

Plan Submission Packet

Food Service Operations

Retail Food Establishments

Wyandot County

Public Health

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PHAB

Advancing Public Health Performance

Public Health Accreditation Board

Wyandot County Public Health

127-A S. Sandusky Ave. Upper Sandusky OH, 43351

419-294-3852

envhealth@co.wyandot.oh.us

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Welcome!

The goal of this publication is to provide a clear path when starting a food service operation or retail food establishment in Wyandot County, OH. While this guide has been developed by Wyandot County Public Health (WCPH), we have also provided contact numbers for regulatory agencies that you may need to contact to ensure that all proper steps are taken, and that the required permits are secured.

Contacting the agencies listed below will help you stay on track and stay on time. This guide will help determine:

- Process and timeline expectations
- When plans need to be submitted
- Who you need to contact
- Where to direct questions

WCPH is here to help you through this process and we are happy to answer any questions you may have!

State Agencies

Ohio Department of Taxation: Vendor's License
http://business.ohio.gov | www.irs.com | 614-728-6250

Ohio Department of Commerce: Liquor License
https://com.ohio.gov | (614) 644-2360

Ohio Department of Agriculture: State Agency for Retail Food and Commissary www.ohioagriculture.gov

Ohio Department of Health: State Agency for Food Service Operations
(614) 644-7416 | foodsafety@odh.ohio.gov

Ohio EPA, Northwest District Office
https://epa.ohio.gov/help-center/contact-list/wyandot
(419)-352-8461
*if unable to connect to municipal water or sewer

If you are unsure who you need to contact, please reach out to WCPH and we will help point you in the right direction.

Other County & Local Agencies

Plumbing

Richland County Public Health, Plumbing Dept.
555 Lexington Ave. Mansfield, OH 44907
(419)-774-4520

Fire Departments

Upper Sandusky - (419) 294-3322
Carey - (419) 396-7400
Mohawk Fire & Rescue District (Sycamore & McCutchenville) - (419) 927-2900
Wharton - 419-458-4525
Marseilles - (740) 499-3919
Harpster - (740) 496-2735

Structural & Electrical

Wyandot Co. Building Dept.
(419)- 294-3837
*Upper Sandusky, Sycamore, Harpster, unincorporated areas

Richland Co. Building Dept.
(419)- 774-5517
*Carey, Kirby, Marseilles, McCutchenville, Nevada, Wharton

Food Facility Requirements

Sinks & Drainage



Three-Compartment Sink

*Each bay must be large enough to submerge the largest utensil for effective sanitizing

**There must be a drainboard on both ends to place dirty and clean dishes

Designated Handwash Sink

*Must be equipped with soap and an effective hand-drying method, as well as handwashing signage

**Must be accessible and visible from any food handling area





Mop/Utility Sink

*For disposal of mop water and other wastewater

**Must include faucet and drain, as well as a backflow preventer if a hose is used

Food Preparation Sink if necessary)

*This must be separate from 3-compartment and hand sink

**This can be used for thawing, cooling, washing, etc.





Automatic Dishwasher (if desired)

*This cannot be installed in place of a 3-bay sink

****All plumbing fixtures, including grease traps and other backflow prevention devices, must be installed by a registered plumber under a plumbing permit issued by Richland Co. Public Health Plumbing Department. (see pg 3 for contact)****

Food Facility Requirements, Cont.

Equipment

All equipment used must be listed as commercial and certified by a recognized testing agency (e.g. NSF, ETL sanitation, UL sanitation). Examples of these certification marks can be found below. These examples are not to be considered an all-inclusive list.

According to 3717-1-04.1(KK) of the Ohio Uniform Food Safety Code: *"(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."*



No household equipment is permitted.

*The examples above are not to be considered an all-inclusive list

When purchasing equipment, avoid “commercial style” equipment. Be sure to verify that the equipment you purchase is made for commercial use and is certified.

