



Perry County Health Department

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Plan Review Application

Please read the following excerpts from our Ohio Administrative Code:

3701-21-03: No person, firm, association, organization, corporation, or government operation shall construct, install, provide, equip, or extensively alter a food service operation until the facility layout and equipment specifications have been submitted to and approved in writing by the licensor. When the facility layout and equipment specifications are submitted to the licensor, they shall be acted upon within thirty days after date of receipt. The licensor shall use the facility layout and equipment specification criteria set forth in the rules adopted pursuant to section [3717.05](#) of the Revised Code to approve or disapprove facility layout and equipment specifications.

3717-1-09:

(A) The facility layout and equipment specifications submitted for the approval of the licensor shall clearly 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 reasonably to scale, and shall include:

- (1) The type of food service operation or retail food establishment proposed and foods to be prepared and served;
- (2) The total square footage to be used for the food service operation or retail food establishment;
- (3) A site plan that includes:
 - (a) Location of business in a building such as a shopping mall or stadium;
 - (b) Location of building on site, including alleys, streets, and location of any outside support infrastructure such as dumpsters, potable water source, sewage treatment system; and
 - (c) Interior and exterior seating areas.
- (4) Entrances and exits;
- (5) Location, number and types of plumbing fixtures, including all water supply facilities;
- (6) Plan of lighting;
- (7) A floor plan showing all fixtures and equipment;
- (8) Building materials and surface finishes to be used; and
- (9) An equipment list with equipment manufacturers and model numbers.

(B) Food equipment that is acceptable for use in a food service operation or retail food establishment shall be approved as specified under paragraph (KK) of rule [3717-1-04.1](#) 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.

(F) Information required as specified in paragraphs (A) to (D) of this rule shall be retained in the facility file until updated information is submitted.

3717-1-06:

(A) Indoor areas - surface characteristics

(1) Except as specified in paragraph (A)(2) of this rule, materials for indoor floor, wall, and ceiling surfaces under conditions of normal use shall be:

(a) Smooth, durable, and easily cleanable for areas where food service operation or retail food establishment activities are conducted;

(b) Closely woven and easily cleanable carpet for carpeted areas; and

(c) Nonabsorbent for areas subject to moisture such as food preparation areas, walk-in refrigerators, warewashing areas, toilet rooms, mobile food service operation or mobile retail food establishment servicing areas, and areas subject to flushing or spray cleaning methods.

(B) Outdoor areas - surface characteristics

(1) The outdoor walking and driving areas shall be surfaced with concrete, asphalt, or gravel or other materials that have been effectively treated to minimize dust, facilitate maintenance, and prevent muddy conditions.

(2) Exterior surfaces of buildings and mobile food service operations or mobile retail food establishments shall be of weather-resistant materials.

(3) Outdoor storage areas for refuse, recyclables, or returnables shall be of materials specified under paragraphs (B) and (C) of rule [3717-1-05.4](#) of the Administrative Code.

3701-21-02.3:

(A) Risk level I poses potential risk to the public in terms of sanitation, food labeling, 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-time/temperature controlled for safety beverages;
- (2) Pre-packaged refrigerated or frozen time/temperature controlled for safety foods;
- (3) Pre-packaged non-time/temperature controlled for safety foods; or
- (4) Baby food or formula.

(B) 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-time/temperature controlled for safety food;
- (2) Holding for sale or serving time/temperature controlled for safety food at the same proper holding temperature at which it was received; or
- (3) Heating individually packaged, commercially processed time/temperature controlled for safety foods for immediate service.

(C) 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 time/temperature controlled for safety food that is immediately served, held hot or cold, or cooled;
- (4) Operating a heat treatment dispensing freezer;
- (5) Reheating in individual portions only; or
- (6) Heating of a product, from an intact, hermetically sealed package and holding it hot.

(D) 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 time/temperature controlled for safety meat, poultry product, fish, or shellfish or a food with these raw time/temperature controlled for safety items as ingredients; using freezing as a means to achieve parasite destruction; serving a primarily high risk clientele including immuno-compromised 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 time/temperature controlled for safety food or performs a food handling process that is not addressed, deviates, or otherwise requires a variance for the process. Examples of risk level IV activities include, but are not limited to:

- (1) Reheating bulk quantities of leftover time/temperature controlled for safety food more than once every seven days; or
- (2) Caterers or other similar food service operations that transport time/temperature controlled for safety food.

