



Layout & Equipment Submission Packet Food Service & Retail Food Facilities

Packet Contents:

1. Layout Diagram & Requirements
2. Food Facility Development Time Table
3. Other Agency Contact List
4. Food Facility Requirements
(Sinks & Drainage, Equipment, Lighting,
Ventilation, Surface Finishes)
5. Plan Review & Licensure Fees

Ottawa County Health Department
Phone: 419-734-6800 Fax: 419-734-6888
1856 E. Perry St. Port Clinton OH 43452

Starting a New Food Service Operation OR Remodeling Your Food Service Operation

The information contained within this booklet will aid you in the development of your new 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 our department 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, thus it is necessary to submit this information quickly. The completed plan review application and fee must be submitted at the same time you submit your layout packet.

Step 2: All structural, plumbing, and electrical plans, inspections, and approvals must be submitted to and obtained from the Ottawa County Building Department. If your facility falls *outside* municipal sewage and water connections; plans, permits, and approvals will need to be obtained from the Ohio EPA for the installation of proper sewage disposal and water systems. Information on contacts and phone numbers are provided in this book.

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.



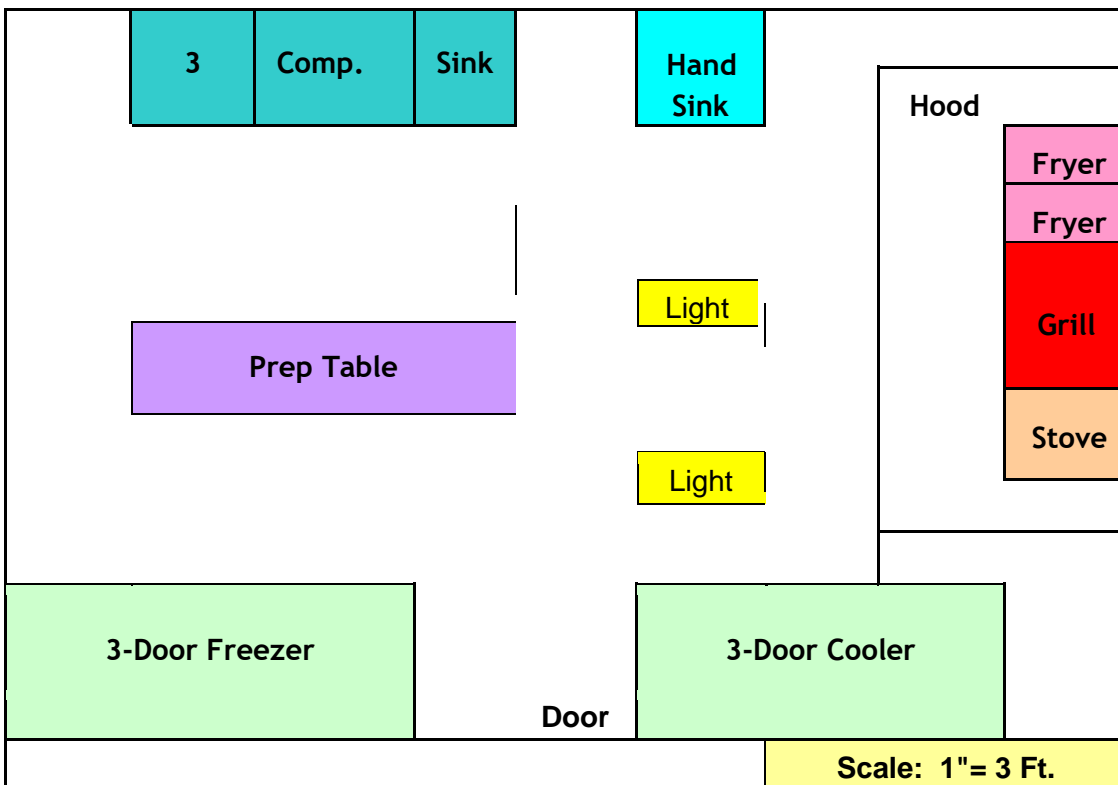
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Plan Submission Contents

A proper set of plans must include the following:

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.
4. A listing of all food service equipment with the make and model numbers.
5. Scale of the diagram
6. A complete list (menu) of all foods to be prepared and served.
7. Location of all windows and doors.
8. Location of all hood systems.
9. A plumbing layout of the entire facility.

Example of a proper set of food facility plans:



Food Facility Development Time Table

Inspection Agency Contact List

Plumbing:

Ottawa County Building Department

Contact: Dave Driggs

315 Madison St. Room 104

Port Clinton OH 43452

(419) 734-6767

Sewage Disposal:

Ohio EPA

Northwest District Office

Contact: Justin Williams

347 N. Dunbridge Rd.

PO Box 466

Bowling Green OH 43402

1-800-686-6930

Structural & Engineering:

Ottawa County Building Department

Contact: Tracy Buhrow

315 Madison St. Room 104

Port Clinton OH 43452

(419) 734-6767

Water Supply:

Ohio EPA

Northwest District Office

Contact: Justin Williams

347 N. Dunbridge Rd.

PO Box 466

Bowling Green OH 43402

1-800-686-6930

Fire:

