



ENVIRONMENTAL HEALTH DIVISION  
9 W. Front St.  
Youngstown, Ohio 44503

## Existing Facility Packet

Ohio law requires that every food operator be licensed prior to operating.

If there is NOT remodeling or new construction at the facility a formal plan review will not be required. Instead, the Youngstown City Health District will require the following before opening:

1. **EQUIPMENT LIST** – all equipment must be commercial grade and NSF approved. Make and model numbers are required if there were any changes to previously approved equipment.
2. **MENU** of all foods to be served.
3. **PERSON IN CHARGE** – documentation of who the designated person-in-charge with Level 1 training. One person in charge for each shift is required to be onsite at all times. Level 2 training is required for one person in a supervisory role for the facility if you are obtaining a Risk Level 3 or 4 food license. This person does not have to be present at all times.
4. **CONTACT INFORMATION PAGE**- attached

The license will not be issued until all food plan requirements are met and a pre-licensing inspection is complete and signed by the sanitarian assigned to the facility.

Please schedule this inspection at least two weeks in advance after plans are received and you are 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 licensing. After passing the pre-licensing inspection and showing compliance with the Ohio Uniform Food Safety Code, a food license may be issued.



### YOUNGSTOWN CITY CONTACT INFORMATION

FACILITY NAME		
FACILITY ADDRESS:		
FACILITY PHONE #:		
CONTACT NAME (MANAGER/OWNER):		
CONTACT ADDRESS (WHERE YOU WOULD LIKE CORRESPONDENCE MAILED):		
CONTACT CITY:	CONTACT STATE:	ZIP:
CONTACT PHONE #:		
CONTACT PHONE #:		
EMAIL:		
<p><b>PLEASE CIRCLE WHICH APPLIES:</b></p> <p>NEW CONSTRUCTION:    YES    NO</p> <p>RENOVATION/REMODEL: YES    NO</p> <p>CATERING:                YES    NO</p> <p>NON-COMMERCIAL:        YES    NO                (SCHOOLS, GOVERNMENT, TAX EXEMPT)</p>		
<p>( ) LEVEL 1: (selling of commercially packaged non-potentially hazardous foods and beverages, and includes micro markets)</p> <p>( ) LEVEL 2: ( satellite facility, cooking or baking non-potentially hazardous foods and beverages)</p> <p>( ) LEVEL 3: (preparing, cooking, reheating, or serving food, reheating in individual portions only)</p> <p>( ) 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)</p>		