Tip: Most big box appliance stores do not sell certified equipment. Many pieces of equipment may have labeling or branding that states it is “commercial” or “industrial” when most often it has not been certified. Before making a purchase, contact WCPH for assistance. If you provide us with the manufacturers name and the model number from the equipment data plate or the specification sheet, we can usually determine if it meets certification and if it can be approved prior to you purchasing the item.

Suggestion: Place casters on large equipment not already on legs or permanently fixed (caulked) to the floor, to open space for necessary cleaning.

Food Facility Requirements, Cont.

Equipment, cont.

Proper thermometers for testing food temperatures must be provided. Additionally, all refrigeration units must be equipped with proper thermometers.







Lighting

Footcandle Intensity Required

Cooking, Preparation, and Food Service Areas	50 footcandles
Dishwashing & Handwashing Inside Equipment (reach-in cooler, etc) Customer self-service Restrooms Utensil storage	20 footcandles
Dry Storage, Walk-In units, other areas	10 footcandles

Lighting must be of proper intensity and properly shielded to prevent injury and contamination in case of breakage. This may achieved through shatterproof bulbs, plastic tubes with endcap, a full shield, or other effective method.

Lighting requirements in dim areas, such as dish or handwashing behind a bar, are often met via light strips or other similar methods. If they do not meet the requirements we will require more lighting to be installed.

Food Facility Requirements, Cont.

Surface Finishes

All floors, walls and ceilings in the facility must be smooth and easily cleanable.

Frequently used approved surfaces include:

- **Floors**: Sealed concrete, poured epoxy, various types of tile
- **Walls**: Glossy painted drywall, painted concrete block, stainless steel, FRP
- **Ceilings:** Glossy painted drywall (no acoustic tile), vinyl coated drop ceiling
- **Base coving**: Rubber, tile

NOTE: Make sure plans include the type of floor and wall materials chosen.

Ventilation & Fire Supression

A ventilation hood is required for a grill line or where any other cooking equipment or a high temperature dish machine is located. Installation of a ventilation hood requires a permit and inspections. Contact your local building inspection or fire inspection with questions about ventilation requirements or permits for installation (see page 3).

If a ventilation hood is required due to grease production (due to a fryer or grill, etc), fire suppression is likely required. Contact your building department or fire department for more information (see page 3).

Storage Considerations

Chemicals

All chemicals must be stored separately from any food, equipment, or utensils. Acceptable choices include chemical closets, beneath sinks, and below food (ex: bottom shelf/floor of dry storage). All chemical containers, including sanitizer buckets and spray bottles, must be clearly labeled with its contents.

Storage Considerations

Dry Goods

Ensure adequate space for storage of dishes, food and equipment. Designated locations should be laid out for all types of items.

All food and single-service items (e.g. 'to-go' containers) must be stored at least 6" off the floor on storage shelving (including inside walk-in coolers and freezers). Anything above food or food service items must be intact and in good condition. This is to prevent any debris from contaminating food or food service items. Be sure to include food grade shelving; unsealed wooden shelves are not permitted. If wood is desired for use, it must be stained/treated to be non-absorbent.

NOTE: Trash cans, Sterilite-style tubs, and other similar containers cannot be used as food contact surfaces, even for storage. All food storage containers must be food-grade and labeled with contents. Any alternative container requests are considered on a case by case basis.

Cold Items

All TCS (Time/Temperature Control for Safety) foods are required to be maintained at 41°F or below at all times. TCS foods that require cooling may require additional steps prior to placing into refrigeration or freezing units, and will be conditional upon the issuance of your license.

Employee Personal Items

Lockers, shelves or another designated area shall be provided for employee belongings. Items such as coats, backpacks, cell phones, open drinks, and cigarettes/vaporizers cannot be located in or above food prep or storage areas. Any employee food placed in a cooler must be kept segregated from the food used in the operation. This is often achieved by using separate shelving units or designating a bottom shelf to be for personal food items.

NOTE: Please ensure all employee beverages include both a lid and a straw if used in food preparation areas. Personal beverages should not be placed on food contact surfaces, such as prep tables.

