



Plan Review Application for Food Service Operations and Retail Food Establishments

Updated 1/3/2025

This plan review application is for food service operations and retail food establishments. Different applications are available for micro markets, mobile food service operations, and temporary operations.

Make checks payable to **Lorain County Public Health**, 9880 Murray Ridge Rd. Elyria, OH 44035.
Submit plans and payment prior to construction or remodel
Fee: \$100 for facilities less than 25,000 sq. ft., \$200 for facilities 25,000 sq. ft. or greater

Complete the forms below

Name of proposed business: _____

Type of business (restaurant, bar, retail store, child care, hospital, other): _____

Business address (street number, city, zip): _____

Owner's name: _____ Owner's phone#: _____

Owner's address (street number, city, zip): _____

Owner's email address: _____

Owner's preferred method of contact: Email Phone call Text

Architect's name: _____ Architect phone #: _____

Architect's address (street number, city, zip): _____

Architect email address: _____

Facility Information:

 Which of the following is your business? Please only check one box.

- New construction Remodel of your existing business Change of business (changing from general retail to food sales, changing type of restaurant, reopening after extended closure)

Estimated date construction will begin: _____

Estimated opening date: _____

Status: Temporary or final occupancy has been obtained Waiting on temporary or final occupancy

Water Supply:

 Which of the following does your business use? Check only one box.

- Public water Private well water

Sewage Disposal:

 Which of the following does your business use? Check only one box.

- Sanitary sewer Ohio EPA approved sewage system

Office Use Only

Date Received: _____ Initials: _____ Receipt No: _____ Check #: _____
Date Reviewed: _____ Initials: _____ Date Approved: _____ By: _____ Application #: _____

Draw the plans: Include all items in the checklist below. The checklist is based on the Ohio Uniform Food Code section **3717-1-09**, “Criteria for reviewing facility layout and equipment specifications,” which outlines all required information for each plan review. *Failure to include all items will delay the plan review process and may result in plans being disapproved. Starting construction before plan review and approval does not guarantee the facility will be approved as built.* **Refer to the guidance document for more information.**

Plans must be on paper as listed below:

1. Professionally drawn: no smaller than **12” x 18”** and no larger than **24” x 36”** OR
2. Hand-drawn on **8.5”x11”** or **8.5”x14”** sheets of paper. Graph paper is preferred.

Include the following in the plans – all are required:

Per the Ohio Uniform Food Safety Code, the facility layout and equipment specifications submitted for approval must clearly confirm that the code can be met, the facility layout and specifications shall be legible, be drawn reasonably to scale, and include:

- Proposed menu or draft list of food items to be sold (Example: pizza, chicken wings)
- Total square footage of the food service operation or retail food establishment
- Site plan, including location of the business in a building and/or the location of the building on site, including alleys, streets, dumpsters, and sewage treatment system
- Indoor and outdoor seating areas
- Entrances and exits
- Location, number, and types of plumbing fixtures – every sink, mop, hand washing, prep station, restroom, 3 compartment sink, dish machine, grease interceptor
- Designated area for garbage and exterior storage
- Water supply facilities – where the water is flowing to (hot and cold water lines and their connections to equipment need to be shown)
- Lighting plan – how many lights and what kind
- Floor plan showing all fixtures and equipment – location of every refrigerator, prep table, hood system, fryer, etc. in the space
- Building materials and surface finishes to be used (example: epoxy paint, stainless steel, type of base on the floor)
- Equipment list with manufacturer names and model numbers

Equipment Requirements

- All equipment must be commercial grade
- All cold holding equipment uses only mechanical refrigeration
- Walk-in cooler and/or walk-in freezer open into the building
- Walk-in cooler and/or walk-in freezer are constructed of commercial-grade material
- Interior of walk-in cooler and/or walk-in freezer is smooth and easily cleanable
- There is a 3-compartment sink with two drain boards and an air gap on the waste pipe
- The 3-compartment sink is large enough to wash equipment
- There is a culinary or food prep sink, when necessary, with an air gap on the waste pipe
- There is a commercial-grade mop sink that is sealed to the floor and equipped with a vacuum breaker and space to hang mops to dry
- Items such as ice bins, ice machines, and soda fountains have an air gap and go to a floor drain
- The grease interceptor must be sized and installed according to the Ohio Plumbing Code

