

FOOD PLAN REVIEW APPLICATION

Name of Facility: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Owner Information

Owner Name: _____ Phone: _____

Owner Email Address: _____ Send payment invoice here Yes No

Contact Person for Plans

Name: _____ Phone: _____

Email Address: _____ Send payment invoice here: Yes No

Address for Approval Letter: _____

City: _____ State: _____ Zip: _____

Plan Review Type

- New Establishment 8021 **PARCEL ID:** _____
- Full Remodel (torn down & rebuilt, full inside demo) 8021
- Remodel/ Alteration of Existing Food Establishment 8025
- Risk Level 1 (pre-packaged foods only) 8028
- Minor Remodel 8029

**For remodel, describe scope briefly.*

Check if plans submitted via email

Payment: Mailed Office Online

Estimated Date Construction Will Begin: _____

Estimated Opening Date: _____

INTERNAL USE ONLY

Date received: _____

Received by: _____

Amount paid: _____

AR# _____

SR# _____

IN# _____

PE Code: _____

Plan Review # _____

Type of Establishment (check all that apply)

- | | | | |
|--|-------------------------------------|---|--|
| <input type="checkbox"/> Restaurant or Diner | <input type="checkbox"/> Bakery | <input type="checkbox"/> Child care facility | |
| <input type="checkbox"/> Meat/Fish market | <input type="checkbox"/> Caterer | <input type="checkbox"/> Pizza Shop | <input type="checkbox"/> Bar |
| <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Diner/Cafe | <input type="checkbox"/> Long term care | <input type="checkbox"/> Grocery Store |
| <input type="checkbox"/> Coffee shop | <input type="checkbox"/> School | <input type="checkbox"/> Other (please specify) _____ | |

Square Feet Devoted to Food: _____

Water Supply: City Other (please specify) _____

Sewage Disposal: Sanitary Sewer Semi Public

If Semi-Public, is it approved by OEPA? Yes No



COLUMBUS
PUBLIC HEALTH

PLAN REVIEW APPLICATION, updated 3/2024

SUBMIT ELECTRONICALLY

You can now submit plans via email!

Send your completed plan review application and plan files to us at mail to: Environmentalhealth@columbus.gov You will receive an invoice within two business days via email if you choose to pay online. If you do not receive an invoice within this time frame please contact us immediately. **PLANS ARE NOT LOGGED FOR REVIEW UNTIL PAYMENT HAS BEEN RECEIVED.**

Submission Guidelines - Please follow these guidelines if submitting electronically.

- **Submit as PDF:** Each set of plans must be saved in PDF format and should be oriented so the document can be viewed without rotation. Electronic “bookmarks” in the PDF are helpful and encouraged.
- **Necessary Pages Only:** Please provide only those pages that are necessary to our public health review.
- **Naming & Sorting PDF Files:**
 - For small plan review projects (typically 25 pages or less,) create a single PDF document with a file name that is unique and descriptive of the project itself (i.e. 123 E Main St Remodel Plans.pdf).
 - For larger projects, group and submit plans in smaller sets to facilitate the electronic plan review (i.e.123 E Main St Remodel_Plumbing.pdf, 123 E. Main St Remodel_Architectural.pdf).
- **Full Size & To-Scale:** Plans must be saved at ‘fill size’ and ‘to-scale’ to ensure proper measuring of lines and areas electronically.
- **Additional Files:** Supplemental files such as menus and equipment specification sheets should be named with a unique and descriptive file name.
- **No ZIP Files:** Please do not send ZIP files as they cannot be opened.
- **Completed Plan Review Application:** A completed plan review application must be included **with the plans in your email submission.**
- **Email Subject:** Subject line of email should include address of facility.

Questions? Please call the office at 614-645-7005.

LICENSING

All retail food businesses in the City of Columbus and Worthington are required to have a food service operation or retail food establishment license issued by Columbus Public Health (CPH). If you plan to open a restaurant or retail food facility, remodel a facility, or change your license status (e.g. change of menu, equipment, or process), contact CPH for any questions you may have in regard to plan approval or licensing. **Please call ahead for office visits to ensure a coordinator is available.** See the CPH guide, ‘**Starting a Food Business**’ for more detailed information. It is strongly recommended that you read this guide prior to submitting your plans. Go to <https://new.columbus.gov/Services/Public-Health/Housing-Assistance-Programs/Food-Assistance-Programs/Food-Protection-for-Businesses> to access this guide and other information about the CPH Food Protection Program.