3717-1-04.1:

(KK) Food equipment - certification and classification.

(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.

(2) The Ohio department of agriculture, the Ohio department of health, or the licensor may approve the use of food equipment, other than vending machines, bulk water machines, and equipment that displays time/temperature controlled for safety food in a micro market, that have not been approved by a recognized testing agency if the equipment demonstrates compliance with this chapter.

The Perry County Health Department will accept Non-Commercial / Non-Conforming equipment that is grandfathered in/ left from the previous owner. The equipment will be thoroughly checked during the pre-licensing inspection to determine if the equipment will be allowed for use. If equipment fails, then the new equipment that will replace the old one will need to be commercial conforming equipment.

Applicants Information (please print)

Name: _____ Phone #: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____

Establishment Information (please print)

Business Name: _____
Address: _____
City: _____ State: _____
Zip: _____ Business Phone #: _____

New Facility
Remodeling
New Owner

License Status: (Check the one that applies)

____ New FSO Operation ____ Currently Licensed FSO Operation
____ New RFE Operation ____ Currently Licensed RFE Operation

License Applicant: (Check the one that applies)

____ Governmental ____ Private

Hours of Operation:

Monday _____ Tuesday _____
Wednesday _____ Thursday _____
Friday _____ Saturday _____
Sunday _____

Number of Indoor Dining Seats: _____

Total Square Feet of Facility: _____

Type of Service: (Check all that apply)

____ Sit Down Meals ____ Full Scale Grocery
____ Take Out ____ Convenience Store
____ Catering ____ Institutional Food Service

Food Supply:

How often will frozen food be delivered? _____

How often will refrigerated food be delivered? _____

How often will dry goods be delivered? _____

Thawing Methods: (Check all that apply)

___ Under Refrigeration ___ As part of the cooking process (Ex. Microwave)

___ Under Running water (70°F or less) ___ Cooked from Frozen State

Besides Refrigerators what additional cool holding units will there be?

What hot holding units will there be?

Reheating Method:

How will you be reheating the cooked and cooled food products? (The food must be able to reach 165°F for at least 15 seconds within 2 hours. Hot holding units are not acceptable reheating procedure.)

Water Supply: (Check the one that applies)

___ Public Water ___ Private Water

If private has the source been approved? _____

Attach written copy of approval and or permit.

Is Ice going to be made of premises? (Ice Machines will need air gapped.) _____

Dishwashing Facilities: (Make sure largest Dish fits into sink.) (Check the one that applies)

___ Manual ___ Mechanical ___ Manual & Mechanical

What type of sanitizer will be used? _____

Sewage System: (Check the one that applies)

Public Private

If private has the source been approved? _____

Attach written copy of approval and or permit.

Refuse Storage:

Where will refuse/garbage be stored inside?

Will a dumpster or a compactor be used? _____

Number: _____ Size: _____ Frequency of pickup: _____

Location of dumpster: _____

Dates for project:

Projected Start Date: _____

Projected Completion Date: _____

Projected Opening Date: _____

Suppliers List

Suppliers Name	Contact Information

Menu

Breakfast Menu

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Lunch Menu

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Dinner Menu

Equipment List (Plain white paper may be used if additional space is needed.)

Comments										
UL Sanitation										
Indirect Waste										
Direct Waste										
Cold Water										
Hot Water										
Electric										
Gas										
Specialty Fabricated										
NSF										
Model #										

Manufacturer										
Item										
Item #										

Material List (Plain white paper may be used if additional space is needed.)

