

MICROMARKET PLAN REVIEW APPLICATION

Name of Facility: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Owner/Operator Information

Owner Name: _____ Phone: _____

Contact Person for Plans

Name: _____ Phone: _____

Business Name: _____ Email Address: _____

Address for Approval Letter

Address: _____

City: _____ State: _____ Zip: _____

Construction and Opening Information

PARCEL ID: _____

Estimated Date Construction Will Begin: _____

Estimated Opening Date: _____

Square Feet Devoted to Food: _____

INTERNAL USE ONLY

Date received: _____

Received by: _____

Amount paid: _____

AR# _____

SR# _____

IN# _____

PE Code: _____

Plan Review # _____

Plan Review Components

The plans submitted to CPH must be legible, in English and include the below information. Lack of complete information may delay plan approval and/or the opening of your business.

Please make sure that the following are included:

- Site plan
- Proposed Menu or list of food and beverage items (*all facilities must submit)
- Facility Floor Plan, drawn to scale
- Location of entrances and exits
- Equipment list, include make & model numbers. (*Commercial equipment only – NSF, ETL, etc)
- Include elevations or indicate installation of equipment (casters, legs, fixed/sealed)
- Interior Finish Schedule with materials for floors, walls, ceilings and coving (example included)
- Lighting plan

SUBMIT ELECTRONICALLY

You can now submit plans via email!

Send your completed plan review application and plan files to us at Environmentalhealth@columbus.gov. You will receive an invoice within two business days via email if you choose to pay on-line. 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 ‘full 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? Contact us 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, 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. To access this guide and other information about the CPH Food Protection Plan, visit: <https://new.columbus.gov/Services/Public-Health/Housing-Assistance-Programs/Food-Assistance-Programs/Food-Protection-for-Businesses>.

GETTING STARTED

All new retail food businesses 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****

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

- Micro Market Plan Review \$232.00
- Expedited Plan Review \$1000.00 + plan review fee

The plan review fee must be submitted with application.

LICENSE FEE

- Micro Market License Fee \$240.00

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

PLAN REVIEW SUBMISSION

This application is complete and accurate to the best of my knowledge. 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: 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

