



CRAWFORD COUNTY PUBLIC HEALTH

PREVENT • PROMOTE • PROTECT

FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

(for Starting a New or Remodeling, or Upgrading a Food Operation)

Instructions:

1. Submit the completed application (properly signed & dated).
2. Submit a check or money order for the appropriate fee (30% of local license fee) payable to: **Crawford County Public Health**.
3. Submit one copy of the facility layout (see page 3 for layout requirements) and one copy of the menu.
4. Contact other agencies for approvals and inspections concerning structural, electrical and plumbing work. (These inspections are needed in order for our department to finalize approval of the facility.)

This application must be submitted and approved by the Crawford County General Health District PRIOR to any work on the facility. The Crawford County General Health District Staff is allotted (per Ohio Uniform Food Safety Code, Ohio Administrative Code (OAC) 3717-1) up to thirty (30) days to review and either approve or disapprove the submitted information.

Facility Name					
Facility Address					
Facility Phone:			Facility Fax:		
Owner Name:					
Owner Address					
Owner Phone	Home			Cell	
Applicant Name:				Applicant Title:	
Applicant Phone:			E-mail		
Applicant Signature:				Date	
Plan Review Fee:		Date Paid:		Receipt #:	

Project Start Date:		Project Completion Date:	
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Type of Service: (check all that apply)

Retail Only		Dine In		Take Out		Catering	
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Hours of Operation:

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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Maximum Number of Meals to be Served (approximate number):

Breakfast: _____ Lunch: _____ Dinner: _____

Name of Individuals Certified in Food Protection for each shift/all hours of operation. All newly licensed facilities must provide proof of certification to the Crawford County General Health District for the Person in Charge for each shift of operation. (OAC 3701-21-25)

I have submitted plans/applications to the following authorities (as applicable):

(Date Submitted)

(Date Submitted)

_____ Plumbing
 _____ Electric
 _____ Building

_____ Zoning
 _____ Planning
 _____ Fire

Contact information for required inspections:

Structural & Electrical

Richland County Building Department
 1495 West Longview Ave., Suite 202A,
 Mansfield, Ohio 44906
 Phone: 419-774-5517
 Fax: 419-774-6317
 email: permits@richlandcountyoh.us

Plumbing

Richland Public Health [Plumbing Division]
 555 Lexington Ave.
 Mansfield, Ohio 44906
 Phone: 419-774-4525
 Fax: 419-774-0845

Septic Treatment Systems

Northwest OEPA
 Contact: Jason Ko
 347 N. Dunbridge Rd.
 Bowling Green, Ohio 43402
 Phone: 419-373-3021

Water Systems

Northwest OEPA
 Contact: Janis D'Amico
 347 N. Dunbridge Rd.
 Bowling Green, Ohio 43402
 Phone: 419-373-3108

Fire Inspections

– local fire (city or township) – Bucyrus Fire Dept.– 419-562-1351, Crestline Village – 419-683-3823, New Washington Village – 419-492-2345

Facility Layout & Equipment Specifications (Ohio Administrative Code 3717-1-09)

The facility layout and specifications shall be legible, be drawn reasonably to scale, and shall include:

1. The type of operation proposed and a list of all foods to be prepared and served;
2. The total area to be used for food service including square footage;
3. All portions of the premises in which food service activities are to be conducted;
4. Entrances and exits (including unloading areas);
5. Location, number and types of plumbing fixtures, including water supply facilities;
6. Plan of lighting, both natural and artificial, with food-candles indicated for critical surfaces;
7. A floor plan showing the general layout of fixtures and other equipment;
8. Building materials and surface finishes to be used; and
9. An equipment list with equipment manufacturers and model numbers.

