



City of New Philadelphia, Ohio

New Philadelphia Health District

150 East High Ave. Suite 011, New Philadelphia, OH 44663 ~ 330-364-4491 X 1208

New Philadelphia City Health District

Division of Environmental Health

RETAIL FOOD ESTABLISHMENT and FOOD SERVICE OPERATION

FACILITY REVIEW: A GUIDE FOR NEW AND RENOVATED FACILITIES

Plans According to Ohio Law and Rules, all new Food Service Operations (FSO) or Retail Food Establishments (RFE) are to submit plans to the local health department for approval *prior* to opening. Ohio Administrative Code (OAC), sec 3717-1-09, states that all plans submitted are to have the following information:

(A) The facility layout and equipment specifications submitted for the approval of the licenser shall clearly confirm that the applicable provisions of Chapter 3717-1 of the Administrative Code can be met. The facility layout and specifications shall be legible, be drawn reasonably to scale, and shall include:

- (1) The type of operation or establishment proposed and foods to be prepared and served;
- (2) The total square footage to be used for the food service operation or retail food establishment;
- (3) A site plan that includes: a) location of business in the bldg., b) site location map (incl alleys, streets, etc), and c) interior and exterior seating areas
- (4) Entrances and exits;
- (5) Location, number and types of plumbing fixtures, including all water supply facilities;
- (6) Plan of lighting;
- (7) A floor plan showing the fixtures and equipment;
- (8) Building materials and surface finishes to be used; and
- (9) An equipment list with equipment manufacturers and model numbers.

Thus, at a minimum, a plan submittal for a FSO/RFE should include:

- A detailed floor plan drawing of the entire operation which shows the layout, proposed equipment locations, etc.
- A detailed lighting plan drawing of the entire operation which shows the proposed location of all lighting fixtures.
- An equipment list (or specification sheets) with manufacturers' name(s), model numbers and approved testing agency certification(s) for *each* piece of equipment.
- A list of surface finishes for the floors, walls, and ceilings throughout the operation.
- The proposed menu.

In addition to the above information, the appropriate plan review fee is to accompany plan submittal.

****See reverse for more detailed information on the above requirements****

NOTE: In accordance with Rule 901:3-4-07 or 3701-21-03 of the Ohio Administrative Code, the New Philadelphia City Health District has **30 days** in which to complete the *initial* review of the plans. In addition, *inaccurate, incomplete or missing information can lengthen the approval process.*

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GUIDE FOR FACILITY REVIEW: Minimum Plan Specifications

1. LIGHTING (measured at a distance of 30 inches from the floor)

50 footcandles

At surfaces where a food employee is working with food or equipment where safety is a factor.

20 footcandles

--At surfaces where food is provided for consumer self-service.

--Where fresh produce or packaged foods are sold or offered for consumption.

--Inside equipment.

--Restrooms.

--30 inches above the floor in areas used for handwashing, warewashing, equipment and utensil storage.

10 footcandles

--Dry food storage areas.

--Walk-in units.

2. REQUIRED SINKS

--3-compartment sink with grease interceptor.

--Indirectly drained food preparation sink (may be required based on the proposed menu)

--Mop sink.

--Handsink(s) - number and location(s) will depend on the proposed size of the operation.

3. SURFACE FINISHES

--*Floors*: smooth, durable, non-absorbent material (examples - sealed concrete, ceramic tile, durable grades of linoleum, terrazzo). Where water flushing cleaning methods are used, the floor shall be graded to drain and the floor and wall junctures shall be covered and sealed.

--*Walls*: smooth, non-absorbent, and easily cleanable (examples - FRP board, painted with semi-gloss or gloss paint).

--*Ceilings*: smooth, vinyl-faced, rigid back, painted with semi-gloss or gloss paint. **NOTE:** Fissured tile or highly textured ceiling surfaces or panels are unacceptable.

--*Coving*: a cleanable coved base no larger than one thirty-second of an inch (one millimeter) is required at the floor and wall junctures.

4. EQUIPMENT

All equipment shall be *commercial grade* and listed with the National Sanitation Foundation International (NSF), ETL Testing Laboratories, Inc., or similar testing agency. Equipment designed for home use is *not* to be used.

5. SHELVING

Wood shelving is not permitted unless it has been rendered smooth, impervious to moisture and easily cleanable.

6. REQUIRED CERTIFICATIONS

--*Level One Certification in Food Protection* is required for new FSOs/RFEs (see OAC 3701-21-25(I)), so that there is a certified person in charge present during all hours of operation.

--At least one employee of a level III or IV FSO or RFE shall obtain a *Level II Certification in Food Protection* that has been approved by ODH (OAC 3717-1-2.4(A)(2))

Note Regarding Other Approvals. Contact the following departments for any additional requirements:

--Zoning Dept

--Service Dept

--Water/Wastewater Dept

--Plumbing (part of East Central Ohio Bldg Auth [ECOBA])

--Fire Dept

If the proposed operation will use a non-municipal sewage or water system, contact the Ohio EPA at (800) 686-7330 for approval. A non-municipal system is one which is **not** supplied by a city or the county.