



YOUNGSTOWN CITY HEALTH DISTRICT – ENVIRONMENTAL HEALTH DIVISION
Youngstown Ohio

PLAN REVIEW PACKET

Ohio law requires that every food operator be licensed prior to operating. Ohio Law also requires that plans for the construction or remodeling be submitted and approved by the Youngstown City Health District.

Written approval, disapproval, or a request for additional information will occur within 30 days of receipt of plans and plan review fee. The fees for the plan review are in addition to the license fee and are found on the fee chart attached. Please submit your completed plans, facility layout, equipment list, and menu to the above address, Attn: Food Safety. A plan review fee will be assessed and collected along with the licensing fee, when the license is issued.

A complete set of plans consists of the following:

1. SITE PLAN of entire property - can be google type map, architectural plans, or hand drawn to scale
2. FACILITY LAYOUT – layout of interior, showing equipment, water lines, lighting, exits, rooms, walls, etc.
* Must be drawn to scale, so architectural plans are recommended.
3. EQUIPMENT LIST – all equipment must be commercial grade and NSF approved. Make and model numbers are required.
4. MENU of all foods to be served.
5. PERSON IN CHARGE – documentation of who the designated person-in-charge will be and proper certification numbers. One person in charge for each shift is required.
6. LIGHTING PLAN – Show fixtures on drawings, along with wattage.

The license or plan review approval letter will not be issued until all food plan requirements are met.

Once plans are approved, a pre-licensing inspection will be scheduled. Please schedule this inspection at least two weeks in advance after plans are approved and the facility is ready to open. All equipment should be operational at the time of inspection. Any changes or discrepancies with the plan at the time of pre-licensing may nullify plan approval. Before requesting the pre-licensing inspection, be sure that your operation has passed all your other final applicable inspections.

After passing the pre-licensing inspection, showing compliance with the Ohio Uniform Food Safety Code, a food license may be issued.

FOOD FACILITY INFORMATION: (TO BE LICENSED)

FACILITY NAME: _____

FACILITY ADDRESS: _____

FACILITY PHONE #: _____

PLEASE SUBMIT THIS COMPLETED FORM ALONG WITH YOUR PLANS

YOUNGSTOWN CITY PUBLIC HEALTH APPLICATION FOR FOOD PLAN REVIEW

CONTACT NAME (MANAGER/OWNER):

CONTACT ADDRESS (WHERE YOU WOULD LIKE CORRESPONDENCE MAILED):

CONTACT CITY:

CONTACT STATE:

CONTACT ZIP:

CONTACT PHONE #:

EMAIL:

PLEASE CIRCLE WHICH APPLIES: NEW CONSTRUCTION: YES NO RENOVATION/REMODEL: YES NO
CATERING: YES NO NON-COMMERCIAL: YES NO (SCHOOLS, GOVERNMENT, TAX EXEMPT)

- () LEVEL 1: (selling of commercially packaged non-potentially hazardous foods and beverages, and includes micro markets)
- () LEVEL 2: (satellite facility, cooking or baking non-potentially hazardous foods and beverages)
- () LEVEL 3: (preparing, cooking, reheating, or serving food, reheating in individual portions only)
- () LEVEL 4: (reheating foods in bulk portions, off premise caterer, service high risk clientele (i.e. nursing home, hospital), variance required, offering for sale raw, potentially hazardous food items like sushi)

Indicate which one of the following licenses you have or will be applying for:

() Food Service Operation (FSO) – Primary business is the on-site preparation and/or consumption of ready to eat foods in individual portions (for ex. Restaurants, carryout’s preparing individual meals, fast food operations, nursing home, day cares, schools, hospitals, etc.)

() Retail Food Establishment (RFE) – Primary business is the sale of food in bulk portions for off premise consumption and/or preparation (for ex. grocery stores, drive-thru, carry outs preparing bulk meals (i.e. pizza, gas stations, micro markets) etc.)

