

# FOOD OPERATION PLAN SUBMISSION PACKET

FOOD SERVICE & RETAIL FOOD OPERATIONS



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**CRAWFORD COUNTY PUBLIC HEALTH**

PREVENT • PROMOTE • PROTECT

PHONE

419-562-5871

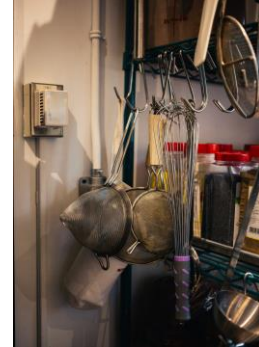
FAX

419-562-2048

# SO YOU'RE STARTING A NEW FOOD OPERATION OR REMODELING YOUR EXISTING OPERATION

The information contained within this booklet will aid you in the development of your new or remodeling food service operation.

To begin the development process, the following steps must be followed:



## STEP

1

A layout of your facility and equipment list must be submitted to and approved by The Crawford County General Health District before any construction work may begin on the facility.

Our department is allotted up to **30 days** to review and either approve or disapprove the layout specifications.

A plan review application along with the required review fee of **30% of the licensing fee** will be assessed when the layout information is submitted. Information on proper layout submission is provided on the following pages.

## STEP

2

Other agencies must be contacted for approvals and inspections concerning structural, electrical and plumbing work. These are needed in order for our department to approve the facility.

Structural & Electrical Plans/Inspections:

**RICHLAND COUNTY BUILDING DEPARTMENT**

Plumbing Plans/Inspections:

**RICHLAND PUBLIC HEALTH PLUMBING DIVISION**

If outside of municipal sewage and water facilities, all sewage and water systems Plans/Inspections:

**NORTHWEST OEPA**

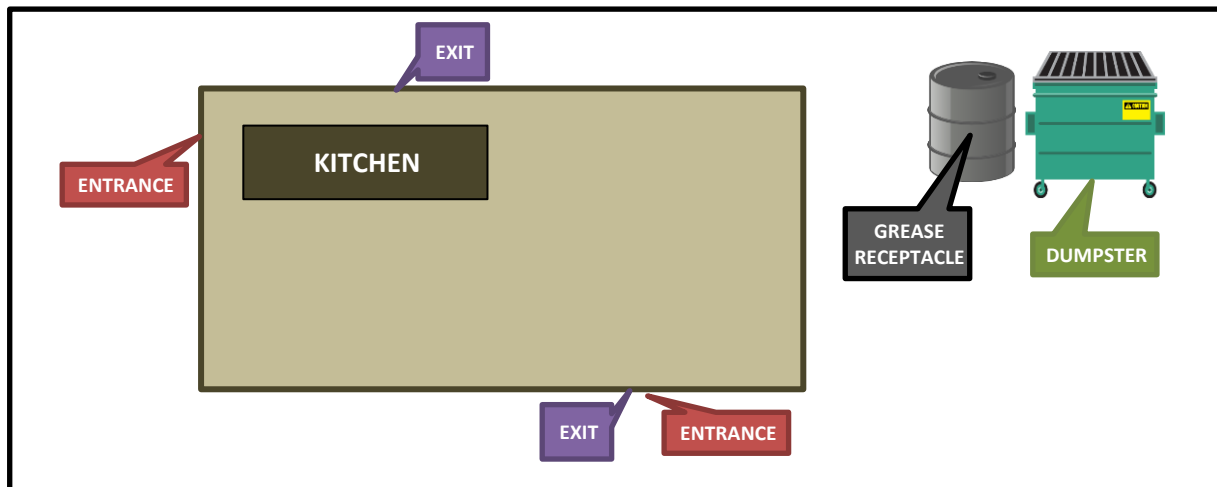
Please read the information contained in this booklet carefully. Most areas of layout specifications and other pertinent information and phone numbers are covered. However, if you have any questions, please contact our department and we will be happy to guide you through the development process.

