

Micromarket Plan Review Introduction

All retail food businesses in the City of Columbus and Worthington must have a Food Service Operation (FSO) or Retail Food Establishment (RFE) license issued by Columbus Public Health (CPH). Please call ahead for office visits to make sure someone is available to help you.

See the CPH “Starting a Food Business” for more detailed information. It is strongly recommended that you read this [Food Protection Guide](#) before submitting your plans.

Micromarket Plan Review Process

All food businesses that are new, performing extensive alterations or changing ownership must complete the plan review process. To obtain a food service license from Columbus Public Health, these steps must be completed:

Step 1: Submit Plans (at least 45 days prior to estimated opening date) to EH@columbus.gov, including:

- Plan review fee (included later in this document).
- One complete set of drawings of the facility.
- Completed application (this document).
- Menu or list of food and drink items to be sold.

Step 2: Plans are Reviewed

- CPH will review the plans within 30 days of receipt of payment.
- Plans may need more information or changes. In this case, you will be contacted.

Step 3: Plans are Approved

- We will send an email when the plans have been approved.
- Plan approvals expire in one year, unless the facility is under construction.

Step 4: Construction Begins

- All contractors and sub-contractors (if necessary) need to be licensed. (Check with the City of Columbus Building Services at 614-645-7314.)
- Contractors must obtain necessary permits through Building Services.
- Contact CPH if you need a walk-through inspection during construction.

Step 5: Invoice Created and Licensing Inspection Scheduled

- CPH will use this application to create a profile and invoice. This information is required to schedule the inspection.

Step 6: Final Inspection for Food License

- Get signatures/sign offs from all building inspections, then contact 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 two business days’ notice to schedule an inspection. 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.

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 following information. Lack of complete information may delay plan approval and/or the opening of your business.

Please include:

- 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, including make and 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 (with example included).
- Lighting plan.

Interior Finishes

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

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

This information is included in plans submitted.

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

Plan Review & License Fees

Please make checks payable to the Columbus City Treasurer.

Plan Review Fees - *Must be submitted with application.*

- Micro Market Plan Review: \$300
- Expedited Plan Review: \$1,400 + plan review fee

License Fee - *Collected at the final inspection. Please do not send to our office.*

- Micro Market License Fee: \$322

Plan Review Submission & Signature

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 EH@columbus.gov (using guidelines below).

Submit Plans via Email

Email your completed plan review application and files to EH@columbus.gov. You will receive an emailed invoice within two business days. If you do not receive an invoice within two days, please contact us immediately.

- **Submit as a 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 for the public health review.
- **Full Size and To-Scale:** Plans must be saved at full size and to-scale to ensure proper measurement 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. (For example, menu, floor plan, plumbing plan, equipment list.)
- **No ZIP Files or Cloud Links:** Please do not send ZIP files or links as they cannot be opened.
- **Completed Plan Review Application:** A completed plan review application must be included.
- **Email Subject:** Subject line of email should include address of the facility.