Primary business is defined through sales volume. If you operate as both an FSO and RFE, whichever portion of your business has the greater sales volume determines your designation (either Food Service Operation or Retail Food Establishment)

*Operations requiring a Level 1 license need not fill out whole application packet. Please refer to Form 1A for submission requirements.

EXTENSIVE ALTERATION/RENOVATION OF AN EXISTING FOOD OPERATION REQUIRES THE SUBMISSION OF PLANS AND WILL INCUR A PLAN REVIEW FEE, PAYABLE AT THE TIME OF LICENSING.

FOOD PROTECTION AND STORAGE

Will a person-in-charge with applicable knowledge of the risks of foodborne illness inherent to the operation, foodborne disease prevention, and application of Hazard Analysis Critical Control Point (HACCP) principles be present during all hours of operation? Yes () No ()

Will each refrigerator or freezer have a thermometer? Yes () No () N/A ()

Will food shields be used to protect foods on display? Yes () No () N/A ()

Will metal stem type thermometers with a range of (0-220°F) be available to the staff? Yes () No () N/A ()

Will shelving space available for dry goods storage be a minimum of 72 sq. ft.? Yes () No () N/A ()

Will ice bins hold only ice, and not beverage chill plates? Yes () No () N/A ()

Will containers of food be stored at least 6 inches above the floor on NSF or like approved storage/dunnage racks? Yes () No () N/A ()

EQUIPMENT/UTENSILS

Will all equipment and utensils be listed by a recognized equipment-testing agency (such as NSF) for commercial use? Yes () No () N/A ()

Is the required equipment list with the manufacturer's name and model number enclosed? Yes () No () N/A ()

To provide for easy cleaning, will equipment be installed with casters (), gas quick disconnects (), a seal at the wall and floor (), or sufficient open space?

If produce is washed or frozen foods are thawed in a sink will the required dedicated food prep sink with indirect drain be provided? Yes () No () N/A ()

If utensils used with moist food such as ice cream, mashed potatoes or steamed rice are not stored in the product, will the required dipper well be provided? Yes () No () N/A ()

If this operation performs a food handling process that is not addressed, deviates, or otherwise requires a variance for the process according to rules (i.e. – reduced oxygen packaging, acidification of sushi rice for holding between 41°F and 135°F, smoking for preservation, or bottling/canning of food product), is the required written HACCP plan enclosed? Yes () No () N/A ()

WAREWASHING

What method of warewashing will be used, mechanical (), manual (), or both ()?

The specifications for the primary hot water generator are _____ BTU/hr., or _____ KWH or _____ gallons per minute for tank-less water heaters @90°F rise.

MECHANICAL WAREWASHING N/A ()

What type of sanitization will be used? 180°F water () chemical ()

Capacity is _____ racks per hour. Final rinse water usage is _____ gph.

Will a pre-scraping facility be provided? Yes () No ()

Will the required drain-boards be provided on both sides of the machine? Yes () No ()

If a chemical ware washing machine is used, will the required sanitizer level indicator (audible or visual alarm when empty) be provided? Yes () No () N/A ()

If a high temperature dish machine, will a measuring device that indicates the temperature of the water in each wash, rinse tank, and as the water enters the hot water sanitizing final rinse manifold be provided? Yes () No () N/A ()

MANUAL WAREWASHING N/A ()

The dimensions of each compartment in the 3-compartment sink will be: _____ inches long, _____ inches wide, and _____ inches deep.

Will the required drain-boards be provided on both ends of the three-compartment sink? Yes () No () N/A ()

Will the dimensions of the largest pot or bowl allow it to be completely submerged in the compartments of your sink? Yes () No () N/A ()

Will the hot water temperature delivered to the sink be 120°F - 140°F? Yes () No () N/A ()

What type of sanitizer will be utilized? Chlorine () Quaternary ammonia () other () N/A ()

Will test papers be available to check the sanitizer concentration? Yes () No () N/A ()

PLUMBING N/A ()

Will all plumbing work be done under permit from the plumbing authority? Yes () No () N/A ()

Will the grease interceptor be sized and located by the plumbing inspector? Yes () No () N/A ()

Will a required mop hanger be provided at the mop sink? Yes () No () N/A ()

If the mop sink is located in the food prep or ware washing areas will there be a partition to protect food and equipment from splash? Yes () No () N/A ()

Will the drains of the following equipment be provided with at least a two-inch air gap?

