

Plan Review # _____
Fee Paid \$ _____
Date Paid _____
Receipt Number _____

The Ashtabula County Health Department
12 West Jefferson Street
Jefferson, Ohio 44047
(440) 576-6010

**FOOD SERVICE/FOOD ESTABLISHMENT FACILITY LAYOUT
AND EQUIPMENT SPECIFICATION REVIEW**

OPERATION NAME _____

OPERATION ADDRESS _____

TELEPHONE NUMBER _____

OPERATOR/OWNER _____

ADDRESS _____

TELEPHONE NUMBER _____

Sanitarian _____

Date of Review _____

Approved _____ Disapproved _____

LEVEL 1 _____ 2 _____ 3 _____ 4 _____ FSO _____ RFE _____

COM _____ NONCOM _____ <25,000 _____ >25,000 _____

OEPA LIMITED MENU APPROVED: _____ YES _____ NO

**** PLAN APPROVAL OF FOOD SERVICE/FOOD ESTABLISHMENT
OPERATIONS ARE VALID FOR 2 YEARS FROM DATE OF ISSUANCE.

*** COST OF THE PLAN REVIEW IS \$75.00. FOR A COMPLETE LIST OF FEES
PLEASE CHECK LAST PAGE FOR A FEE SCHEDULE.



Ashtabula County Health Department

12 West Jefferson Street
Jefferson, Ohio 44047-1096
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FOOD SERVICE / FOOD ESTABLISHMENT PLAN REVIEW NOTICE

All food service/food establishment plan review applicants are responsible for ensuring that their food service/food establishment operations will be connected to approved Ohio Environmental Protection Agency sewage disposal systems.

The Ashtabula County Health Department will not refund food service/food establishment plan review fee payments to applicants once food service/ food establishment plans have been approved by the Ashtabula County Health Department.



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Dear Prospective Food Service/Retail Food Establishment Operators:

The attached information will help guide you through the approval process in order to get your business opened on schedule.

In addition to the Ashtabula County Health Department you will also be working with the following other agencies. These agencies need to be contacted before any work is started.

1. **Ohio Environmental Protection Agency** **330-425-9171**
Commercial Sewage Disposal Approval required. The proposed food service operation must be served by sanitary sewers or by an OEPA approved sewage disposal system. An OEPA approved water supply must also be provided to obtain a food service/food establishment operation license.
2. **Ashtabula County Building Department** **576-3737**
They will need to be contacted concerning all building approvals. Contact them concerning plans submission, permits and inspection frequencies. The Building Department approval will also include fire safety approval.
3. **Ashtabula County Plumbing Department** **576-6010**
For permitting and inspections of the plumbing system in your operation.
4. **Local Zoning Department**
5. **Ashtabula County Auditor** **576-3783**
To obtain a vendors license.

To obtain plan approval from our department you need to submit the following items:

1. **Facility Layout and Equipment Specification Review**
A fee of \$75.00 payable to the Ashtabula County Health Department. When the plans are approved, a letter to that effect will be mailed to you.
2. **Sample Floor Plan(s)**
This will give you an idea on how to draw up the required floor plan.
3. **Plan Approval Criteria Sheet**

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4. **Food Service Data Sheet**

List the make and model numbers of all equipment to be used and provide a copy of the menu.

5. **Inspection Approval Sheet – Final Approval Prior to Opening**

This sheet contains required approvals from the County Building Department, County Plumbing Department and Fire Department and will need to be kept for **final** approval signatures.

When the various agencies approve their respective areas they need to sign and date this form. When completed, it needs to be returned to this department prior to obtaining your license. **NO LICENSE WILL BE ISSUED WITHOUT THIS COMPLETED FORM.**

Contact our office at least 72 hours (3 business days) before you wish to open, to schedule a pre-license inspection. This inspection insures that an operation is constructed according to the approved plans. Once the inspection is satisfactorily completed and all the required paper work received, you can obtain your license. Good Luck in your endeavor. Should you have further questions, contact a Sanitarian at the Ashtabula County Health Department at 440-576-6010 between 8 & 10 a.m. weekdays.

