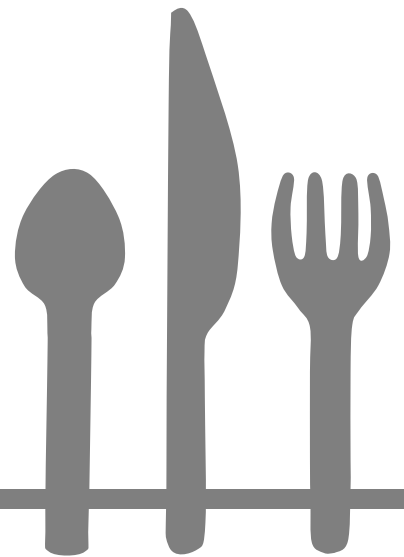


STARTING A MICROMARKET

A HELPFUL GUIDE



To assist those who are planning to open
a micro market in Columbus or Worthington

Developed by the Food Protection
Program at Columbus Public Health

Updated December 2018



COLUMBUS
PUBLIC HEALTH

GREETINGS

We want you to have a successful business! While this guide has been developed by Columbus Public Health (CPH), we have also provided contact numbers for agencies that you may need to get in touch with to ensure that all appropriate steps are taken and that the necessary permits are received.

Contacting the agencies below will help you to stay on track and on time. All necessary permits must be obtained before CPH can issue a food license. For City of Columbus operations, check out www.bzs.columbus.gov.

| OFFICE | SERVICE | PHONE NUMBER |
|---|--|---|
| Columbus Public Health Department | Plan review and inspections | 614-645-6191 |
| City of Columbus Building Services | General Info | 614-645-6090 |
| | HVAC/REF Inspection Line | 614-645-8138 |
| | Electric Inspection Line | 614-645-8265 |
| | Plumbing Inspection Line | 614-645-8355 |
| | Structural Inspection Line | 614-645-8235 |
| | Find a licensed contractor | 614-645-7314 |
| City of Worthington Building Department | Building permits and inspections for the City of Worthington | 614-431-2424 |
| Ohio Department of Taxation | Vendor 's License - Apply Online | http://business.ohio.gov |
| | Tax ID# (EIN) | www.irs.com |

Where do I begin?

Every new micro market in Columbus or Worthington must submit plans to CPH before a license can be issued. A sanitarian in our Food Safety Program will review the plans in order to ensure that the equipment, facilities and design will be adequate for the food items sold at the facility.

This guide will help you to determine who you need to get in contact with, and what to expect as far as process and timeline.

PLANNING AHEAD

What is a micro market?

A micro market is a retail food facility that offers or displays not more than 250 linear feet of prepackaged food items. Micro markets are not required to have a person in charge at the facility.

What is required in my facility?

Every business is unique. Micro markets will not need the extent of facilities and equipment that a restaurant would need, just as small operations may not need as much equipment that a larger operation would require.

EQUIPMENT YOU WILL NEED (& OTHER ITEMS)

Commercial equipment: All equipment used for a retail food operation must be listed as commercial and must be certified by a recognized testing agency (e.g. NSF, ETL, UL sanitation). No household equipment is permitted. Casters are required for large equipment if it is not already on legs or permanently fixed (caulked) to the floor with space for cleaning.

HELPFUL TIP: Check the label on the equipment or request a specification sheet from the vendor before purchasing. Request casters for larger pieces, such as coolers, to make them easier to move for cleaning.

All micro market display units that offer time/temperature controlled for safety food are required to have an automatic control that prevents the equipment from opening if the air temperature of the cooler exceeds 41°F for more than 30 minutes. The coolers must have self-closing doors.

Adequate lighting: Lighting must be sufficient in food areas and other areas to allow for safe work conditions and to facilitate cleaning. All micro markets must have at least 20 footcandles of light in the customer self service area.

HELPFUL TIP: When submitting a lighting plan for plan review, it should include (1) type of fixtures, (2) location of fixtures, and (3) whether using plastic covers, shields, or shatterproof bulbs to protect food & equipment.

Smooth and cleanable surfaces: All floors, walls and ceilings in food areas (service or storage) must be smooth and easily cleanable. Carpet is acceptable only in areas for packaged food storage.

Acceptable surfaces which are commonly used...