Ice Machine	Yes ()	No ()	N/A ()
Ice Storage bins	Yes ()	No ()	N/A ()
Food Processing Sinks	Yes ()	No ()	N/A ()
Steam Tables	Yes ()	No ()	N/A ()
Dipper Wells	Yes ()	No ()	N/A ()
Steam Kettles and Ovens	Yes ()	No ()	N/A ()
Other _____	Yes ()	No ()	N/A ()

Will the potable water supply be protected from cross-contamination? Indicate where applicable:

ASSE Backflow

	<u>Prevention</u>	<u>Air Gap</u>	<u>N/A</u>	<u>Device</u>
Garbage Disposal	()	()	()	
Ware washing hoses	()	()	()	
Kettle Filler	()	()	()	
Urn Filler	()	()	()	
Steam Table	()	()	()	
Cleaning Hoses	()	()	()	
Dipper Well	()	()	()	
Flush Trough	()	()	()	

Will all equipment drain lines, exposed utility service lines and soda/beer lines be installed so as not to interfere with floor cleaning? Yes () No () N/A ()

Will your facility be in compliance with the requirement that any sinks used for food preparation, utensil washing or mop sinks **may not** be provided with hand washing aids and devices? Yes () No () N/A ()

WATER SUPPLY AND SEWAGE DISPOSAL

Will your water be provided by a public authority? () or a private well? () If a private well, attach the Ohio EPA approval documentation.

Is the building connected to a municipal sewer () or a private disposal system ()? If a private system, attach the Ohio EPA approval documentation.

HANDWASHING FACILITIES

Will there be a dedicated hand sink available within 20 ft of any food handling, ware washing area or toilet facility without going around any corners or going through any doors? Yes () No ()

Total Number of handwashing sinks: _____

Will all handwashing sinks be equipped with the required:

- Hand drying facilities? Yes () No ()
- Waste receptacles? Yes () No ()
- Mixing hot/cold faucet? Yes () No ()
- Water under pressure, not exceeding 120°F? Yes () No ()
- Sign or poster that notifies food employees to wash their hands? Yes () No ()

TOILET FACILITIES

Will public toilet rooms be accessible without passing through food preparation or ware washing areas? Yes () No () N/A ()

Will all toilet rooms be equipped with the required:

- Toilet tissue dispensers? Yes () No ()
- Mechanical exhaust fan or screened, operable windows? Yes () No ()
- Self-closing room doors? Yes () No ()

In the men's toilet room:

- There are _____ # water closets
- There are _____ # urinals
- There are _____ # hand sinks

In the women's toilet room:

- There are _____ # water closets.
- There are _____ # hand sinks.
- There are _____ # covered waste receptacles.

REFUSE STORAGE AND DISPOSAL

Will all the outdoor refuse receptacles be placed on the required graded and paved surface? Yes () No () N/A ()

Will all the indoor and outdoor refuse receptacles have the required lids? Yes () No () N/A ()

Will spent cooking fat be stored in a covered, tight container while waiting for recycling? Yes () No () N/A ()

ROOM FINISHES

All room surface finishes on floors, walls and ceilings in areas where sinks, urinals, toilets, dish machines, areas subject to food splash/vapors, food/wet bars, buffet lines, drink dispensing areas, mop sinks/service sinks, steam tables and areas where food preparation equipment is located are required to be durable, smooth, easily cleanable and impermeable to water. FRP, tile, stainless steel or other similar materials (with prior approval by the health department), is needed. These finishes must start at the top of the cove base and extend past any of the above referenced areas a minimum of 18 inches in all directions. Will your facility be in compliance? Yes () No ()