Employee Training Requirements

As of March 1, 2010 the Ohio Revised Code requires that at least one Manager or Person in Charge (PIC) per shift of a food service operation or retail food establishment must have attended the Manager (Level Two) or Person in Charge (Level One) training or an equivalent approved training prior to the business being licensed. The level of training needed is dependent on the level of risk classification of your business. Proof of completion will be required to obtain the proper food license. WCPH can provide further information on these courses upon request. Employees are also required to review and sign a health policy stating they understand they cannot work around food if they have symptoms such as diarrhea, vomiting, or have been diagnosed with a foodborne illness. Examples of these health policies can be provided by WCPH upon request. These records (or legible copies) must be kept on site and be available upon request.

Other Considerations

There are several things you can do to make cleaning simple and limit the amount of future maintenance required:

- Consider stainless steel on walls at the grill line, and behind any grease producing equipment.
- Consider placing large equipment on casters, so it may be moved easily, as this makes it easier to clean behind and between equipment.
- Ensure all equipment that is fixed in place (because it is not easily movable) is installed to allow for easy cleaning:
    - All table mounted equipment that is not easily moveable *must* be on legs or sealed in place.
    - All floor mounted equipment that is not easily movable *must be* secured to the floor or elevated on six (6) inch legs.
- Consider the ceiling and wall materials near any major heat source, such as a pizza oven. The heat and humidity the pizza ovens often emit can lead to peeling and warping ceiling tiles, which will ultimately need replaced.

These are recommendations by WCPH to attempt to prevent some of the common violations we come across. Casters and stainless steel walls are not required, but may prove helpful in future cleaning.

Self-Checklist

The questions in this self-checklist are intended to help you prepare to operate your facility. Similar questions may be asked in future inspections as well.

Services & Maintenance

- Who will provide foods, and are they all from approved sources? How do you know?
- Who will provide your waste pickup?
- Who will provide grease waste pickup and grease interceptor cleaning services?
- Who will provide certified pest control?
- Who will maintain your hood system and/or fire suppression system?
- Who will provide maintenance for your dishwasher, if one is used?

Employee Training & Documentation

- When and how will you train your staff about food safety?
- Is food safety training required based on the risk level of the facility?
- Will one person from the facility achieve their Manager Certification in Food Protection?
- Will at least one person per shift from the facility achieve their Person-In-Charge (PIC) Certification in Food Protection?
    - Information regarding both of these certifications can be found on page 9, or by reaching out to WCPH; our contact information may be found on the cover page as well as page A-10.
- What food safety practices will be covered during staff orientation?
- What is your employee health policy and how is it documented?
- Do you have a written policy and necessary equipment to handle a bodily fluid spill?

Self-Checklist, Cont.

Facility

- Do you have enough hot water capacity for peak times of business? Do you have enough storage space needed for all purposes?
- If you plan to expand the operation, will you have available space?
- Are floors, walls and ceilings constructed of smooth and easily cleanable material?

Equipment

- Do you have enough space in your commercial coolers and freezers?
- Can you prevent overstocking and allow for required air circulation?
- How will you keep hot foods hot?
- How will you keep cold foods cold?
- Do you have thermometers for all coolers and hot holding equipment?
- Do you have proper thermometers for taking food temperatures?

