

ROSS COUNTY HEALTH DISTRICT

475 Western Avenue, Chillicothe, Ohio 45601

(740)775-1158

**PLAN REQUIREMENTS FOR
PROPOSED FOOD OPERATIONS**

- I. Prior to construction of a new food operation, a detailed set of plans will need to be submitted to Ross County Health Department for review. Proposed food service operations shall be designed and constructed according to the Ohio Uniform Food Safety Code, chapter 3717-1 of the Ohio Administrative Code. The plans shall include the following information:
- The type of food service operation proposed. Include a food menu.
 - A floor plan of the facility that clearly indicates the location of equipment, fixtures, serving areas, restrooms, dining, and storage areas. Information on the location, number, and types of plumbing fixtures must be included. Be sure to include all water supply facilities and note their designed purpose (i.e. hand sink, mop sink, food prep sink, and three-compartment utensil washing sink). Your plans should also indicate the locations of any commercial dishwasher unit and grease trap (or grease interceptor) for the preparation of grease bearing foods.
 - The building materials and the surface finish of the floor, walls and ceilings.
 - Equipment manufacturer and model numbers (cut sheets are preferred). All equipment must be approved by the National Sanitation Foundation (NSF) or equivalent testing agency. Remember that cold foods must be held in refrigeration capable of holding 41°F or below and hot foods must be held in units capable of holding 135°F or greater.
 - If the proposed food service operation does not have municipal or public water and/or sewer, the on-site water system and / or sewage system must receive approval from the Ohio Environmental Protection Agency, South East District office, 2195 Front Street, Logan, OH 43138, telephone number 1-800-686-7330. OEPA approval must be forwarded to our office prior to construction.
 - The plans must include a plan of lighting (both natural and artificial). Refer to OAC 3717-1 for requirements.
 - Complete the Food Service Operation/ Retail Food Establishment Plan Review Application..
- II. The operator of the proposed food operation will need to obtain a Certificate of Occupancy verifying compliance with the Ohio Basic Building code, including final approval for plumbing, electrical, structural and mechanical, sprinkler, and fire alarm inspections. If you are located within the city limits of Chillicothe questions pertaining to building permits and inspections should be directed to Kelly Kight, 35 South Paint Street, Chillicothe, Ohio 45601, phone number (740) 773-8981. If you are located outside the city limits questions pertaining to building inspections should be directed to Gary Albright, 15 North Paint Street, Suite 201, Chillicothe, Ohio 45601, phone number (740)773-7200. Plumbing permits can be applied for at the Ross County Health District, Environmental Health Services, 475 Western Avenue, Suite A, Chillicothe, Ohio 45601. All plumbing, building, and electrical inspections must be completed before the food service license can be issued.

III. Food Service plan review will be completed with-in 30 days of receipt by our office to ensure the proposed food service operation has been designed according to Ohio Uniform Food Safety Code.

IV. Contact the Ross County Health District to schedule any preliminary inspections and/or final inspection. The food service operation license must be purchased prior to the final inspection. Once the final inspection is approved, the food service license will be issued and the establishment may open for business. A follow-up inspection will be conducted with-in 30 days of opening to ensure establishment is operating according to the Ohio Uniform Food Safety Code.

If you have any questions, please contact our office at (740) 775-1158.

Sincerely,

Environmental Health Services
Ross County Health District