

Submit Food Business Plans & Application Electronically

You can now submit plans via email!

Send your completed plan review application and plan files to us at foodplanreview@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 ‘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 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.

Payment (if applicable): Payment for the review, if applicable, must be provided along with the application by one of these methods:

In person or via U.S. mail system:

Columbus Public Health - Environmental Health Licensing
240 Parsons Ave., Columbus, OH 43215

Online: Check the “online payment” box on your submitted plan review application. Once the application is received, an invoice with instructions will be emailed to you.

Questions? Contact the Plan Review Coordinator at 645-6191.