# PREMISES DIAGRAM & CONTENTS

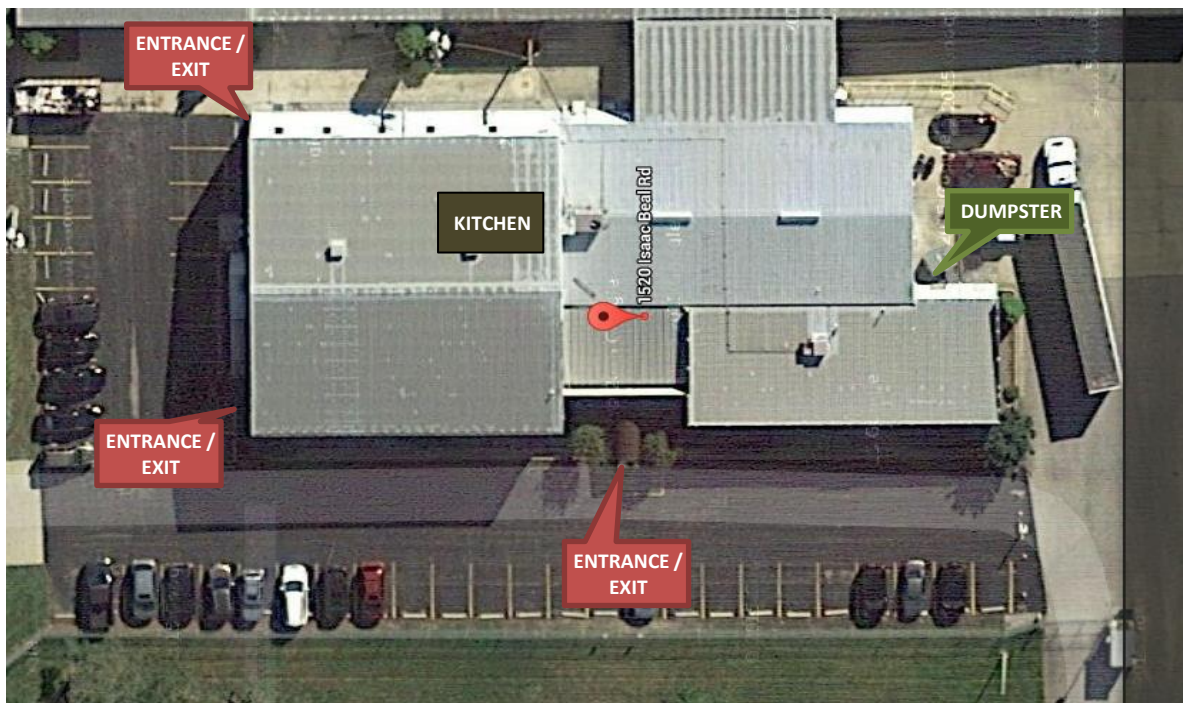
A DIAGRAM OR AERIAL PICUTRE OF THE ENTIRE PREMISES MUST BE PROVIDED SO THAT THE ENTIRE PREMISES CAN BE EVALUATED.

PLEASE INDICATE THE FOLLOWING ON THE PREMISES DIAGRAM

- ① LOCATION OF DUMPSTERS
- ② LOCATION OF GREASES RECEPTACLES [IF APPLICABLE]
- ③ LOCATION OF KITCHEN FACILITES INSIDE THE BUILDING
- ④ LOCATION OF ENTRANCES AND EXITS OF THE BUILDING