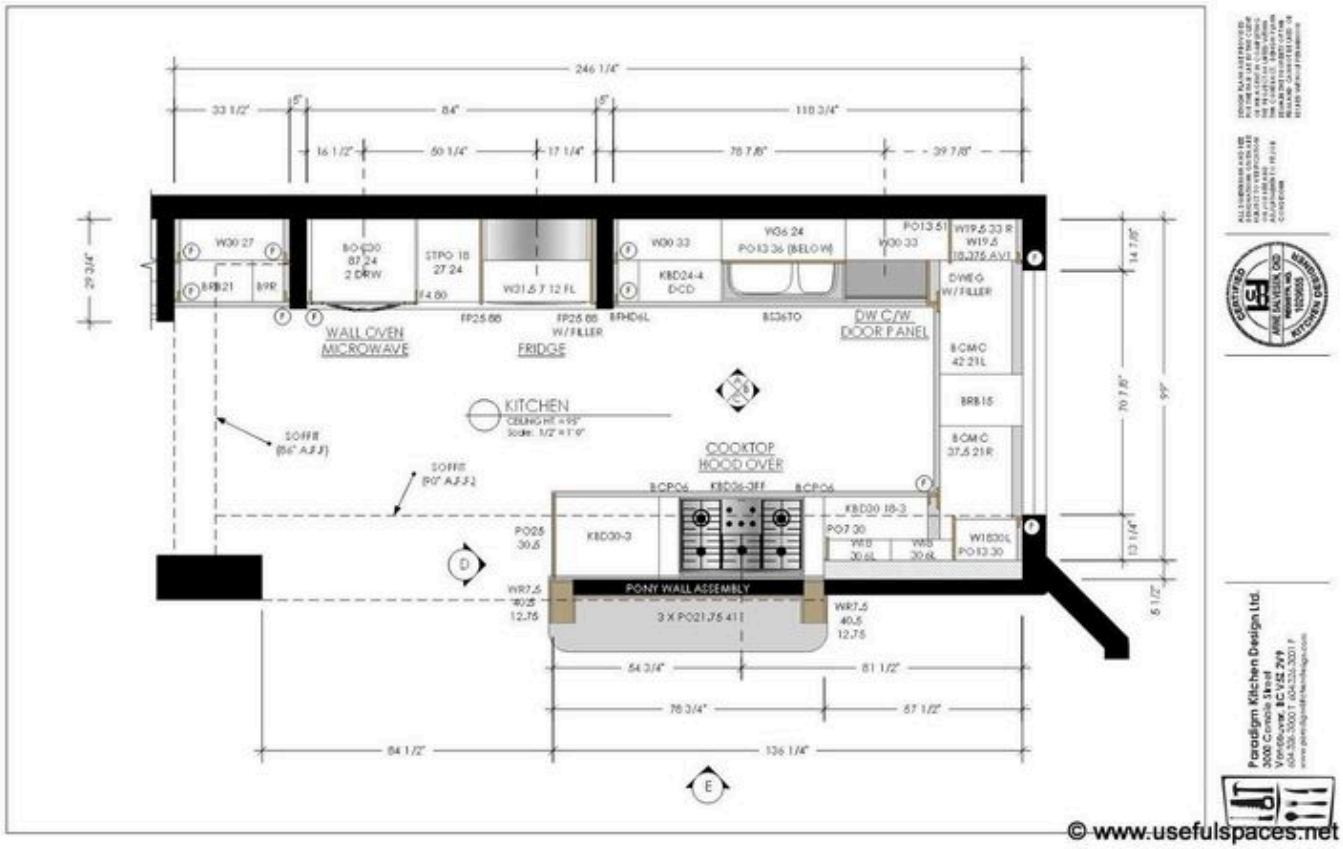
Processes

- What will be your process for date marking ready-to-eat foods?
- What will you use to avoid bare-hand contact with ready-to-eat foods?
- How will you ensure that a 'first in, first out' system is used for foods?
- Do you have enough commercial cooler space to allow for overnight thawing?
- Do you have enough commercial cooler or freezer space to allow for proper cooling, and do you have shallow pans, ice wands or other necessary tools?
- Will you keep cooling temperature logs? If yes, who will be responsible for doing so?

