



A guide for planning your retail food business

Congratulations on your decision to start or remodel a retail food business. This guide is to inform you of the steps required to obtain a Food Service Operation or Retail Food Establishment license in Henry County. For current license holders, use this guide if you are planning a significant renovation or expansion of your operation.

Before any construction begins:

Facility layout and equipment specifications (plans) must be approved by the Health Department. The plan information which you provide to our office allows us to determine if your operation will meet the rules regarding facilities and equipment. Complete the enclosed **Facility Layout and Equipment Specification Review Checklist and Application** along with all of the items listed on the reverse side of this page. Once you have submitted all of the required items, Ohio code allows the Health Department 30 days to approve or disapprove your plans. Keep in contact with our office, especially if you make changes to your plans after they have been submitted. It is always easier to make changes on paper than to make changes to things already built.

During construction or remodeling:

It is normal for our office to observe construction in process at least once to ensure work is following the approved plans. We may ask you and/or the contractors on site questions regarding the project during this time.

One or two weeks before anticipated opening:

Ensure that you have completed and submitted the *Application for License to Conduct a Food Service Operation/Retail Food Establishment*, along with the fee(s) indicated on the application. Schedule a pre-opening inspection with the Health Department. Once all requirements are satisfied, a license will be issued.

Other regulatory agencies you may need to contact before work begins include:

| Agency | Why | Contact |
|---------------------------------|---|---|
| Local Zoning authority | Ensure that there are no zoning restrictions where your business is to be located. | Go to http://www.henrycountyplanning.com/Zoning.html for current list of Henry County zoning inspectors. |
| Wood County Building Inspection | To review & approve plans so your business is in compliance with state plumbing, electrical, structural and HVAC codes. | 1 (419) 354-9190 http://wcbinspect.co.wood.oh.us/com_inf.shtml |
| State Fire Marshal | To review State fire code compliance. | 1 (614) 728-5460 |
| Ohio EPA | To review and approve rural Sewage Treatment and Water Supplies. | 1 (419) 352-8461 |

If you have any questions, please do not hesitate to contact one our Environmental Health Services staff for assistance throughout the process.

env@henrycohd.org

What we will need to review and approve your operation for a license

All items listed below must be submitted before construction or remodeling begins. Once the Health Department receives complete layout and specifications, they will be acted upon within 30 days and you will be notified in writing.

Please submit all of the following:

1. The Facility Layout and Equipment Specification Checklist and Review Application. **TIP: The checklist portion will help to guide you through the requirements related to constructing/equipping your facility.**
2. An \$85.00 fee (sorry, no credit cards)
3. A floor plan that includes all of the following components:
 - a. The total area (square footage) to be used for the operation.
 - b. All portions of the premises in which the food service operations are to be conducted.
 - c. Indicate locations of entrances and exits.
 - d. Location, number and types of plumbing fixtures, including all water supply facilities. Show service sink (mop sink), three compartment sink, handwash sink(s), food preparation sink(s), and dishwashing machine (if applicable).
 - e. Lighting fixtures, both natural and artificial, with foot-candles indicated for critical surfaces.
 - f. A floor plan showing the general layout of fixtures and other equipment.
 - g. Show all ventilation kitchen hoods and restroom ventilators.
 - h. Plans must be drawn reasonably to scale and such scale must be indicated on the plans.
4. Site plan of the exterior that shows the layout and location of outside refuse storage, any auxiliary buildings used for the operation, and any other areas used for conducting the operation.
5. A finish schedule. This lists the surface materials of floors, walls and ceilings of all areas of the operation. You may use the Surface Finish Schedule Form located on the last page of the Facility Layout and Equipment Specification Checklist and Review Application if needed. Examples:

| Area | Floors | Walls | Ceiling |
|-------------|-----------------|-----------------|--------------------|
| Kitchen | Quarry Tile | Stainless Steel | Vinyl Drop Ceiling |
| Dry Storage | Sealed Concrete | Painted Drywall | Painted Drywall |

6. A copy of the menu or a proposed menu that lists all foods to be prepared served and/or sold.
7. An equipment list with equipment manufacturers make and model numbers. See Appendix A for more detailed information. Example:

| Equipment | Manufacturer | Make/Model Number |
|-----------------|--------------|-------------------|
| Reach in Cooler | Traulsen | G30013 |
| Dishwasher | Hobart | AM14C |
| Range/Oven | Vulcan | VUL36SL |

Basic FSO/RFE Requirements

Here are brief descriptions of what is required in constructing and equipping Food Service Operations and Retail Food Establishments. The layout and specifications which you submit to the Henry County Health Department must meet these requirements where applicable before we will issue a FSO or RFE license to operate. Please be advised that this is only a partial list of requirements. For a more complete outline of requirements, please refer to the Ohio Uniform Food Safety Code.

