



FOOD BUSINESS CHANGE OF OWNER APPLICATION

Facility Layout &
Equipment Specifications

Developed by the Food Protection
Program at Columbus Public Health

Updated December 2019



COLUMBUS
PUBLIC HEALTH

SUBMIT PLANS & APPLICATION ELECTRONICALLY

You can now submit plans via email!

Send your completed change of ownership application and plan files to us at Foodownerchange@columbus.gov.

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 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 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 the Change of Ownership Coordinator at 614-645-0132

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 change ownership of a 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. See the CPH guide '**Starting a Food Business**' for more detailed information. Go to <http://www.publichealth.columbus.gov> to access information about the CPH Food Protection Program.

GETTING STARTED

All facilities wanting to become a new owner of an existing food facility must complete the plan review process. All facilities will be required to complete an application even if no changes are being made to the facility. If you are making changes please contact me directly to determine the fee for the application. Please note as of the effective date of the change of ownership the food license is no longer valid; we do not transfer licenses. In addition, we do not have a grandfather clause so your license application may be held up due to required facility upgrades.

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

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

Step 2: Plan Review Process

- Plans are reviewed in the order they are received.
- Within 30 days after plans and fee are submitted, CPH will review the plans.
- Plans may require additional information or changes – in this case, you will be contacted.

Step 3: Plan Approval Process

- An email will be sent informing you that the plans have been approved.
- Once email with approval is received, licensing inspection can be scheduled.
- Plan approvals not acted upon expire in one (1) year, unless the facility is under construction.

Step 4: Construction (If applicable)

- 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

- **At least one Person In Charge from each work shift has attend Level One training or equivalent**

- If applicable, 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 2 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 614-645-0132 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.

NOTICE: Any and all changes to the facility must be disclosed during the change of ownership process. Any omissions may delay the licensing of your facility.

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, and 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 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.

A 3-compartment sink designated for dishwashing is required in any operation using dishes or utensils. All facilities with a risk level 2 or higher license will be required to install a 3-compartment sink. The 3-compartment sink must be located within the same work area where food is prepared. 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. All bars are required to have a 3 comp sink and dump sink. 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 sanitation). 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.

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FOOD CHANGE OF OWNER APPLICATION

Contact Information

Food Facility Name: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Name of Operator (Owner): _____ Phone: _____

Contact for Plans: _____ Phone: _____

Business Name: _____ E-mail: _____

Address for approval letter: _____

City: _____ State: _____ Zip: _____

Plan Review Type

PARCEL ID: _____

No Changes

Minor Changes

**For changes, describe scope briefly:*

Check if plans submitted via email

Payment : Mailed Office Online

Estimated Date Construction Will Begin: _____

Estimated Opening Date: _____

Type of Establishment (check all that apply)

Restaurant or Diner Bakery Child care facility

Meat/Fish market Caterer Pizza Shop

Convenience Store Diner/Cafe Long term care

Coffee shop School Other (please specify)

Grocery store Bar _____

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

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. 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 and grease dumpsters**
 - 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 – NSF, ETL, etc)**
 - 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**
- Ventilation Hoods**
 - ANSI approved fire suppression systems over grease producing equipment**

FOOD HANDLING PROCESS

Answer all questions that pertain to your facility or write N/A

Describe the methods of how hot foods will be held at 135° F or above...

Describe the methods of how hot foods will be rapidly cooled to 41° F or below...

Describe how hot foods will be rapidly reheated to 165° F or above...

How will frozen foods be thawed (refrigeration, part of the cooking process, etc)?

Will fruits and vegetables be washed in the establishment, or will all fruits and vegetables be received pre-washed and pre-cut?

How will bare hand contact with ready to eat foods be avoided (gloves, tongs, utensils)?

Will there be any menu items that are served raw or undercooked? *(If so, consumers must be advised of the increased risk of foodborne illness.)*

Will you be providing catering services? Yes No *If yes, describe...*

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

Will food be transported from your operation to other locations? Yes No

If yes, what equipment will be used to keep food at the proper temperatures during transport?

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 level one 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 Level Two 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 change ownership are required to bring the facility up to current standards (OAC §3717-1-20(B)). 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 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. Please do not send it to our office.**

Signature of applicant: _____

Date: _____

Submit Plans To: Columbus Public Health
Food Protection – Change of Owner
240 Parsons Avenue
Columbus, Ohio 43215

Questions? Phone: 614-645-0132 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.

LICENSED FOOD BUSINESSES & PLUMBING REQUIREMENTS

WHEN IS A PLUMBING PERMIT REQUIRED?

- New work
- Renovations
- Additions
- Anytime you are cutting into and replacing or adding to parts of an existing system. (Sanitary or domestic potable water and/or when adding any type of chemical dispensing equipment which ties into the potable water system, such as soap dispensing stations)

WHO IS ALLOWED TO ACQUIRE A PLUMBING PERMIT?

- **Commercial/Multi-family**
 - O.C.I.L.B. Licensed and registered (with the City of Columbus Building and Zoning Services division) contractor

WHO DETERMINES WHAT TYPE OF GREASE REMOVAL DEVICE IS REQUIRED?

City of Columbus – Department of Development, Building Services

Contact: Amit Gosh, Chief Building Official, 614-645-3984

You must submit a Grease Interceptor Determination Form.

Form can also be accessed here: <http://columbus.gov/bzs/inspections/Plumbing/>

The Department of Development will look at the proposed menu and given the grease producing properties of the products determine one of the following options for the food service establishment:

- Requires a grease interceptor
- No grease removal device required

WHEN MUST YOU CONTACT THE CITY OF COLUMBUS, DIVISION OF WATER?

Licensed food businesses, Risk Class 3 and 4, must install, test, and maintain an approved safety device called a reduced pressure backflow prevention assembly on the water service line to the premise. This is typically immediately after the water meter. Failure to comply can result in your water getting shut off. Please contact the Division of Water, Backflow Compliance Office at (614) 645-6674 for more information.

FEE SCHEDULE (AS OF 12/1/2019)

Please make checks payable to the Columbus City Treasurer.

PLAN REVIEW FEES	<25,000 square feet	>25,000 square feet
Change of Ownership (All)	\$210.00	\$210.00
Commercial	\$420.00	\$840.00
Non-Commercial	\$210.00	\$420.00
Commercial Risk Level 1	\$210.00	\$420.00
Non-Commercial Risk Level 1	\$105.00	\$210.00
Remodel/Alteration	\$210.00	\$420.00
Risk Level 1 Remodel/Alteration	\$105.00	\$210.00
After Hour Inspection Fee	\$200.00	\$200.00
Expedited Plan Review	\$1000.00 + plan review fee	\$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 ft²	>25,000 ft²	<25,000 ft²	>25,000 ft²
Risk Class 1	\$284.00	\$380.00	\$142.00	\$190.00
Risk Class 2	\$310.00	\$380.00	\$155.00	\$190.00
Risk Class 3	\$532.00	\$1228.00	\$266.00	\$614.00
Risk Class 4	\$652.00	\$1298.00	\$326.00	\$649.00

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