Your plan submission must contain the following:

1. One complete set of site AND floor plans (as detailed below):
    a. Site Plan must include location of building, alleys, streets, and outdoor equipment (dumpsters, wells, grease traps, sewage systems, etc.)
    b. Floor Plan showing areas used for the business, entrances/exits, walls, plumbing, electrical services, mechanical ventilation and location of all equipment. An example diagram can be found on page 13.
2. Proposed menu of all items being prepared/served
3. Food processes
4. List of Suppliers
5. Total square footage of the operation
6. Location, number and types of plumbing fixtures, including all water supply connections
7. Lighting plan
8. Building materials and surface finishes used
9. Equipment list including all manufacturers and model numbers
10. Food protection training certificates
11. Water Supply
    a. Public or Private - if using private, you likely will need approval from Ohio EPA Division of Drinking and Ground Water. Their contact information can be found on page 2
12. Sewer System
    a. Public or Private - if using private, you need to contact Ohio EPA. Their contact information can be found on page 2
13. Payment of plan review fee
14. License Application with original signature & date of the applicant after plans have been submitted, approved and a pre-licensing inspection conducted
15. Payment of licensing fee

Example floor plan:



Plan Submission

Plans may be submitted via mail or in-person drop off to Wyandot County Public Health. Our office address is:

127 S. Sandusky Ave., Upper Sandusky OH 43351

Payment

The plan approval fee as well as licensing fee may be paid via cash, card, or check. Payment can be made in person, mail, or over the phone (card only). Please contact WCPH for exact fees.

*Credit cards have a 3% service fee and debit cards have a $2 service fee

**Checks are to be made out to: Wyandot County Public Health

This process is required for any new food establishment, an existing food establishment undergoing significant renovation, or if an existing food establishment has been purchased by a new owner AND there has been a lapse in the facility license.

Frequently Asked Questions

What will my license cost?

License fees are contingent upon the facility square footage and your facility risk level, which is determined by what activities you are doing. WCPH will determine your risk level (Risk I-IV) based off of your highest risk activity outlined in your plans according to the Ohio Revised Code. Exact fees fluctuate yearly; please contact WCPH for the most current fees.

How long will plan review take?

WCPH has up to thirty (30) days to review and reply with approval or disapproval of the submitted plans. Pages 15 and 16 provide a process overview and process flowchart for your reference.

What if I change my mind on how I want to do something?

That's okay! Just let a WCPH Environmental Health Specialist know what your changes are and they will work with you to update your plan while remaining compliant.

Can I request an inspection while remodeling?

Yes! Upon request, WCPH will come inspect facilities currently in the remodel process, or when nearing completion of interior construction to offer corrections and recommendations. This is separate from the final licensing inspection.

How often will I be inspected once I'm open and licensed?