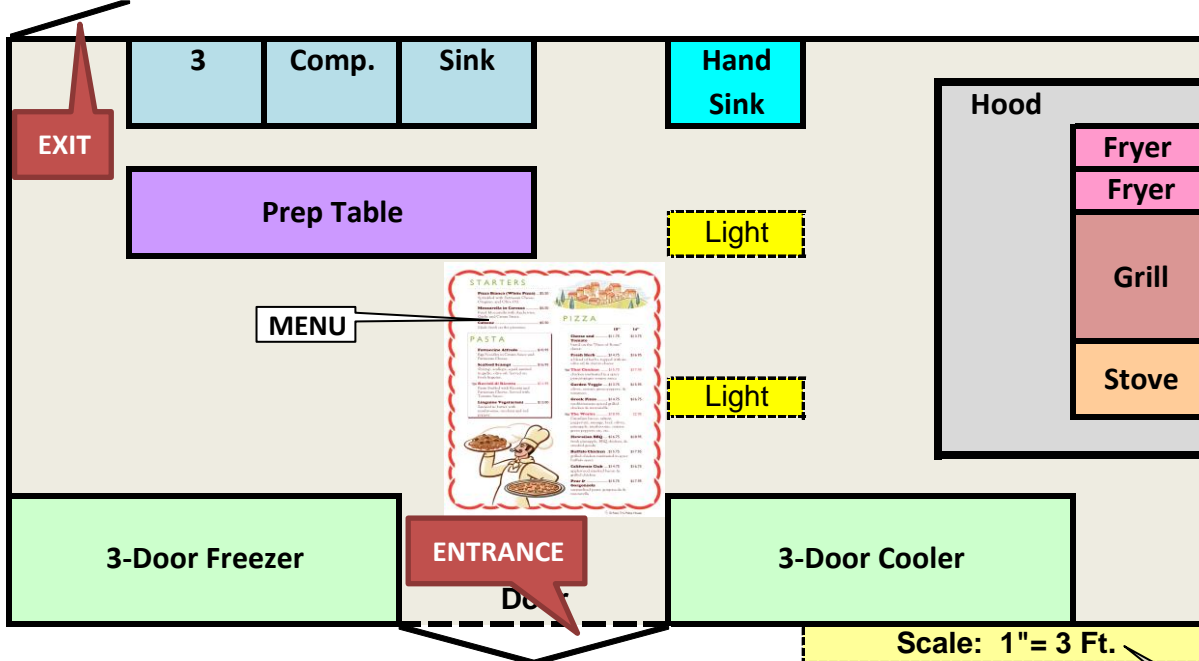


OR



# PLAN SUBMISSION DIAGRAM & CONTENTS

Diagramed below is an example of a proper set of food facility plans.



## A PROPER SET OF PLANS MUST INCLUDE THE FOLLOWING

SCALE

1

Exact placement of all equipment within the facility (sinks, coolers, freezers, cooking equipment, etc.)

2

The finishes that will be installed on all floors, walls, and ceilings  
 Example: Floor = Quarry Tile, Walls = Laminate Panels, etc.

3

The number and exact locations of lighting fixtures.  
 The location of all entrances and exits.

4

Listing of all food service equipment with the make and model numbers.  
 Example: Grill (Hobart TR-170) 3-Door Cooler (True CL-3X)

5

Scale of the Plans.

6

A complete list (menu) of all foods to be prepared and served.


7

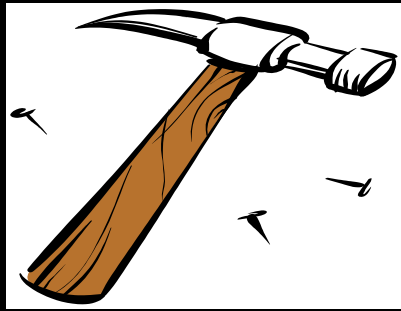
A layout of all plumbing in the facility.

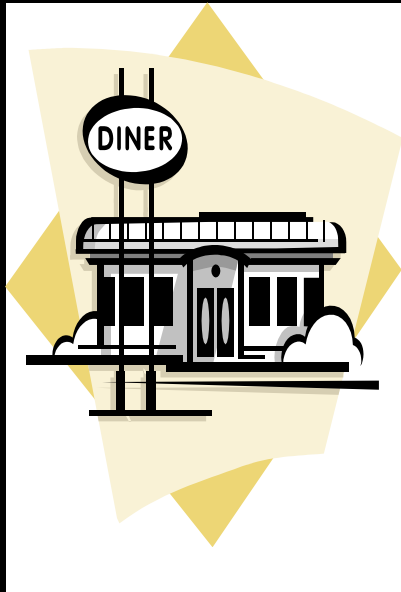
8

Location of all hood systems.

# FOOD FACILITY DEVELOPMENT TIME TABLE

<p><b>Plan Submission</b></p>	<p><b>HEALTH DEPARTMENT</b></p>
	<p>Plans must be submitted prior to any construction of the facility. The health department is allotted up to thirty (30) days to review and approve or disapprove plans. Submission of these plans in a timely manner is essential to avoid delays in facility development.</p>
<p><b>RICHLAND COUNTY BUILDING DEPARTMENT</b></p>	
<p><b>RICHLAND PUBLIC HEALTH PLUMBING DIVISION</b></p>	
<p>Plans must be submitted prior to any construction of the facility. Please contact these agencies for more detailed plan submission requirements.</p>	