GETTING STARTED

All new retail food businesses and those performing extensive alterations or remodeling must complete the plan review process. Here we will walk you through all of the necessary steps to obtain a food service license from Columbus Public Health.

Step 1: Submit Plans (at least 30 days prior to construction)

Include the following:

- One (1) 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, as determined by CPH (list attached)

Step 2: Plan Review Process

- CPH will review the plans within 30 days of receipt of payment
- Plans may require additional information or changes – in this case, you will be contacted.

Step 3: Plan Approval Process

- A letter will be sent informing you that the plans have been approved.
- Plan approvals not acted upon expire in one (1) year, unless the facility is under construction.

Step 4: Construction

- Ensure that all contractors and sub-contractors are licensed, if necessary (check with City of Columbus Building Services at 645-7314).
- Ensure that contractors obtain necessary permits through Building Services.
- Contact CPH if you have questions or need a walk through inspection during construction.

Step 5: Inspections

- Obtain signatures (‘sign offs’) from all building inspectors before contacting CPH for an opening inspection – arrange for this inspection once approval for a **Certificate of Occupancy** (or Partial Certificate of Occupancy, if applicable) has been given.
- CPH requires a minimum of two business days’ notice to schedule an inspection (based on volume, it may take up to a week). Though we will attempt to accommodate your schedule, call early to avoid scheduling conflicts and allow time for re-inspection if necessary. **Call 614-645-7005 to schedule the inspection.**
- Once the appropriate license fee is paid and the opening inspection is completed by CPH, you will be able to open for business.

****PLEASE KEEP THIS PAGE FOR YOUR REFERENCE****

EQUIPMENT REQUIREMENTS IN FACILITIES

All facilities are required to have hand washing sinks, which are located in each service station, food, prep, bar and dishwashing area. Hand washing sinks are also required to be equipped with soap and disposable towels or hand dryers. These sinks are required to have signs reminding employees to wash hands. A hand washing sink located in a restroom will not fulfill hand sink requirements. The plan review coordinator will look at each work area/station when determining the number of hand sinks required in a facility.

All facilities are required to have a sink designated only for cleaning of mops and cleaning tools, and for disposal of mop water. The mop sink must include a faucet and drain and be used for no other purposes. This sink should have hooks or other means to allow mops to air dry. Mop sinks shall be located on each floor with a food preparation area. Additional mop sinks may be required depending on size and layout of facility.

A 3-compartment sink designated for dishwashing is required in any operation using dishes or utensils. **However, all child care centers and bar/bar style service areas require a 3-compartment sink, even if using all disposable items.** The 3-compartment sink must be located within the same work area where food is prepared or handled. All bar and beverage preparation areas are required to have a 3 compartment sink and dump sink. The sink shall have curved interior edges and at least three (3) compartments for washing, rinsing and sanitizing. The sink shall also have two (2) drain boards, one for collection of dirty dishes and the other for air drying. Each compartment of the sink must be large enough to submerge the largest piece of equipment at least half way. **Grease interceptors are not determined by our department.**

A food preparation sink is required for the processing of produce and other foods. Processing can include washing, soaking, thawing, and using ice baths for cooling. A food preparation sink must have an indirect drain, specifically an air break, to prevent backflow from a sewage system into equipment in which food is placed. Columbus Public Health does not allow food processing in a hand sink or dishwashing sink. If a food preparation sink is not available, a facility will be limited to using only prewashed produce.

As per OAC §3717-1-04.1(KK) all equipment used must be listed as commercial and must be certified by a recognized testing agency (e.g. NSF, UL EPH). No household equipment is permitted.

All floors, walls and ceilings in food areas (service, storage or preparation) must be smooth and easily cleanable as defined in OAC §3717-1-06(A). Carpet is acceptable only in areas for packaged food storage. Acceptable surfaces which are commonly used include:

- Floors: quarry tile, ceramic tile, sealed concrete, poured epoxy
- Walls: stainless steel, fiber-reinforced plastic (FRP), glossy painted drywall, painted concrete block
- Ceilings: vinyl coated acoustic ceiling tile (drop ceiling), glossy painted drywall
- Base Coving: tile, rubber

Only surfaces allowed behind the grill line or cooking equipment under a hood are stainless steel or ceramic tile with sealed grout. This does not apply if the equipment underneath a hood does not produce a large amount of heat.