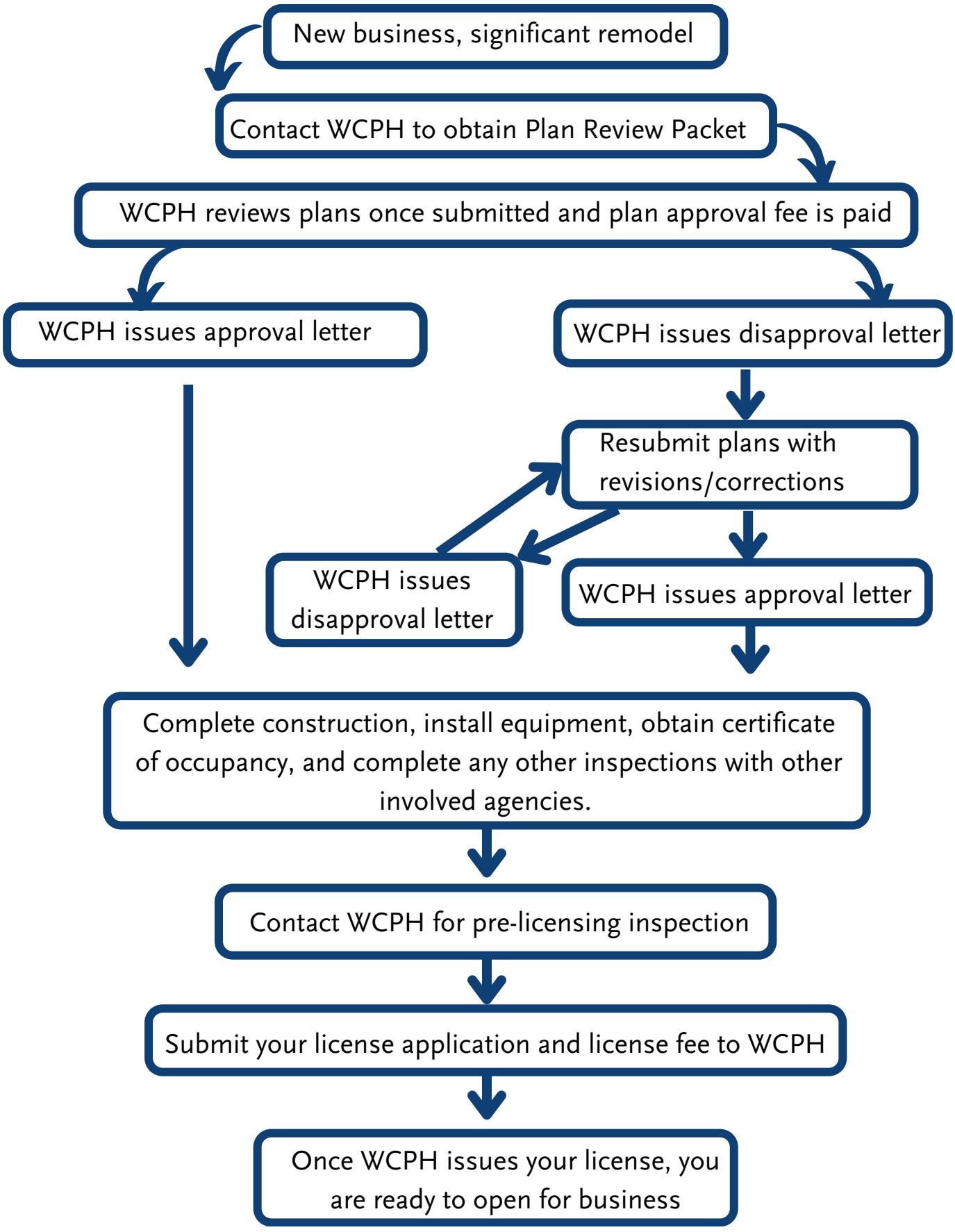
Your inspection frequency is determined by your risk level. Risk levels I and II are once a licensing period, while Risk levels III and IV are twice a licensing period. You will also be inspected 30 days after being initially licensed to ensure your facility is running properly.

Have more questions? Ask a WCPH Environmental Health Specialist!

Start to Finish: Process Overview

1. Submit Plans (at least 30 calendar days prior to construction).
    a. Include:
        i. One complete sets of drawings of the facility
        ii. Menu or list of food and beverage items to be sold
        iii. Equipment list including manufacturer and model numbers
        iv. Food protection certifications
        v. Plan review fees
2. Plan Review Process
    a. WCPH will review plans within 30 calendar days of submission and payment. If additions or changes are required, you will be contacted, and a disapproval letter will be issued.
    b. Significant changes require a new plan review application submission. Re-submission of plan review will begin a new 30 day review process timeframe.
3. Approval Information with plan approval will be sent via emailed letter. Plan approvals expire one (1) calendar year from approval date.
4. Construction
    a. Ensure that all parties are properly licensed as per your local building inspection department. A Certificate of Occupancy must be issued prior to issuing a food license. Contact WCPH if you have any questions or would like to request a walk-through inspection.
5. Inspections
    a. Obtain Certificate of Occupancy from building inspection and fire inspection before contacting WCPH for a pre-licensing inspection; pre- licensing inspection can be arranged after a certificate of occupancy has been issued. WCPH requires a minimum of two (2) business days' notice to schedule a pre-licensing inspection. Business hours are Monday - Friday, 8:30 am - 4:30 pm. To avoid scheduling conflicts, call early and allow time for re-inspections if necessary. WCPH may be able to accommodate with short notice, but this is dependent upon inspector availability and should not be counted on.
    b. Contact your inspector to schedule the pre-licensing inspection.
    c. Once your plans are approved, the pre-licensing inspection is completed by WCPH, all applications are signed and fees have been paid, your license will be issued.
6. Open for business!

