?                                                    𝥀 Yes 𝥀 No 𝥀 N/A

Will the required shielding or shatter-resistant lamps be provided for light fixtures in food storage preparation, display, or service areas? 𝥀 Yes     𝥀 No 𝥀 N/A

**Ventilation:**

Will a commercial exhaust hood with an approved fire suppression system be provided to service cooking equipment producing grease-laden vapors? 𝥀 Yes     𝥀 No 𝥀 N/A

Will the canopy hoods completely cover the cooking equipment (extending a minimum horizontal distance of 6 inches beyond the edge of the cooking surface on all open sides)? 𝥀 Yes   𝥀 No 𝥀 N/A

Will a commercial exhaust hood be provided to service a hot temperature dish machine? 𝥀 Yes   𝥀 No

**Interior Finishes:**

All room finished on floors, walls, and ceilings in areas where sinks, urinals, toilets, dish machines, areas subject to food splash/vapors, food/wet bars, buffet lines, drink dispensing areas, mop sinks/service sinks, steam tables and areas where food preparation equipment is located are required to be durable, smooth, easily cleanable, and impermeable to moisture. Fiberglass Reinforced Plastic (FRP), tile, stainless steel, or other approved materials such as painted drywall or sealed block are required.

Is your facility compliant with this rule? 𝥀 Yes     𝥀 No

Complete the following chart to indicate all interior finishes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Floor** | **Walls** | **Coved Base** | **Ceiling** |
| Example | Quarry Tile | FRP | Rubber Base Molding | Vinyl Acoustical Tile |
| Food Preparation |  |  |  |  |
| Cooking |  |  |  |  |
| Warewashing |  |  |  |  |
| Food Storage |  |  |  |  |
| Bar |  |  |  |  |
| Restrooms |  |  |  |  |
| Service Areas/ Buffets/ Salad Bars |  |  |  |  |
| Dining |  |  |  |  |
| Mop Room |  |  |  |  |
| Other |  |  |  |  |
| Other |  |  |  |  |

**General Facility Considerations:**

Will a separate storage area be provided for employee’s personal belongings? 𝥀 Yes     𝥀 No

Will all toxic chemicals be stored away from food preparation and storage areas? 𝥀 Yes     𝥀 No

Where will cleaning supplies and chemicals be stored? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will laundry facilities be located on premise? 𝥀 Yes     𝥀 No

Where will clean linens be stored? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where will soiled linens be stored? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the completed NPCHD Plan Review Checklist enclosed with the material submitted? 𝥀 Yes  No

**Plan Review Submission**

This application is complete and accurate to the best of my knowledge. I understand that an incomplete submittal may delay the plan review process. I understand that any deviation from the initial submittal without prior approval from NCPHD may nullify final approval.

I have enclosed a completed NCPHD Plan Review Checklist.

I have enclosed the plan review fee.

**Signature of Applicant:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_