<p><b>Construction Phase</b></p>	<p><b>HEALTH DEPARTMENT</b></p>
	<p><b>RICHLAND COUNTY BUILDING DEPARTMENT</b></p> <p><b>RICHLAND PUBLIC HEALTH PLUMBING DIVISION</b></p>
<p>Remain in frequent contact with all agencies during the construction phases. Immediately notify all agencies of any changes in plans or construction. All agencies must approve any changes prior to actual implementation of the changes.</p>	

<p><b>Facility Completion</b></p>	<p><b>HEALTH DEPARTMENT</b></p>
	<p>Once all construction is completed, the facility fully cleaned, and the Richland County inspections have been received, contact the health dept. at least five (5) days prior to the planned opening date of the facility for final inspection. This is to ensure that if changes need to be made, delays in the opening of the facility will not occur. The facility must pass final inspection and copies of the approvals from all other agencies must be submitted for the facility to be deemed acceptable for licensure and operation.</p>
<p><b>RICHLAND COUNTY BUILDING DEPARTMENT</b></p>	
<p><b>RICHLAND PUBLIC HEALTH PLUMBING DIVISION</b></p>	
<p>Notify both upon completion of all construction. Inspections must be received from these agencies prior to inspection and licensure by the health department.</p>	

## OTHER AGENCY LISTING

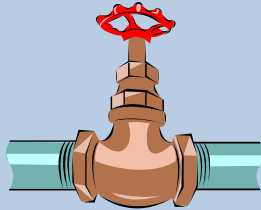
Plans must be submitted to and inspections are required from the agencies listed below prior to inspection and licensure by the local health department. Sewage and water approvals are not needed if your facility is within a city or village that has water and sewage facilities.

### STRUCTURAL & ELECTRICAL



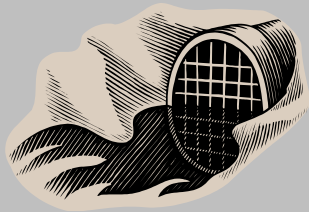
Richland County Building Department  
1495 W. Longview Ave.  
Mansfield, Ohio 44906  
419-774-5517  
Fax: 419-774-6317  
E-mail: [permits@richlandcountyoh.us](mailto:permits@richlandcountyoh.us)

### PLUMBING



Richland Public Health  
Plumbing Division  
555 Lexington Ave.  
Mansfield, OH 44906  
419-774-4525

### SEWAGE DISPOSAL



Ohio EPA  
Northwest District Office  
Contact: Jason Ko  
347 N. Dunbridge Rd.  
P.O. Box 466  
Bowling Green, Ohio 43402  
419-373-3021

### WATER SUPPLY



Ohio EPA  
Northwest District Office  
Contact: Janis D'Amico  
347 N. Dunbridge Rd.  
P.O. Box 466  
Bowling Green, Ohio 43402  
419-373-3108

### FIRE



Bucyrus City Fire Department  
223 E. Mansfield St.  
Bucyrus, Ohio 44820  
419-562-1351  
Or your local Township or Village  
Fire Chief



# FOOD FACILITY REQUIREMENTS

## SINKS & DRAINAGE



**DIRECT CONNECTION  
to Plumbing**



**INDIRECT CONNECTION  
Air Gap between Sink Drain & Plumbing**



**DIRECT CONNECTION  
to Plumbing**



**DIRECT CONNECTION  
to Plumbing**



An Automatic Dishwasher may also be installed for proper dishwashing.

**DIRECT CONNECTION  
to Plumbing**

## EQUIPMENT

All food service equipment (Examples: Refrigeration, Freezers, Stove, Ovens, etc.) must be approved by an approved testing agency. Look for the certification marks listed below:



Freezers



Refrigeration



Deep Fryers



Cooking Equipment

Proper thermometers must be provided for testing food temperatures and in all refrigeration units.



# LIGHTING

Lighting must be of proper intensities and properly shielded to protect against food contamination from glass during breakage.