Port Clinton Fire Department

Contact: Kent Johnson

City Hall Offices

1868 E. Perry St.

Port Clinton OH 43452

(Or your local Township Fire

Chief)

Food Facility Requirements

Sinks and Drainage



3 Compartment Sink-
Direct connection to
plumbing



Food Prep Sink—Air gap
between sink drain and
plumbing



Handwashing Sink —
direct connection to
plumbing



An automated dishwasher
may be installed for proper
dishwashing



Mop Water Sink—direct connection
to plumbing

Equipment

All food service equipment (Refrigeration, Freezers, Stove, Ovens, etc.) must be commercial—grade. Commercial— grade equipment is usually stamped with an NSF (National Sanitation Foundation) label. Proper Thermometers must be provided for testing food temperatures 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	50 Footcandles
Salad Bars & Buffers	20 Footcandles
Dishwashing & Hand-	20 Footcandles
Inside Equipment	20 Footcandles
Dry Storage	10 Footcandles

Shielding Options:

1. Shatterproof Bulbs
2. Plastic Tubes with Endcaps
3. Full Shields

Ventilation

Equipment	Required Ventilation
Broilers, Griddles, Grills, Deep Fryers, Kettles, Steamers, Stoves, Ovens, Etc.	Hood Systems with Fire Suppression
Holding-cabinets, Microwaves, Toasters, Steam Tables.	No Hood System Required
Automatic Dishwashers	Exhaust Hood
Bathrooms	Exhaust Fan
Doors & Windows	Window Screens or Screen Doors

Surface Finishes

Floors, walls, and ceiling 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	Prep	Marlite Panels	Drop with Smooth Tiles
Vinyl Tiles	Prep	Ceramic Tile	Epoxy Painted Drywall
Solid Vinyl	Prep	Stainless Steel	Marlite Panels
	Cooking	Stainless Steel	

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

2022 Fee Schedules

NOTE: The license fee schedule is included for informational purposes only. An “Application for Food Service License” can only be completed **AFTER** the plans for the operation have been reviewed and approved.

In order for the plans to be reviewed, the owner/ operator must **FIRST** submit a “Food Service Plan Review Application,” along with the required fee for the plan review.

LICENSE FEES (Facilities Under 25,000 Square Feet)			
CLASS	LOCAL FEE	STATE FEE	TOTAL FEE
1	\$93.66	\$28.00	\$121.66
2	\$103.63	\$28.00	\$131.63
3	\$184.56	\$28.00	\$212.56
4	\$230.02	\$28.00	\$258.02
LICENSE FEES (Facilities 25,000 Square Feet or Over)			
CLASS	LOCAL FEE	STATE FEE	TOTAL FEE
1	\$128.75	\$28.00	\$156.75
2	\$134.73	\$28.00	\$162.73
3	\$439.73	\$28.00	\$467.73
4	\$465.25	\$28.00	\$493.25
LICENSE FEES (Mobiles, Vending Locations, Temporaries)			
CLASS	LOCAL FEE	STATE FEE	TOTAL FEE
Mobile	\$56.07	\$28.00	\$84.07
Vending	\$0.00	\$6.00	\$6.00
Temporary	\$42.88/day		\$42.88/day

*Penalty Fee (Late) 25% of established local fee

Facility Layout and Equipment Specifications

The following itemizes the plan review process:

As per Section 3717-1-09 Ohio Administrative Code, the plans must include:

- A) the facility layout and equipment specification submitted for the approval of the licensor shall confirm that the applicable provisions of Chapter 3717-1 of the Administrative Code can be met. The facility layout and specifications shall be legible, be drawn reasonable to scale, and shall include:
1. The type of operation or establishment proposed and foods to be prepared and served.
 2. The total area to be used for the food services operation or retail establishment including square footage;
 3. All portions of the premises in which the food service operation or retail food establishment are to be conducted;
 4. Entrances and exits
 5. Location, number and types of plumbing fixtures including all water supply facilities;
 6. Plan of lighting both natural and artificial, with foot-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 manufactures and model numbers.
- B) Food equipment that is acceptable for use in a food service operation or retail food establishment shall be approved as specifies under rule 3717-1-041 (LL) of the Administrative Code.
- C) The licensor may place restrictions or conditions on a license limiting the types of food that may be prepared or served by the food service operation or retail food establishment based on the equipment or facilities of the food service operation or retail food establishment. Limitations shall be posted on the back of the license.



2022 Food Service Operation/Retail Food Establishment Plan Review Application

Operation Name _____

Address _____

Phone _____

Owner/Operator _____

Address _____

Phone _____

Retail Food Establishment _____

Risk Factor _____

Food Service Operation _____

Size of Facility _____ ft²

CLASS	PLAN REVIEW FEES
1	\$200.00
2	\$200.00
3	\$300.00
4	\$300.00
Expedited Review	\$1,000.00

NOTICE TO APPLICANT: Any food service which requires Ottawa County Health Department approval shall pay a plan review fee. This fee shall be separate from the license fee. The application will be processed when the fee and all required information are submitted. The plan review fee does not guarantee the approval of the food service. Approval must be granted by the Ottawa County Health Department. Once the review is completed, you will be notified in writing of the results.

 Applicant Signature

 Date

 Date Paid _____

Receipt No. _____