A summary of the food facility requirements:

Equipment – Equipment must be commercial equipment (not household equipment) and NSF approved (or equivalent) (OAC 3717-1-04.1 (KK)). Each piece of equipment is to be clearly marked with its common name. Equipment must be maintained in a state of good repair and proper adjustment (including the doors, seals, hinges, fasteners & kick plates). Cutting or piercing parts of can openers shall be kept sharp to minimize the risk of metal fragments contaminating food. (OAC 3717-1-04.4)

Lighting – Must be of proper intensities & properly shielded to protect against food contamination. Shielding options include shatterproof bulbs, plastic tubes with endcaps, or full shields around the fixture. (OAC 3717-1-06.1(I)). The required minimum intensities are: Food Prep & Cooking Areas – 50 footcandles, Salad Bars & Buffets – 20 footcandles, Dishwashing & Handwashing Areas – 20 footcandles, Inside equipment areas (such as reach in coolers and under counter refrigerators) – 20 footcandles, Dry Storage Areas – 10 footcandles (OAC 3717-1-06.2(I)).

Surfaces – Materials for the floors, walls and ceilings shall be smooth, durable and easily cleanable for all areas of food service, preparation and storage. (OAC 3717-1-06).

FOOD PREPARATION REVIEW **A copy of the Menu must be attached:**

Check categories of Potentially Hazardous Foods (PHF's) to be handled, prepared, and served.

CATEGORY	(YES)	(NO)
(1) Thin meats, poultry, fish, eggs (hamburger, sliced meats, fillets)	()	()
(2) Thick meats, whole poultry (roast beef; whole turkey, chickens, hams)	()	()
(3) Cold processed foods (salads, sandwiches, vegetables)	()	()
(4) Hot processed foods (soups, stews, rice/noodles, gravy, chowders, casseroles)	()	()
(5) Bakery goods (pies, custards, cream fillings & toppings)	()	()
(6) Other _____		

PLEASE CIRCLE/ANSWER THE FOLLOWING QUESTIONS

FOOD SUPPLIES

(1) What are the projected frequencies of the deliveries for:

Frozen Foods: _____ Refrigerated Foods: _____

Dry Goods: _____

(2) Provide information on the amount of space (in cubic feet) allocated for:

Frozen Storage: _____ Refrigerated Storage: _____

Dry Storage: _____

(3) How will dry goods be stored 6 inches off the floor? _____

COLD STORAGE

(1) Will raw meats, poultry, and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods? YES/NO

If yes, how will cross-contamination be prevented?:

(2) Is there a bulk ice machine available? YES/NO

If no – What source will you utilize for ice? _____

REHEATING (if applicable)

How will PHF's that are cooked, cooled, and reheated for hot holding be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds within 2 hours. Indicate type of unit used for reheating.

PREPARATION

Thermometers – Proper thermometers must be available and used for testing food temperatures and in all refrigeration units (OAC 3717-1-4.3).

(1) Please list categories of food prepared more than 12 hours in advance of service:

(2) Will barriers (disposable gloves/utensils/food grade paper) be used to prevent handling of ready-to-eat foods? YES/NO

(3) Is there a written policy to exclude or restrict food workers who are sick or have infected cuts or lesions? YES/NO

Please Describe:

(4) How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in sinks or put through a dishwasher be sanitized?

Chemical Type Sanitizer: _____ Concentration/Strength: _____

Appropriate Test Kit on premises?: YES/NO

(5) Will all produce be washed on-site prior to use? YES / NO

Is there a planned location for washing produce? YES / NO

Describe how and where:

(6) Describe the procedure used for minimizing the length of time PHF's will be kept in the temperature danger

zone (41°F - 135°F) during preparation:

(7) Will the facility be serving food to a highly susceptible population? YES / NO

If yes, how will the temperature of foods be maintained while being transferred between the kitchen and service areas?

GARBAGE/REFUSE

Refuse/Recyclables Storage – If storing outdoors, the floor and enclosure surfaces must be constructed of nonabsorbent material and the receptacles must have tight-fitting lids, doors, or covers. There must be sufficient capacity (indoors and outdoors) for storing and accumulating. There must be a waste container at each hand sink and a covered container inside the womens restroom. (OAC 3717-1-5.4)

(1) Will a dumpster be used? YES / NO

If yes: Number _____ Size _____

Frequency of Pickup _____

Contractor _____

(2) Describe surface and location where dumpster/garbage cans are to be stored:

GENERAL

Employee Dressing areas & Lockers – An area must be designated for providing employees a suitable facility for the orderly storage of employee’s clothing and other possessions. (OAC 3717-1-06.2(K)).