Complete this schedule showing the finish materials used, where applicable:

Area	Floor	Walls	Covered Base	Ceiling
Food Prep				
Warewashing				
Dry Storage				
Cold Storage				
Other Storage				
Toilet Rooms				
Mop Room				
Bars				
Other				

LIGHTING

Will at least 50-foot candles of light be provided at:

Food preparation surfaces? Yes () No () N/A ()

Areas where employees work with utensils or equipment? Yes () No () N/A ()

Will at least 20-foot candles of light be provided at:

Consumer self-service areas? Yes () No () N/A () Inside equipment? Yes () No () N/A ()

Areas used for handwashing, warewashing or equipment and utensil storage and in toilet rooms?

Yes () No () N/A ()

Will at least 10-ft. candles of light be provided at:

Walk-in coolers and freezers? Yes () No () N/A () Dry storage areas? Yes () No () N/A ()

All areas when cleaning? Yes () No () N/A ()

Will the required shielding or shatter-resistant lamps be provided for light fixtures in food and utensil areas?

Yes () No () N/A ()

VENTILATION

Will a commercial exhaust hood be provided to service cooking appliances producing grease-laden vapors? Yes () No () N/A ()

Will the canopy hoods completely cover the cooking equipment, by extending a minimum horizontal distance of 6 inches beyond the edge of the cooking surface on all open sides? Yes () No () N/A ()

Will a commercial exhaust hood be provided to service 180-degree dishwashing machine?

Yes () No () N/A ()

Will make-up air be supplied during the operation of the exhaust hood? Yes () No () N/A ()

MISCELLANEOUS

Will a separate storage area be provided for employees' personal belongings? (i.e. coats, boots, purses, and medications)? Yes () No ()

Is the required menu enclosed? Yes () No ()

Will all toxic chemicals be stored away from food preparation and storage areas? Yes () No ()

Where will cleaning tools be stored?

Will laundry facilities be located on premises? Yes () No () N/A ()

Will a laundry dryer be available? Yes () No () What will be laundered?

If the kitchen is not air-conditioned, will all exterior kitchen doors be screened or provided with an air curtain?

Yes () No () N/A ()

Will all exterior kitchen doors be self-closing and tight-fitting? Yes () No ()

Will all openings to the exterior be designed to keep out rodents and insects? Yes () No ()

Will all insect control devices used to electrocute or stun flying insects be designed to retain the insect within the device as required? Yes () No () N/A ()



Public Health
Prevent. Promote. Protect.

Youngstown City Health District

Helpful Info for Plan Review

FACILITY LAYOUT INFO:

A facility layout, including equipment specifications, shall be legible, drawn reasonably to scale, and shall include:

1. The total square footage to be used for the food service operation or retail food establishment
2. Scale of drawing
3. The portions of the premises in which the food service operation or retail food establishment are to be conducted including entrances and exits
4. The location, number and types of plumbing fixtures, including all water supply facilities
5. A lighting plan, both natural and artificial, with the number of foot-candles indicated for critical surfaces
6. A floor plan showing the general layout of fixtures and other equipment

SITE PLAN INFO:

A site plan of your entire property showing the property lines and any structures that currently exist on that land and where your proposed construction or addition is to be located. This may include, but not be limited to, a drawing showing an arrow indicating north, adjacent street names, and any easements, the distance between buildings and between buildings and property lines, the dimensions of the existing buildings and other appropriate items for your project.

1. The building materials and surface finishes to be used; and
2. An equipment list with equipment manufacturer's name and model numbers.

MENU:

The type of food operation or food establishment proposed and a list of ALL foods to be prepared and served or sold, including seasonal items.

EQUIPMENT:

Only commercial food equipment approved by a recognized food equipment testing agency, as acceptable for use in a food service operation or retail food establishment, will be accepted as specified under rule 3717-1-04.1 (kk) of the administrative code.