To schedule a walk-thru of your facility or if you have questions please call 614-645-7005.

PLAN REVIEW COMPONENTS

The plans submitted to CPH must be legible, in English and include the following information. Lack of complete information may delay plan approval and/or the opening of your business. All items in bold required for every new facility. Other items depend on the facility type.

Please indicate that the following are included (√) or indicate if not applicable (N/A).

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

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

Interior Finish Schedule with materials for floors, walls, ceilings and coving (example included)

Lighting plan (include type of fixtures and location of lights)

Ventilation hoods

ANSI approved fire suppression systems over grease producing equipment

FOOD HANDLING PROCESS

Answer all questions that pertain to your facility.

Will fruits and vegetables be washed in the establishment? Yes No Not applicable

Will you do any of the following? (Check all that apply)

- Sushi Cook-chill Time instead of temperature control Reheat in bulk
 Reduced-oxygen packaging Serve highly susceptible population Smoking or curing
 Catering (this is not delivery only services) Serve raw or undercooked menu items

Do you plan to prepare foods off site? Yes No *If yes, describe...*

EDUCATION REQUIREMENT

As of March 1, 2010 the Ohio Revised Code requires that at least one person in charge per shift of a food service operation or retail food establishment must have attended the Person-in-Charge training or an equivalent approved training prior to the business being licensed.

As of March 1, 2017, all facilities with a risk level 3 or risk level 4 food license are required to have at least one person with a valid manager certification in food protection who has supervisory and management responsibilities and authority to direct and control food preparation and service per Ohio Administrative Code §3717-1-02.4(A)(2).

PLAN REVIEW SUBMISSION

This application is complete and accurate to the best of my knowledge. Columbus Public Health does not have a grandfather clause for equipment. Facilities that remodel and go through the plan review process are subject to facility updates to bring the facility up to current standards. I understand that incomplete plans may delay the plan approval process. **I have carefully read the entire application. I am submitting a set of plans, a menu and the plan review fee. I understand it may take up to 30 days for review. A separate license fee will be collected at the final inspection.**

Signature of applicant: _____

Date: _____

Submit Plans To: mail to: Environmentalhealth@columbus.gov

An invoice will be emailed upon receipt for payment of the plan review. Please contact our office if not received within 2 business days.

Questions? Phone: 614-645-7005 Fax: 614-645-7155

INTERIOR FINISHES

Use the following chart to indicate all interior finishes (unless already included in plans).

This information is included in plans submitted.

Room Name	Floors	Walls	Ceilings	Coving
<i>Example: Kitchen</i>	<i>Quarry tile</i>	<i>FRP</i>	<i>Vinyl acoustical tile</i>	<i>6" quarry tile</i>

All surfaces must be smooth and easily cleanable. Contact CPH if you have questions regarding whether specific surfaces are approved for use in a food service operation.

FEE SCHEDULE

Please make checks payable to the Columbus City Treasurer.

PLAN REVIEW FEES

Risk Level 1-4 <25,000 square feet	\$463.00
Risk Level 1-4 >25,000 square feet	\$926.00
Risk Level 1-4 Extensive Alteration	\$232.00
Expedited Plan Review	\$1000.00 + plan review fee

The plan review fee must be submitted with application. If you wish to pay online check the appropriate box and an invoice will be provided to you with instructions.

FSO & RFE LICENSE FEES	Commercial		Non-Commercial	
	<25,000 ft ²	>25,000 ft ²	<25,000 ft ²	>25,000 ft ²
Risk Level 1	\$240.00	\$313.00	\$120.00	\$156.50
Risk Level 2	\$260.00	\$325.00	\$130.00	\$162.50
Risk Level 3	\$428.00	\$956.00	\$214.00	\$478.00
Risk Level 4	\$523.00	\$1,008.00	\$261.50	\$504.00

The license fee will be collected at the final inspection. Please do not send it to our office.