Three Compartment Sink

A three compartment sink is required in all operations where food preparation occurs. The compartments must be large enough to accommodate the largest utensils or equipment. Sinks must have drain boards for air drying.

Automatic Dishwasher

An automatic dishwasher may be used in addition to a three compartment sink. Chemical or high temperature sanitizing dishwashers are acceptable.

Handwash Sinks

Hand sinks are required in all food preparation areas. These sinks must be accessible and conveniently located in all food preparation areas, dish wash areas and restrooms. More than one hand sink is often required.

Food Preparation Sink

If fresh food is prepared (fruits, vegetables, meat, poultry, etc.), a food preparation sink is strongly recommended. This sink must have an indirect connection to a waste drain line. Contact Wood County Building Inspection regarding this requirement in the Ohio plumbing code.

Mop Sink

A service sink for the cleaning and disposal of mops and mop water is required.

Grease Trap

A grease trap or grease interceptor is required in most operations. All plumbing must comply with the Ohio Plumbing Code.

Lighting

Lighting of sufficient intensity must be provided. Lighting intensity must comply with 3717-1-6.2(I) of the Ohio Uniform Food Safety Code. Lighting in areas where food is exposed must have protective shielding.

Employee Restrooms

Separate employee restrooms are not required. However, restrooms used by food preparation employees must have a handwash sink with soap, paper towels, and a sign reminding employees to wash hands. Restrooms used by female employees must have a covered waste can.

Ventilation

Exhaust hoods and ventilation must comply with the Ohio Building Code. Contact Wood County Building Inspection for further information.

Fire Suppression Systems

If your operation includes plans to prepare using deep frying or charbroiling, you will need an approved fire suppression system. Contact the State Fire Marshal for details.

Surface Finishes

Floors, walls and ceilings in all areas must be smooth and easily cleanable. Carpet is not acceptable in food preparation areas or in restrooms. The floor/wall juncture must be coved and sealed. Exposed plumbing and wiring is not acceptable.

Outside Openings

Windows and doors must be equipped with screens to protect against the entrance of pests and rodents. Doors must be tight fitting with no gaps around the edge or along the floor.

Dumpsters

Dumpsters must be located on a smooth surface (asphalt, concrete). Dumpsters must be rodent-resistant and be equipped with lids.

Other Agency Approval

The Henry County Health Department must have copies of final structural, plumbing, electrical and fire approval that are required of your operation before a license can be issued. Refer to page 1 of this guide for contact information.

Equipment

See the next two pages of this guide for detailed guidance on selection of your equipment.

Appendix A.

Food Equipment: What is approvable?

Whether you are purchasing equipment for a new operation, replacing worn out equipment, or expanding your facilities/menu; equipment purchases can be very expensive.

The Ohio Uniform Food safety Code section 3717-1-4.1(kk) states:

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. 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.

Food Equipment Testing

Refer to page 2 of this document for detailed information on firms that test and certify food equipment.

Used Equipment

Used equipment may be acceptable for use in your facility if it is in good repair including no damage that would make it difficult to clean and sanitize, reconditioned if needed so that it is in proper adjustment, and in a clean condition. Before purchasing any used equipment, it is recommended to have a qualified service person evaluate it for proper operation. In many cases, used equipment will not be found in the current listings referred to on page 2. Instead, the equipment data plate which has the manufacturers name, model, and serial number may show one of these certification marks.

Beware of dealers that try to sell equipment they claim is certified but really isn't!

