



MICROMARKET PLAN REVIEW APPLICATION

Facility Layout & Equipment Specifications

Developed by the Food Protection
Program at Columbus Public Health

Updated February 2013



COLUMBUS
PUBLIC HEALTH

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 retail food facility, contact CPH for any questions you may have in regard to plan approval or licensing. See the CPH guide '**Starting a Micro Market**' for more detailed information. Go to <http://www.publichealth.columbus.gov> to access information about the CPH Food Protection Program.

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

Step 2: Plan Review Process

- 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

- 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

- 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 **614-645-6191** 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

PLAN REVIEW 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: _____

Construction & Opening Information

Estimated Date Construction Will Begin: _____

Estimated Opening Date: _____

Square Feet Devoted to Food: _____

Internal use only:

Date received _____

Received by _____

Amount paid _____

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 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

AR# _____

SR# _____

IN# _____

PE Code _____

Plan Review # _____

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 acceptable for use in a food service operation.

FEE SCHEDULE (AS OF 1/1/2013)

Please make checks payable to the Columbus City Treasurer.

PLAN REVIEW FEES (<25,000 square feet)

Micro Market \$200.00
Expedited Plan Review \$1000.00 + plan review fee

The plan review fee must be submitted with application.

LICENSE FEES

Micro Market \$100.00

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 am submitting a set of plans, a menu and the appropriate plan approval fee.**

Signature of applicant: _____

Date: _____

Submit Plans To: Columbus Public Health
Food Protection – Plan Review
240 Parsons Avenue
Columbus, Ohio 43215

Questions? Phone: 614-645-6191
Fax: 614-645-7155