## INTENSITIES

Preparation & Cooking Surfaces	50 Footcandles
Salad Bars & Buffets	20 Footcandles
Dishwashing & Handwashing	20 Footcandles
Equipment Interiors	20 Footcandles
Dry Storage	10 Footcandles

## SHIELDING OPTIONS



# VENTILATION

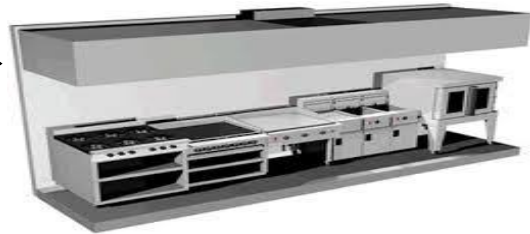
## EQUIPMENT TYPE

## REQUIRED VENTILATION

**BROILERS,  
GRIDDLES,  
GRILLS  
DEEP FRYERS  
TILT KETTLES  
STEAMERS  
STOVES OVENS**



**HOOD SYSTEM WITH FIRE SUPPRESSION**



**HOLDING CABINETS  
MICROWAVES  
TOASTERS  
STEAM TABLES**

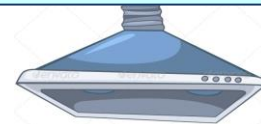


**NO HOOD SYSTEM REQUIRED**

**AUTOMATIC DISHWASHER**



**EXHAUST HOOD SYSTEM REQUIRED**



**RESTROOMS**



**EXHAUST FAN REQUIRED**



**DOORS & WINDOWS**



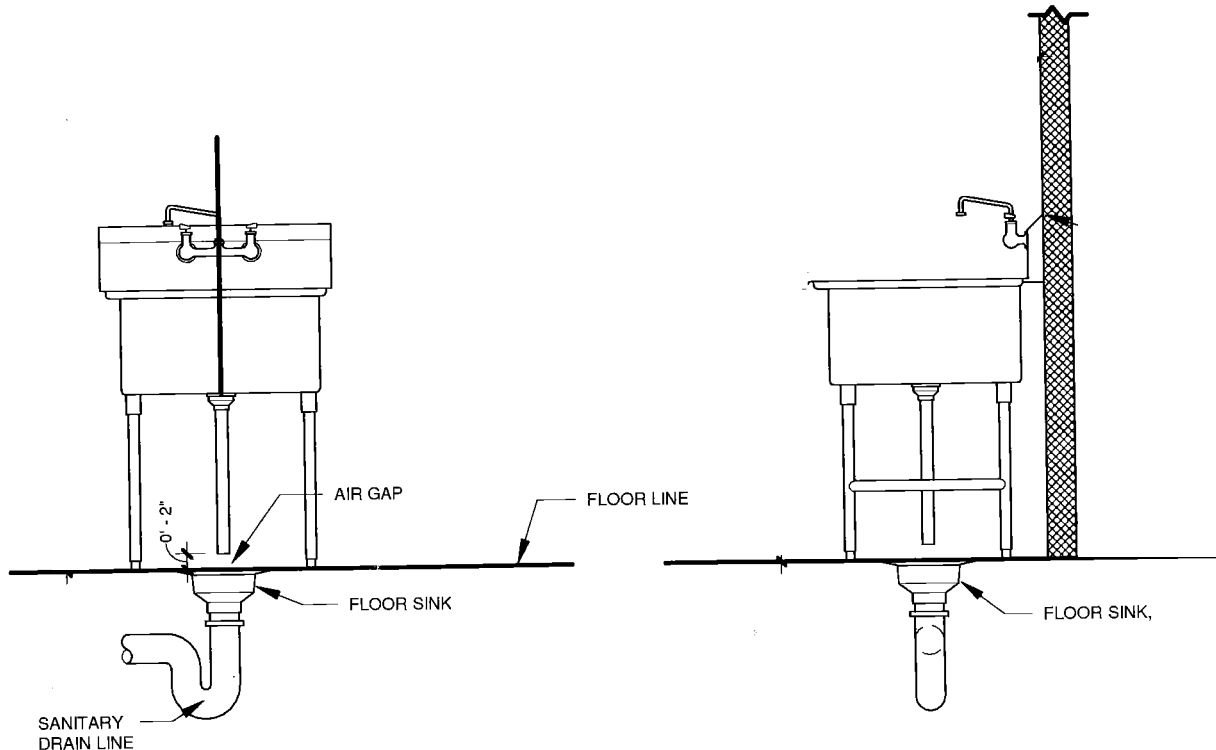
**WINDOWS SCREENED  
SCREEN DOORS**





# INDIRECT DRAINAGE DIAGRAM for FOOD PREPARATION SINKS

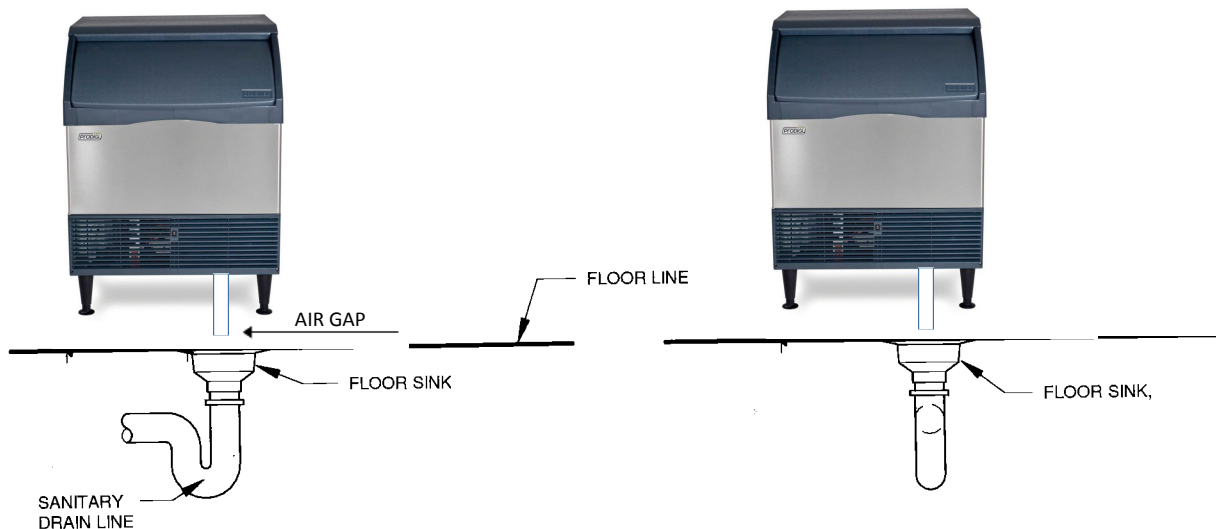
When submitting the plumbing schematic portion of the plans, please ensure the schematic indicates the drainage for the food preparation sink (if applicable). As you can see in the diagram, food preparation sinks must be INDIRECTLY drained to the facility plumbing system.



1-COMPARTMENT  
SINK