Tip: Most big box appliance stores do not sell certified equipment. Freezers are a good example of equipment that can have labeling or branding that states it is “commercial” or “industrial” when most often it has not been certified. Before making a purchase, contact the Henry County Health Department for assistance. If you provide us with the manufacturers name and the model number from the equipment data plate, we can usually determine if it meets certification or if it can be approved.

Existing Equipment

Regarding existing facilities and equipment, the Ohio Uniform Food Safety Code chapter 3717-1-20 states:

- (A) Food service operations and retail food establishments in operation prior to March 1, 2001 may continue to use existing facilities and equipment that:*
 - (1) Are in good repair and can be maintained in a sanitary condition;*
 - (2) Have food contact surfaces that comply with the requirements of this chapter;*
 - (3) Have cooling, heating, and holding capacities that comply with the requirements of this chapter; and*
 - (4) Do not constitute a public health hazard or public nuisance.*
- (B) Existing facilities and equipment shall be replaced with equipment and facilities meeting the requirements of this chapter when any of the following occur:*
 - (1) They no longer comply with the requirements of paragraphs (A)(1) to (A)(4) of this rule;*
 - (2) They no longer comply with the criteria upon which they were originally approved; or*
 - (3) The food service operation or retail food establishment changes ownership.*

Your operation may be required to replace equipment if it no longer can meet minimum requirements. Always take the time to keep the equipment you have clean and in good working order to get the most life out of it.



Questions?

Environmental Health Division

env@henrycohd.org

Appendix A. Who are the recognized food equipment testing agencies?

Before purchasing equipment for your operation, make certain that it has been tested and listed by one of the firms listed here. If equipment is not certified, local or state approval may be possible.

Food Equipment certification for sanitation is based on American National Standards Institute (ANSI) accredited certification programs. The firms listed below test and certify food equipment to these ANSI standards. The firm's certification marks and product listings (links) can be used to determine if Equipment has met these standards.

NSF International

<http://www.nsf.org/Certified/Food/>

This is the firm that has the largest listing of products and is a good place to begin your search.



The presence of the NSF mark on food service equipment means that the equipment has been evaluated, tested, and certified by NSF International as meeting international commercial food equipment standards.

Intertek (ETL)

<http://www.intertek.com/directories/>

Choose the ETL Listed Mark Directory to search product listings



The presence of the ETL Sanitation mark on food service equipment means the equipment was tested and complies with the applicable ANSI/NSF sanitation requirements.

Canadian Standards Association – CSA

<http://directories.csa-international.org/>

To search the CSA listed products; choose "Sanitation" for the directory.



For the U.S.: A CSA mark with the indicator "SANITATION" means that the product is certified for the U.S. market to the requirements of the applicable NSF/ANSI food equipment standard. Manufacturers may also choose to display the applicable NSF/ANSI standard beneath the CSA Sanitation mark

Underwriters Laboratories Inc.

<http://database.ul.com/cgi-bin/XYV/template/LISEXT/1FRAME/qfoodsrch.html>



The UL EPH mark appears on products that have been evaluated to Environmental and Public Health Standards. The "Classified" version is used for products complying with ANSI/NSF Standards and other food equipment hygiene codes and requirements. The "Blue Sanitation Mark" is a supplemental mark and can be in addition to the Classification Mark.

*American National Standards Institute (ANSI) Food Equipment Standards

| | | | |
|------------|--|-------------|---------------------------------------|
| NSF/ANSI 2 | Food equipment | NSF/ANSI 3 | Commercial warewashing equipment |
| NSF/ANSI 4 | Commercial cooking, rethermalization, and powered hot food holding and transport equipment | | |
| NSF/ANSI 6 | Dispensing freezers | NSF/ANSI 7 | Commercial refrigerators and freezers |
| NSF/ANSI 8 | Commercial powered food prep equipment | NSF/ANSI 12 | Automatic ice making equipment |

*Not a complete list

Henry County Health Department

As the licensing authority for your facility, you may request an evaluation of equipment if it is not listed by one of the 4 agencies outlined above.

Ohio Department of Health or the Ohio Department of Agriculture

According to the rule requirement, Equipment may be deemed acceptable in an FSO or RFE by one of these State agencies. Written approval from ODH or ODA must be provided by the operator to the Henry County Health Department prior to using it in your facility.