**Complete this checklist regarding construction, materials, and finishes that will be used in the facility.
Surface Finishes (select all that apply):**

Kitchen walls: Fiber-reinforced plastic (FRP) Stainless steel Ceramic tile Epoxy Painted block
Note: Latex paint will not be approved.

Kitchen Floor: Quarry tile Epoxy floor Sealed concrete Vinyl tile Ceramic tile
 Other: _____

Kitchen Ceiling: Washable drop ceiling tiles Other: _____
Note: Exposed dry wall or latex paint will not be approved.

Number of light fixtures in the kitchen: _____

Coved Base: Tile Rubber Integrated with epoxy floor Metal strip

Are restroom floor, walls, base and ceiling the same as above? Yes No

If No, explain: _____

Are the walk-in coolers and freezers the same as above? Yes No

If No, explain: _____

Please list where your ingredients and food will be purchased:

Note: All food items must be from a licensed or inspected facility.

Certain food handling practices may require additional paperwork, hazard analysis and critical control points (HACCP) plans, or training. To license your facility correctly, we must know about the food handling practices that will take place. Please check all that apply to your facility:

- | | |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Partially cooking to finish later (e.g. wings) | <input type="checkbox"/> Offer raw fish for consumption (sushi or sashimi) |
| <input type="checkbox"/> Bulk cooling and bulk reheating | <input type="checkbox"/> Acidify rice to render non-TCS * |
| <input type="checkbox"/> Time in lieu of temperature control | <input type="checkbox"/> Blending smoothies |
| <input type="checkbox"/> Sous vide cooking * | <input type="checkbox"/> Cook raw beef, chicken, pork, fish |
| <input type="checkbox"/> Vacuum packaging * | <input type="checkbox"/> Sell pre-packaged, non-refrigerated food items |
| <input type="checkbox"/> Cook-chill packaging * | <input type="checkbox"/> Sell packaged, refrigerated items |
| <input type="checkbox"/> Operate a heat-treatment ice cream machine | <input type="checkbox"/> Cater off site |
| <input type="checkbox"/> Cutting meat or cheese | <input type="checkbox"/> Operate 6 months per year or less |
| <input type="checkbox"/> Cutting fruit, vegetables, or other produce | <input type="checkbox"/> Operate a child care center that receives food from a registered meal provider |
| <input type="checkbox"/> Assembling sandwiches | |
| <input type="checkbox"/> Operate a buffet | |

*These processes require a HACCP plan.

The LCPH reviewer will send any questions to the email of the business owner and/or architect listed on this application. Once the plans are approved, LCPH will send a signed plan approval letter to the email of the business owner listed in this application.

Include the following in this packet when you submit:

- One complete set of drawings of the facility
- Properly completed application (this document)
- Menu or list of food and beverage items to be sold
- Plan review fee
- All items on the checklist on page 2

Plan Review & Approval

- LCPH will review the plans within 30 days of receiving complete plan review packet
- Plans may require more information or changes – we’ll contact you if necessary
- LCPH will send you a plan approval letter
- Approved plans are valid for one year unless additional time is requested in writing
- Contact LCPH for a licensing inspection prior to operating

*Approval of plans by LCPH **does not** indicate compliance with any other code, law, or regulation that may be required (federal, state or local). It further does not constitute endorsement or acceptance of the complete establishment (structure or equipment).*

Make payment to: Lorain County Public Health 9880 Murray Ridge Rd, Elyria OH 44035

By signing, you acknowledge all of the above required information is included with this plan submission. Failure to include all required information will delay the plan review process and may result in plans being disapproved without refund.

Signature

Date

Office Use Only

Received	Approved
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