The Youngstown City Health Department 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. Limitations shall be posted on the back of the license.

What Is My Risk Level?

Food facilities are licensed as a Risk Level I, II, III, or IV. Risk levels reflect the potential risk that a facility poses to Public Health and are based on the highest risk level activity of the food service operation/food establishment in accordance with the following criteria:

Risk Level I: poses potential risk to the public in terms of sanitation, food labeling, and sources of food, storage practices, or expiration date. 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, pre-packaged non-potentially hazardous beverages;
- (2) pre-packaged, refrigerated, or frozen potentially hazardous foods;
- (3) pre-packaged, non-potentially hazardous foods;
- (4) baby food or formula;
- (5) food delivery sales operations
- (6) micro-markets

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-potentially hazardous food;
- (2) holding for sale or serving potentially hazardous food at the same proper handling temperature at which it was received;
- (3) heating individually packaged, commercially processed, potentially hazardous foods for immediate service

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 potentially hazardous 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;

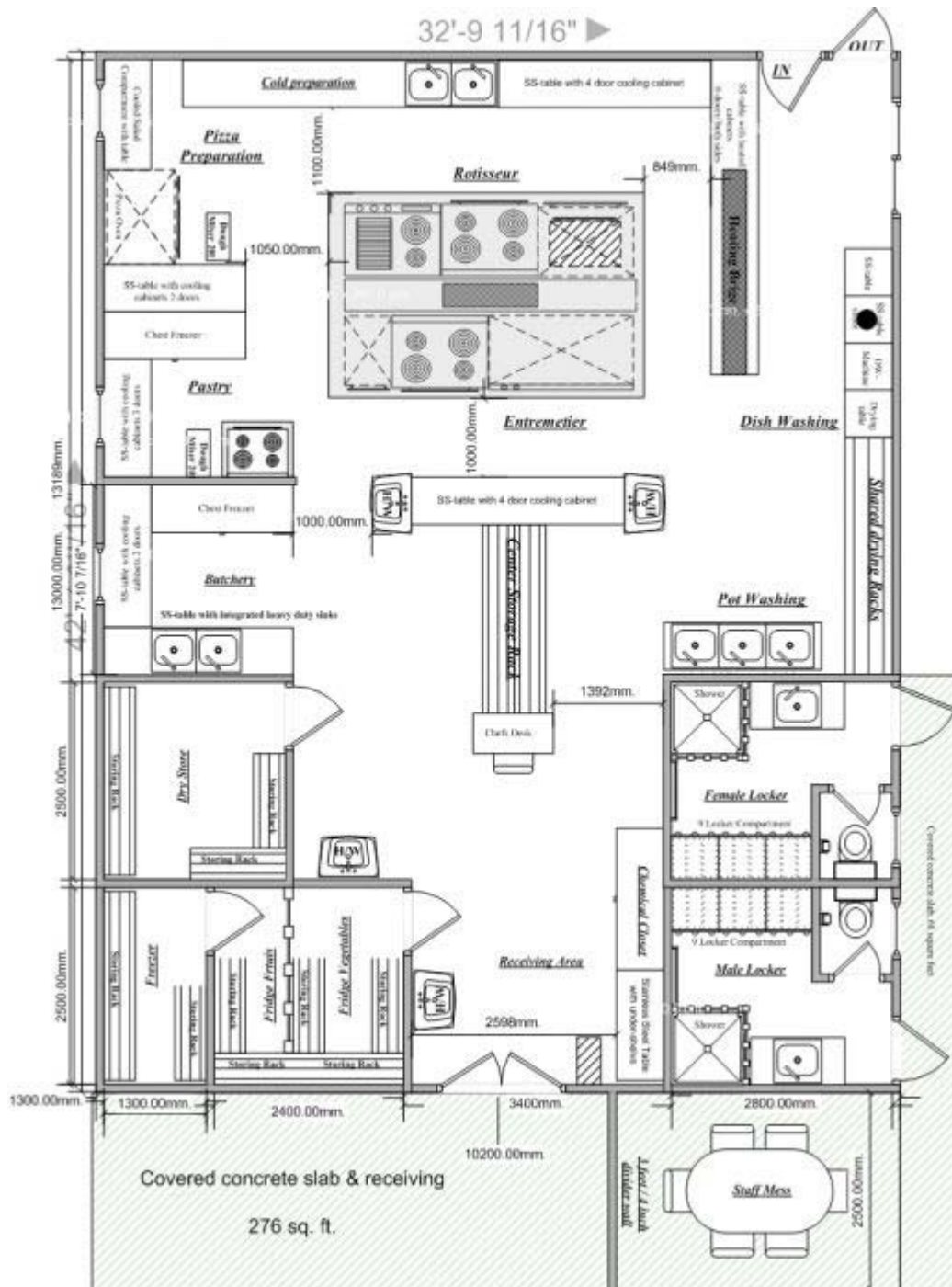
Risk Level IV: poses a higher potential risk to the public than risk level III because of concerns associated with: handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw potentially hazardous meat, poultry product, fish, or shellfish, or a food with these raw potentially hazardous items as ingredients; using freezing as a means to achieve parasite destruction; serving a primarily high risk clientele, including immune-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 potentially hazardous food. Examples of risk level IV activities include, but are not limited to:

- (1) reheating bulk quantities of leftover, potentially hazardous food more than once every seven days; or
- (2) caterers or other similar food service operations that transport potentially hazardous food;
- (3) non-continuous cooking

Risk Level IV also includes operations that perform a food handling process that is not addressed, deviates, or otherwise requires a variance for the process according to the rules adopted pursuant to section 3717.05 of the revised code. These facilities will need to have a written HACCP plan for these activities. Examples of these risk level IV variance activities include, but are not limited to:

- (1) reduced oxygen packaging;
- (2) smoking for preservation

EXAMPLE FLOOR PLAN



FOOD OPERATIONS REQUIREMENTS CHECKLIST

	A hand-washing sink with hot and cold water is provided and supplied with soap, paper towels and a sign stating food employees must wash hands.
	A three-compartment sink with hot and cold water large enough to accommodate the cleaning and sanitizing of equipment and utensils provided.
	A chemical sanitizer such as chlorine bleach, quaternary ammonium tablets or iodine provided.
	Chemical sanitizing test papers for use with the sanitizer of choice are provided.
	Finished materials used on floors, walls, and ceilings are durable, smooth and easily cleanable.
	Working surfaces where food is prepared and where utensils are washed are illuminated to a minimum of fifty-foot candles.
	Containers with tight-fitting lids or plastic bags with ties, for the collection, storage, and disposal of garbage, trash and refuse are provided.
	All multi-use equipment and utensils are designed to be durable, smooth and easily cleanable and meet the standards of a recognized food service equipment-testing agency such as the National Sanitation Foundation.
	Adequate natural or mechanical ventilation such as vents, fans, or windows are provided.
	A numerically digital thermomer is provided for each refrigeration holding facility placed in the warmest area of unit. Cold holding for potentially hazardous food must be done at 41°F or below.
	A numerically scaled thermometer is provided for each hot food holding facility. Hot holding for potentially hazardous food must be done at 135°F or above.
	At least 1 numerically digital slim-line thermometer (0°F - 22°F) must be provided.
	All single service straws, knives, forks, and spoons should be inverted, handle up. Plates, cups, and other similar utensils should be wrapped or dispensed from a covered dispenser so as to be protected from contamination during handling, storage, and transportation.
	All food, water, or ice that is processed, prepared, or served is from a licensed food service operation or another approved source.
	All food is stored, prepared, displayed, and served as to be reasonably protected from contamination, by the use of serving utensils, packaging, food shields or other protective barriers.
	Disposable gloves and hairnets are required for food staffers.
	A person in charge must be present during open hours. This person must demonstrate knowledge of safe food preparation and handling methods.