Area	Lighting	Floors	Floor/Wall Junctions	Walls	Countertops	Ceiling
Kitchen						
Bar						
Food Storage						
Other Storage						
Toilet Rooms						
Dressing Rooms						
Garbage & Refuse Storage						
Mop Service Sink						
Ware Washing Area						

Walk-in Refrigerators						
Walk-in Freezers						
Dining						
Other						
Other						
Other						

Plan Review Checklist

- Water System and Septic System Must be Approved if Private.
- Water Supply Layout Plan.
- Grease traps are installed if grease bearing foods are produced.
- Hand washing sink installed.
- 3 compartment sinks installed, Utility/mop sink installed, and Food preparation sink installed with air gap.
- Dry Storage area and designated areas for employees.
- Signature sheet for final plumbing approval.
- Signature sheet for final electrical approval.
- Signature sheet for certificate of occupancy.
- Site plan of entire building with dumpster placement. (A site plan includes a visual layout denoting the location of a business in a building, the location of the existing building on a site including the alleys or streets, as well as the location of any outside support infrastructure such as additional storage, dumpsters, and pest control measures. All of premise)
- Proposed menu list.
- Equipment list with make and model information.
- Must have at least one thermometer in all cold holding storage areas.
- Exhaust hood installed if required.
- Overhead kitchen layout/ Kitchen floor plan. (Showing equipment placement.)
- Check on required building or zoning permits.
- Entrances and Exits

- ❑ Lighting plan. A minimum of 50-foot candles of light is required in all food prep areas.
- ❑ All food and single use (ex. Cups, bowls, lids, etc. any item that comes in direct contact with food.) storage areas must have the ability to store the items at least 6 inches off the floor. This includes walk-in coolers, walk-in freezers, dry food, and single use storage area.
- ❑ Restrooms must have ventilation and self-closing doors.
- ❑ Restrooms must have toilet paper, hand soap, and a hand drying product at all times.
- ❑ Floors, walls, countertops, cutting boards, and ceilings must be smooth and easily cleanable.
- ❑ Pre-Licensing inspection performed by the Perry County Health Department complete.

Requirements for Submission

All the following items must be submitted before the pre-licensing inspection can be done but please refer to checklist:

1. Plan Review Application
2. Architectural Plan
3. Lighting Plan
4. Water Supply
5. Plan Review Fee (\$100.00 payable to PCHD)

Disclaimer:

The applicant, in filling this application, agrees to ensure that the aforementioned food service establishment will be operated in substantial compliance with the Ohio Food Service Laws and regulations as provided in Ohio Revised Code (ORC) chapter 3732 and Ohio Administrative Code (OAC) chapter 3701-21.

The Perry County Health Department has 30 days to respond once the application has been submitted. Failure to answer any portion of this application will constitute an incomplete submittal, missing information will be requested, once information is received a response

will be provided within 30 days. Please be advised that pursuant to the Ohio Food Service Laws and Regulations, the Perry County Board of Health may suspend, revoke, or deny a license for violations of any rule of the ORC and OAC pertaining to a food service establishment.

Applicant Signature: _____
Print Name: _____ Date: _____

Health Department use only

Application received by: _____
Application approved by: _____
Date License Issued: _____ License Number: _____
Fee Amount Paid: _____ Receipt Number: _____

**Ohio Department of Commerce
Division of Industrial Compliance**

Zoning, Plumbing (State Certified Plumber), Fire, and Liquor.

EPA Agency: 1295 Front St, Logan, Ohio 43138 Ph. 740-385-8501

Mideast Building Department: 22 N. 5th St, Zanesville, Ohio 43701
Ph. 740-455-7905 select option 1

Perry County Health Department: P.O. Box 230, New Lexington, Ohio 43764 Ph. 740-342-5179

Bob Lewis Plumbing Inspector for Perry County. Ph. 740-868-6016

1. All drawings, including plot plans, elevators, floor plans for elevators enclosures, must be in TRIPLICATE complete with wall sections showing footer, foundation, floor wall and roof construction, indicating all structural members, size, spacing material, etc. Two copies of the specifications for the work must be submitted, or the specifications may appear on the plans. The name

and address of the author shall be plainly printed in the lower right-hand corner on all plans or drawings. See section 4101:2-1-19 & 20 OBBC. When submitting for plumbing, include an additional 2 sets of isometric drawings, properly sized and 2 floor plans, indicating the manner in which the drainage, waste, and venting would be installed.

2. Compliance with the following sections is mandatory before it is started: Section 303.02, ORC, and 44 CRF parts 59.7 municipal township, county zoning, and flood plan management: Section 3791.04 ORC, 3781, and 3791: Section 4703:18 ORC: EPA. Chapters 3704, 3734, 6109, 6111, and 3745.