

Introduction to Food Operation Plan Review

The purpose of Food Operation Plan Review is to assure that all equipment and construction in a new or remodeled food facility is in compliance with the [Ohio Uniform Food Safety Code](#). It is a service provided prior to construction to assist operators to incorporate food safety into their facility through the installation of appropriate equipment and proper structural design. This preventative approach is designed to reduce or eliminate problems once the business is in operation.

When Is Plan Review Required Included Below

The Food Safety Regulations require that properly prepared plans be submitted to this department for review and approval prior to construction. The following six items must be included in your plan submission:

1. One complete legible facility plan of the layout and specifications drawn to scale which shall include:
 - The type of operation or establishment proposed and foods to be prepared and served;
 - The total square footage to be used for the food service operation or retail food establishment;
 - All portions of the premises of the food service operation or retail food establishment;
 - Entrances and exits;
 - Location, number and types of plumbing fixtures, including all water supply facilities and GREASE TRAP information; **Stark County Plumbing Requirements Included Below**
 - Plan of lighting;
 - A floor plan showing the fixtures and equipment;
 - Building materials and surface finishes to be used; and
 - An equipment list with equipment manufacturers and model numbers.
2. A complete site plan
3. A signed and completed **Plan Review Application Found On The Food Safety Program Web Page**
4. A complete equipment list that include manufacturer's names and model numbers (specification sheets are preferred)
5. A proposed menu

6. Payment of fee for review of the construction plan. Your plan review and license fee is based on the highest risk level activity of the new food operation in accordance with the following criteria: [Risk Levels For Food Operations](#). Note: Please make all checks payable to the Stark County Health Department.

Forward all plans with the proper fee to:

Stark County Health Department
Food Safety & Inspection Program
7235 Whipple Ave, NW, Suite B
North Canton, Ohio 44720

Upon receipt, your plan will be logged and then assigned to a plans examiner. You will be notified by letter whether your plan is in compliance, or whether additional information is needed, once it is reviewed. Submission of all items at the same time is essential in order to streamline and prevent delays in the review.

Note: After the plans have been received, they will be reviewed within 30 days. This applies to new or remodeled operations. Plans are reviewed in the order they are received or resubmitted. If your plans are incomplete or disapproved, the 30 days begins again after the necessary information or revisions are received.

Feel free to contact the Food Safety & Inspection Program if you have specific questions with regard to your plan at 330 493-9904.

Pre-Operational Food Inspection

Before a Pre-Operational Food Inspection is performed the following will need to be completed: **[Pre-License Checklist Form Found On The Food Safety Program Web Page](#)**

1. If your facility is served by an individual on-site water well or sewage treatment system, the system(s) must have the approval of the Ohio E.P.A.
2. Approvals from all appropriate agencies, such as Building and Electric Inspection, Plumbing Inspection, Fire Authority and Local Zoning Authority, must be obtained.

A pre-operational food inspection must be conducted prior to opening and permit issued. Please contact this office at least ten (10) days prior to your projected opening date to schedule the pre-operational inspection. At that time, the building must be completed and all equipment must be operational, including coolers at the correct temperature.

When is Food Operation Plan Review Required? When is a Food License Transfer Granted?

Ohio Administrative Code states: “No person, firm, association, organization, corporation, or government operation shall construct, install, provide, equip, or extensively alter a retail food establishment or food service operation until the facility layout and equipment specifications therefore have been submitted to and approved in writing by the licensor, or its authorized representatives, of retail food establishments or food service operations for the area where the facility is proposed.”

When is Food Operation Plan Review Required?

New Facility/New Construction: All requirements of plan review must be met. Fee is required.

New Facility/Existing Structure:

A) Structure was not previously used as a food operation: All requirements of plan review must be met. Fee is required.

B) Structure was previously used as a food operation and;

1. Kitchen or food production area, major appliances, or sinks, etc. were relocated, renovated, or altered so that a new flow pattern is established:
Delivery>Storage>Preparation>Cooking>Serving: All requirements of plan review must be met. Fee is required.
2. Flow pattern not significantly altered and appliances remain in the same location, yet minor construction exists such as walls or separations added or removed from the kitchen and/or dining area: A to scale floor plan must be submitted and all applicable building, electric, etc. permits must be obtained. No plan review fee is required.
3. Appliances are to be changed, but located in the same area so that the kitchen flow pattern remains. Operator must supply a list of NSF approved equipment with manufacturer's name and model numbers and obtain all applicable plumbing, electric, HVAC, and fire permits and approvals if they are necessary to install equipment. No plan review fee is required. Note: In some instances the operator may be asked to supply proof that the new equipment will fit into the available space, without interfering with kitchen work space or flow. (This may be done by submitting a diagram on graph paper)
4. Minor relocation or replacement or existing equipment and/or no alterations: No plan review is required.

Also, please note what the Ohio Uniform Food Safety Code states for existing facilities and equipment:

3717-1-20 Existing facilities and equipment.

Existing facilities and equipment in a food service operation or retail food establishment shall be replaced with equipment and facilities meeting the requirements of this chapter when any of the following occur:

- (A) They no longer comply with the following:
 - (1) Are in good repair and can be maintained in a sanitary condition;
 - (2) Have food contact surfaces that comply with the requirements of this chapter;
 - (3) Have cooling, heating, and holding capacities that comply with the requirements of this chapter; or
 - (4) Criteria upon which they were originally approved.
- (B) The facilities and equipment constitute a public health hazard; or
- (C) The food service operation or retail food establishment changes ownership.

When is a Food License Transfer Granted?

Section 3717.26 & 3717.46 of the Ohio Revised Code states: “A licensor may transfer a food service or retail food establishment license under either of the following circumstances: 1) The sale or disposition of the food operation; 2) The relocation of the food operation.” Food Code further states: “A person or government entity may request to receive a food service or retail food establishment license by transfer. A licensor may transfer a license only on determining that the person or government entity requesting the transfer is in compliance with the provisions of the Ohio Uniform Food Safety Code. In the case of the sale or disposition of a food service or retail food establishment, the licensor may transfer a license only if the licensee consents to the transfer. A licensor may not transfer a license more than once in a licensing period. A license for a temporary food service or retail food establishment is not transferable.”

Be advised, not only will the food operation be inspected for compliance with the Ohio Uniform Food Safety Code prior to transfer, but any alterations made by the new operator or as a result of the pre-transfer inspection shall be subject to the Plan Review Requirements above.

Non-Compliant Food Operations

Any facility that is in substantial non-compliance with the Ohio Uniform Food Safety Code relating to equipment or structural details, especially when a letter in this regard is present in their file, the facility is subject to the Plan Review Requirements. Also, this holds true whether the license is being transferred or its present owner is upgrading the facility.

Plumbing Requirements for Food Operations

At any time, you may submit your **Plumbing Plan Review Application (Found on the Plumbing Program Web Page)**.

Any plumbing contractor engaged in or intending to engage in the plumbing business in the Stark County Health Department jurisdiction must be registered with the department. **Plumbing Contractor Registration Form and Criteria (Found on the Plumbing Program Web Page)**.

Plumbing Program Web Page Has A Link To Permit Fees

Note: All Plumbing Contractors wishing to register with the Stark County Health Department for commercial work must be a Licensed Plumbing Contractor in the State of Ohio.

Be advised a final plumbing inspection must be arranged for by your licensed plumber and conducted prior to your pre-operational food inspection. A food permit will not be issued unless the plumbing work has been approved.