Process Flowchart



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Wyandot County Public Health
Prevent. Promote. Protect.

Food Establishment Plan Approval Application

Pages A-1 through A-10 must be returned to WCPH. Pages 1-16 are yours to keep as reference material.

The following must be submitted with this application:

One complete set of site plans	☐	One complete set of floor plans	☐
Food Protection Certifications	☐	Equipment list	☐
Menu	☐	Payment	☐

Date: _____

Review Type (please circle):

New facility	Remodel

Date Received: _____

Receipt #: _____

Facility Information:

Name of Food Facility:		
Address of Facility:		
City:	State:	Zip:
Business Phone Number:	Business Email:	

Owner/Licensee Contact Information

Name of Owner:		
Address:		
City:	State:	Zip:
Phone Number:	Email:	
Contact for Plans:	Phone:	Email:

Water Supply:

☐ City ☐ Private/Other (Please specify) _____

Sewage Disposal:

☐ Sanitary Sewer ☐ Semi-Public Sewer**

** If semi-public, is it approved by Ohio EPA?

☐ Yes ☐ No

Square footage of facility: _____sq ft

Please answer all following questions regarding your establishment. When answering, ensure you are including equipment and food processes used. When answering "Yes" please include details. All questions must be answered "Yes," "No," or "N/A" (not applicable). ANY changes to processes or procedures within the operation stated on this plan approval, will require authorization from WCPH.

1. **Will you be hot-holding food? If so, how will you maintain temperatures of 135°F?**

☐ Yes (explain in detail) ☐ No ☐ N/A

2. **What will you do with leftover hot food at the end of the day? Describe your cooling process in detail, including what equipment will be used, what temperatures you will look for, and how long this will take.**

☐ Yes (explain in detail) ☐ No ☐ N/A

3. **Will you be reheating foods? If yes, describe how foods will be rapidly reheated to 165°F.**

☐ Yes (explain in detail) ☐ No ☐ N/A

4. **Describe how frozen foods will be thawed. (Example: refrigeration, microwave, as part of the cooking process, etc.)**

☐ Yes (explain in detail) ☐ No ☐ N/A

5. **Will all produce be washed on-site prior to use? If no, explain.**

☐ Yes (explain in detail) ☐ No ☐ N/A

6. **Are there any menu items served undercooked or raw (i.e. Sunny-side up eggs, steak cooked to order)? If so, list all items. You also must post a consumer advisory statement. See section 3717-1-3.5E (1-3) of the Ohio Revised Code for specific language.**

7. **Will you be providing catering services? (Catering: preparing foods, transporting foods and staying with foods through service, not delivery.) If yes, please describe the process including preparing off-site, washing equipment/utensils and transportation.**

☐ Yes (explain in detail) ☐ No ☐ N/A

8. **Is there any product you will be removing from temperature control for a certain timeframe?**

☐ Yes (explain in detail) ☐ No ☐ N/A

9. **Describe the procedure used for minimizing the length of Time/Temperature Control for Safety (TCS) foods will be kept in the temperature danger zone (41°F - 135°F) during preparation.**

10. **Will you be using Time as a Public Health Control in lieu of Temperature for any TCS items? If yes, what items?**

****If time without temperature control is used as the public health control for a working supply of TCS food before cooking, or for ready-to-eat TCS food that is displayed or held for sale or service, written procedures are to be prepared in advance, maintained in the food service operation or retail food establishment and made available to the licensor upon request*

10. **Will you be doing any specialized processes?**

Reduced Oxygen Packaging (Vac-Sealing, etc)	☐ Yes	☐ No
Cook-Chill	☐ Yes	☐ No
Sous Vide	☐ Yes	☐ No
Sushi/Sashimi**	☐ Yes	☐ No
Other: _____	☐ Yes	☐ No

** **What species and brand of raw fish will be used?**

11. **Please provide certificate copies & names of employees certified in the Person in Charge (Level One) Basic Food Training and the Manager Certification (Level Two) Food Training as it pertains to your food facility. More information can be found at: Food Safety Certification | Ohio Department of Health**

12. **Please list your food suppliers and frequency of delivery. Example: Global Foods - twice a week**

Interior Finishes Chart

Please note that all surfaces must be smooth and easily cleanable. Examples of commonly approved surfaces can be found on page 7.

