



City of New Philadelphia, Ohio New Philadelphia Health District

150 East High Ave. Suite 011, New Philadelphia, OH 44663 ~ 330-364-4491 X 1208

RETAIL FOOD ESTABLISHMENT and FOOD SERVICE OPERATION Plan Review and Facility Licensure Process -- 2022

Before a facility can be licensed, several steps need to occur:

Step 1 – Submittal of Plans

Before opening a new *Food Service Operation (FSO)* or *Retail Food Establishment (RFE)* within the city of New Philadelphia, an individual is required under Ohio law and rules to submit plans to the *New Philadelphia City Health Dept (NPCHD)* prior to beginning construction. Several items are needed in a complete submittal. Please see the accompanying *Plan Review Handout* which details the items needed in a complete submittal. An individual also needs to submit a completed *Plan Review Application*.

Along with the application, a *Plan Review Checklist* needs to be filled out and submitted to this office. This form provides additional information regarding the type of facility and the facility layout. In addition, a complete proposed *Menu* will need to be submitted at this time. Lastly, the plan cannot be reviewed until the plan review fee has been submitted. The present plan review fee is \$300.00 dollars for all new construction and for all substantial alterations to a facility.

Step 2 – Review of Plans

Once the plans have been properly submitted to the NPCHD, along with the plan review checklist and menu, the NPCHD has to review this material within thirty (30) days of the submittal date. Upon review, the applicant will either receive an approval letter for the submitted plans, a letter detailing additional information needed, or a letter detailing as to why the submittal has been disapproved. Typically, plan approval has been delayed in the past due to incomplete equipment information or proposing the use of non-commercial equipment in the facility. It is highly recommended that the applicant research whether the equipment being proposed actually does have commercial certification.

Until the submitted plans have been approved, or additional information has been received by this office, no further movement is able to be taken by the NPCHD regarding pending plans. It is highly recommended that construction does not begin until the submitted plans are approved.

Step 3 – Approval

Once the NPCHD has approved the plan submittal, an approval letter will be sent out to the submittal applicant along with an application for the proposed FSO/RFE facility.

Step 4 – Inspection(s)

Once construction has begun, the NPCHD will conduct a pre-licensing inspection of the facility, to ensure compliance with the approved plans. Any substantial alterations to or deviations from the plans should have prior approval from this office. Depending upon the complexity of the facility, more than one insp may be warranted.

Step 5 – Licensure/30 day insp

After a successful pre-licensing insp and a completed application for a new FSO/RFE has been submitted to this office, a license can be issued to the facility to commence operations. A 30 day operational inspection will be conducted usually within the first month of operation.

Questions

Individuals with any questions regarding this process, or who have particular questions regarding plan submittals can call the NPCHD at 330.364.4491 and speak with Zach Phillips (ext 1206) or Karleigh Spence (ext 1207) for further information.