- Floors: quarry tile, ceramic tile, sealed concrete, poured epoxy
- Walls: FRP, glossy painted drywall, painted concrete block
- Ceilings: vinyl coated ACT (drop ceiling), glossy painted drywall
- Base Coving: tile, rubber

HELPFUL TIP: Every facility must submit a list finishes with plan review application. Use the example in the Plan Review Application to help you.

The Plan Review Application, which you will complete and return to CPH with your plans, will provide a checklist to help you make sure to have the necessary equipment and layout for the operation.

RUNNING YOUR BUSINESS (WITH FOOD SAFETY IN MIND)

Here are some important questions about how you will safely handle food in your business that you should think about. These questions may also be asked during future inspections:

Services...

- Who will provide your trash pickup?
- Do you have a certified pest control operator?
- Is your facility secure, and is your food supply safe? Do you make sure to use approved suppliers? Does your food come from approved sources?

Facilities...

- Do you have the storage space needed for dry goods?
- Do you plan to expand the operation, and will you have the space?
- Are floors, walls and ceilings constructed with cleanable materials?

Equipment...

- Do you have enough space in your coolers and freezers? Can you prevent overstocking and make certain to allow for air circulation?
- Have you purchased thermometers for all coolers? Do you have thermometers for taking food temperatures?
- Does your cooler that is holding time/temperature controlled for safety foods have an automatic locking mechanism on it?

Fixed Equipment...

- Is all equipment that is fixed (because it is not easily movable) installed to allow for easy cleaning? This means that it must be spaced from adjoining equipment or sealed to adjoining walls or equipment.
- Is table mounted equipment that is not easily moveable on legs or sealed to a table?
- Is all floor mounted equipment (in kitchen areas) that is not easily movable sealed to the floor or elevated on 6 inch legs?

Processes...

- How will you ensure that a 'first in, first out' system is used for foods?
- Will you keep temperature logs? Who will be responsible? When will you take temperatures?

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.

STEPS TO OPENING YOUR BUSINESS

Columbus Public Health reviews facility plans to make sure that the design and equipment in a facility are adequate for the storage, preparation and service of the foods on the proposed menu or food list.

Step 1: PLAN REVIEW

Who must submit plans?

New facilities: New micro markets that have never been licensed as a micro market in the past.

What is the fee?

The plan review fee for all micro markets in the City of Columbus or Worthington is \$200.

What is the process?

After we have received your set of plans, application and payment for plan review, CPH will begin reviewing the plans. CPH has up to 30 days to begin the review, but we will do our best to follow your schedule for opening.

If there are any questions about the plans, or changes that need to be discussed, we will contact you (generally by phone or e-mail).

When plans are approved, we will notify you (generally by phone or e-mail). A formal approval letter will follow, and will be mailed to the Plan Review Contact noted on the application.

Step 2: LICENSING

Opening Inspection: After plans have been approved and all work is complete, you will need to contact CPH for an opening inspection. The opening inspection can be conducted once you have all the equipment in place and running.

During the opening inspection, the sanitarian will ask for some information about the license holder (owner) and facility. It is helpful to have business information available, including federal tax ID and owner contact information.

Payment and Permission/License to Operate: If there are no outstanding issues, payment will be collected for the license, and an inspection sheet will be given indicating permission to operate. At this point the operation is licensed and approved to operate. The printed license will be sent to you in the mail.

License renewal is once a year and payment for licenses must be received by March 1 every year. Late fees are assessed after March 1.

HOW DO I KNOW WHEN I'M READY FOR MY FINAL INSPECTION?

Have you completed all items on this checklist? If YES, you are ready!

- I have read the 'Starting a Food Business' guide to help design my facility based on menu items and processes.
- I submitted plans, application and plan fee to Columbus Public Health.
- I received plan approval from Columbus Public Health.
- I have contacted Columbus Public Health for an opening inspection.
- Before the scheduled opening inspection:
 - Food areas are clean and ready to use.
 - Refrigerated equipment is running at 41°F or below.
 - A check or money order is available for the license fee.

FEE SCHEDULE (AS OF 12/1/2018)

Please make checks payable to the Columbus City Treasurer.

PLAN REVIEW FEES

| | |
|-----------------------|-------------------------------------|
| Micro Market | \$200.00 |
| Expedited Plan Review | \$1000.00 + plan review fee (\$200) |

The plan review fee must be submitted with application.

LICENSE FEES

| | |
|--------------|----------|
| Micro Market | \$274.00 |
|--------------|----------|

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