Chemicals/Cleaners/Medicines Storage Areas - Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens or single-service articles. (OAC 3717-1-7.1)

(1) Are all chemicals and toxics for use on the premise or for retail sale (this includes personal medications) stored away from food preparation and storage areas? YES / NO

(2) Will linens be laundered on site? YES / NO

If yes, what will be laundered and where? _____

If no, how will linens be cleaned?

(3) Location of dirty linen storage:

(4) Are bulk storage containers constructed of a durable and safe material? YES / NO

Indicate material type?

DISHWASHING FACILITIES

Sanitizing Solutions – A test kit that accurately measures the concentration in ppm of type of sanitizing solutions to be used shall be provided (OAC 3717-1-4.3).

- Required Sinks & Drains** –
- ® 3-compartment sink (direct connection to plumbing)
 - ® Food preparation sink (indirect drain between sink and plumbing)
 - ® Mop water disposal sink (direct connection to plumbing)
 - ® Hand wash sink(s) (direct connection to plumbing)
 - ® Automatic dishwasher (direct connection to plumbing) (OAC 3717-1-05.1).

Clearly designate hand washing facilities for each restroom and in the immediate area of food preparation.

(1) Does the largest pot and pan fit into each compartment of the sink? YES / NO

If no, what procedure will be used for cleaning and sanitizing those items?

(2) Are there drain boards on both ends of the three compartment sink? YES / NO

(3) What type of sanitizer will be used for each of the following? (*as applicable*):

3 Compartment sink _____
Dishwashing machine _____
Food contact surfaces _____

HANDWASHING/TOILET FACILITIES

1. Is there a hand washing sink in each food preparation and dishwashing area? YES / NO
2. Is soap available at all hand washing sinks? YES / NO
3. Are hand drying facilities (paper towels, air dryers) available at all hand washing sinks? YES / NO
4. Are covered waste containers available in each restroom? YES / NO
5. Are toilet room doors self-closing [*If toilet room opens into kitchen and storage areas*]? YES / NO
6. Are all toilet rooms equipped with adequate ventilation? YES / NO
7. Is there a hot water heater available to provide hot water to all hand washing/dishwashing sinks? YES/NO

Determining the Proper Risk Level for a Food Facility (based on the highest risk level activity of the facility)
(OAC 901:3-4-05 for Retail Food Establishments & OAC 3701-21-02.3 for Food Service Operations)

The following are examples of risk level activities, but are not limited to, an operation that offers for sale or sells:

Risk Level I: - Coffee, self-service fountain drinks, prepackaged non-time/temperature controlled for safety beverages; pre-packaged refrigerated or frozen time/temperature controlled for safety food; pre-packaged non-time/temperature controlled for safety foods; or baby food or formula.

Risk Level II: - The above list plus the handling, heat treating, or preparing non-time/temperature controlled for safety food; holding for sale or serving time/temperature controlled for safety food at the same proper temperature at which it was received; or heating individually packaged, commercially processed time/temperature controlled for safety food for immediate service.

Risk Level III: - The above lists plus the facility is involved in handling, cutting, grinding raw meat products; cutting or slicing ready-to-eat meats and cheese; assembling or cooking time/temperature controlled for safety food that is immediately served, held hot or cold, or cooled; operating a heat treatment dispensing freezer; reheating in individual portions only; or heating of a product from an intact hermetically sealed package and holding it hot.

Risk Level IV: - The above lists plus the facility is involved in reheating bulk quantities of leftover time/temperature controlled for safety food more than once every seven days; caters or other similar food service operations that transport time/temperature controlled for safety food; offers a ready-to-eat raw potentially hazardous meat, poultry product, fish or shellfish; uses freezing as a means to achieve parasite destruction; uses time in lieu of temperature as a public health control for time/temperature controlled for safety food; prepares food in a manner that requires a variance to process; or serves primarily to a high risk clientele including immune compromised or elderly individuals in a facility that provides either health care or assisted living.