# INDIRECT DRAINAGE DIAGRAM for ICE MAKERS

When submitting the plumbing schematic portion of the plans, please ensure the schematic indicates the drainage for the ice maker (if applicable). As you can see in the diagram, ice makers must be INDIRECTLY drained to the facility plumbing system.



ICE MAKER

# SURFACE FINISHES

Floors, walls, and ceilings must be constructed of smooth, durable, and cleanable materials. The chart provides an outline of acceptable surface finishes. This list is not all inclusive, thus please contact our department with questions on other finishes that may meet proper requirements.



## FOOD PREPARATION & COOKING AREAS

FLOORS	WALLS		CEILINGS
Quarry Tile	<b>Prep</b>		Drop with Smooth Tiles
Vinyl Tiles	<b>Prep</b>		Epoxy Painted Drywall
Solid Vinyl	<b>Prep</b>		Marlite Panels
	<b>Cooking</b>		

## DISHWASHING

FLOORS	WALLS		CEILINGS
Quarry Tile	Marlite Panels		Drop with Smooth Tiles
Vinyl Tiles	Ceramic Tile		Epoxy Painted Drywall
Solid Vinyl	Stainless Steel		Marlite Panels

## DRY STORAGE

FLOORS	WALLS		CEILINGS
Quarry Tile	Marlite Panels		Drop with Smooth Tiles
Vinyl Tiles	Ceramic Tile		Epoxy Painted Drywall
Solid Vinyl	Stainless Steel		Marlite Panels
Sealed/Painted Concrete	Epoxy Painted Conc. Block		

## BUFFETS - SALAD BARS - SERVICE AREAS

FLOORS	WALLS		CEILINGS
Quarry Tile	Marlite Panels		Drop with Smooth Tiles
Vinyl Tiles	Ceramic Tile		Epoxy Painted Drywall
Solid Vinyl	Stainless Steel		Marlite Panels