Please use this chart to detonate surface finishes used in this facility. If they are included on a separate page, please indicate that.

All finishes are included elsewhere or separately from this application: ☐ Yes ☐ No

Location/Room	Floors	Walls	Ceilings	Coving
Ex: *Dry Storage*	*Sealed Concrete*	*FRP*	*Vinyl tile*	*6" Quarry Tile*
Kitchen				
Bar				
Dishwashing Area				
Walk-in Refrigerators And Freezers				
Restrooms				
Mop Service Area				
Service Areas/Buffets/ Salad Bars				
Other (Please Specify)				
Other (Please Specify)				
Other (Please Specify)				
Other (Please Specify)				

Menu

Use the following space to write your menu.

- List all menu items—Foods not included on menu may not be sold or served.
- If you need more room, please attach an additional page.
- Any foods determined to be out of temperature will be discarded.
- Please complete the charts for all menu items.

Menu Item	Scratch or Pre-made?	Food Supplier	Preparation Process
Ex: Chili Sauce	*Ex: Pre-made frozen*	*Best Foods Grocery Store*	*Stove top pan*

Equipment

Provide the following information for all equipment you will be using in your facility. All equipment must be commercial grade and certified by an approved agency. The back side of this form may be used if additional space is required.

This information is included separately from this page: ☐ Yes ☐ No

Equipment Description	Certification Agency	Manufacturer	Model Number

Final Review

The plans submitted to WCPH must be legible, in English and include the information in the chart below. Lack of complete information may delay plan approval and/or the opening of your business. All items in bold are required for every facility. Other items depend on the facility type. Please indicate that the following are included (X) or indicate if not applicable (N/A).

Plan Review Components	Yes (It is included!)	N/A (Not Applicable)
❑ **Site plan**		
Show designated area for garbage, grease dumpsters, exterior storage		
Show the location of the building and surrounding streets		
❑ **Proposed menu or list of food and beverage items** (All facilities must submit!)		
❑ **Facility floor plan, *drawn to scale*, to include:**		
Location of dry goods, chemical, and personal belongings storage		
Location of entrances and exits		
Location of hand sinks available in food prep areas and restrooms		
Location of 3-compartment dish washing sink		
Location of dish machine (Indicate high or low temperature)		
Location of food preparation/vegetable washing sink (Must have indirect drain)		
Location of utility sink/mop sink		
Location of equipment		
❑ **Completed Equipment list, include make & model numbers** (Commercial equipment only!)		
Include elevations or indicate installation of equipment (Casters, legs, fixed/sealed)		
❑ **Basic plumbing drawings including the following:**		
Show grease trap location		
Show all indirect plumbing connections and floor drains and sinks		
❑ **Completed Interior finish schedule with materials for floors, walls, ceilings and coving**		
❑ **Lighting plan** (Include type of fixtures and location of lights)		
❑ Ventilation Hoods (As approved by local building jurisdiction)		

Plan Review Submission

A completed Plan Review Application must be submitted by the owner/operator to Wyandot County Public Health before plans are reviewed. The plan review fee must be paid upon submission of this Application. Upon a satisfactory pre-licensing inspection, the appropriate licensing fee will be collected and the proper license will be issued.

To the best of my knowledge, this application is complete and accurate. I understand that an incomplete application and/or plans may delay the plan approval process.

Applicant name (please print)

Date

Applicant signature

Plans are to be submitted to:

Wyandot County Public Health
127-A S. Sandusky Ave.
Upper Sandusky, OH 43351

Any questions may be directed to envhealth@co.wyandot.oh.us