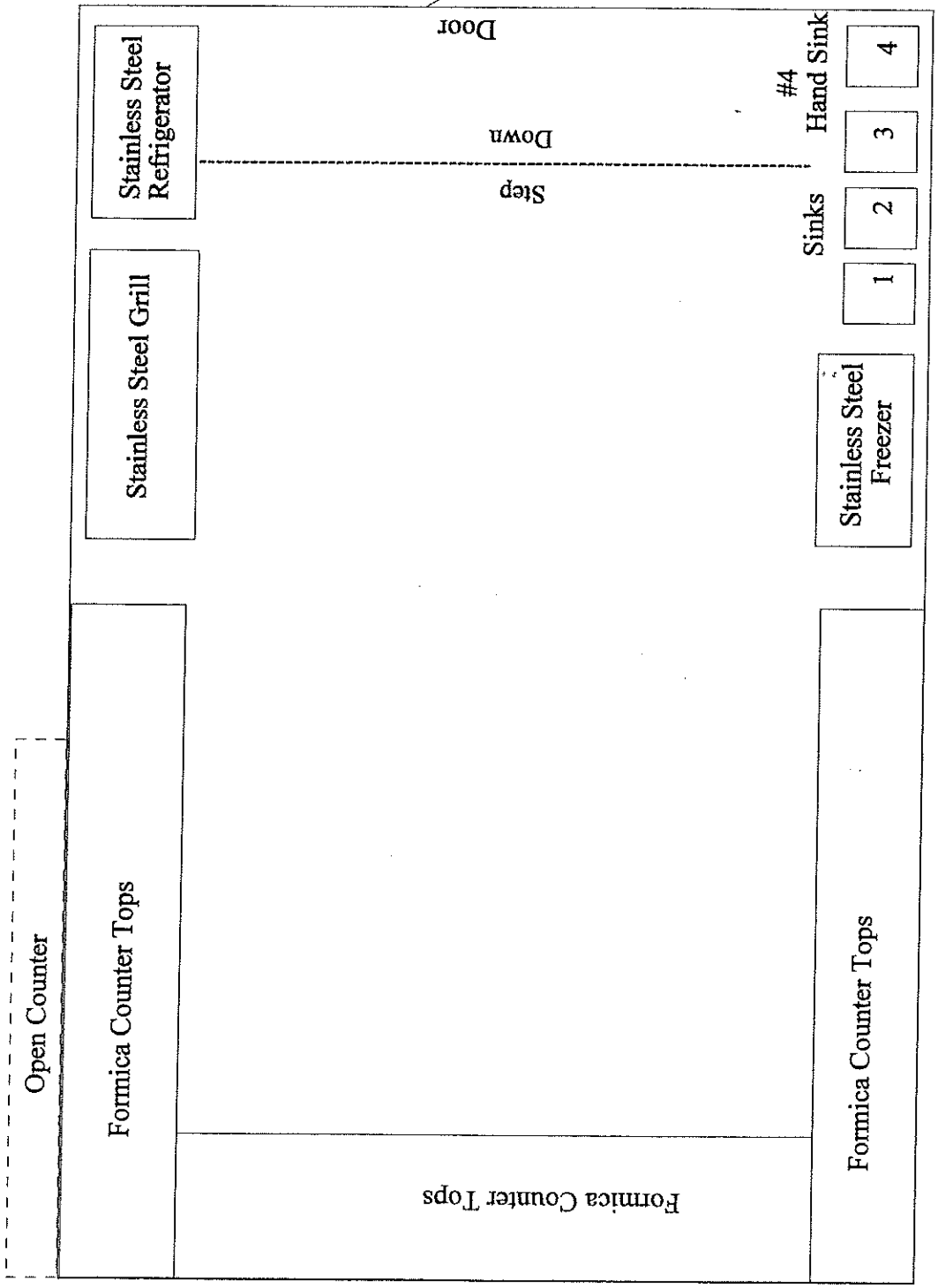
ONCE THE PLAN APPROVAL IS COMPLETED, YOU WILL BE ELIGIBLE TO OBTAIN A FOOD SERVICE/FOOD ESTABLISHMENT LICENSE.

****** PLAN APPROVAL OF FOOD SERVICE/FOOD ESTABLISHMENT OPERATIONS ARE VALID FOR 2 YEARS FROM DATE OF ISSUANCE.**

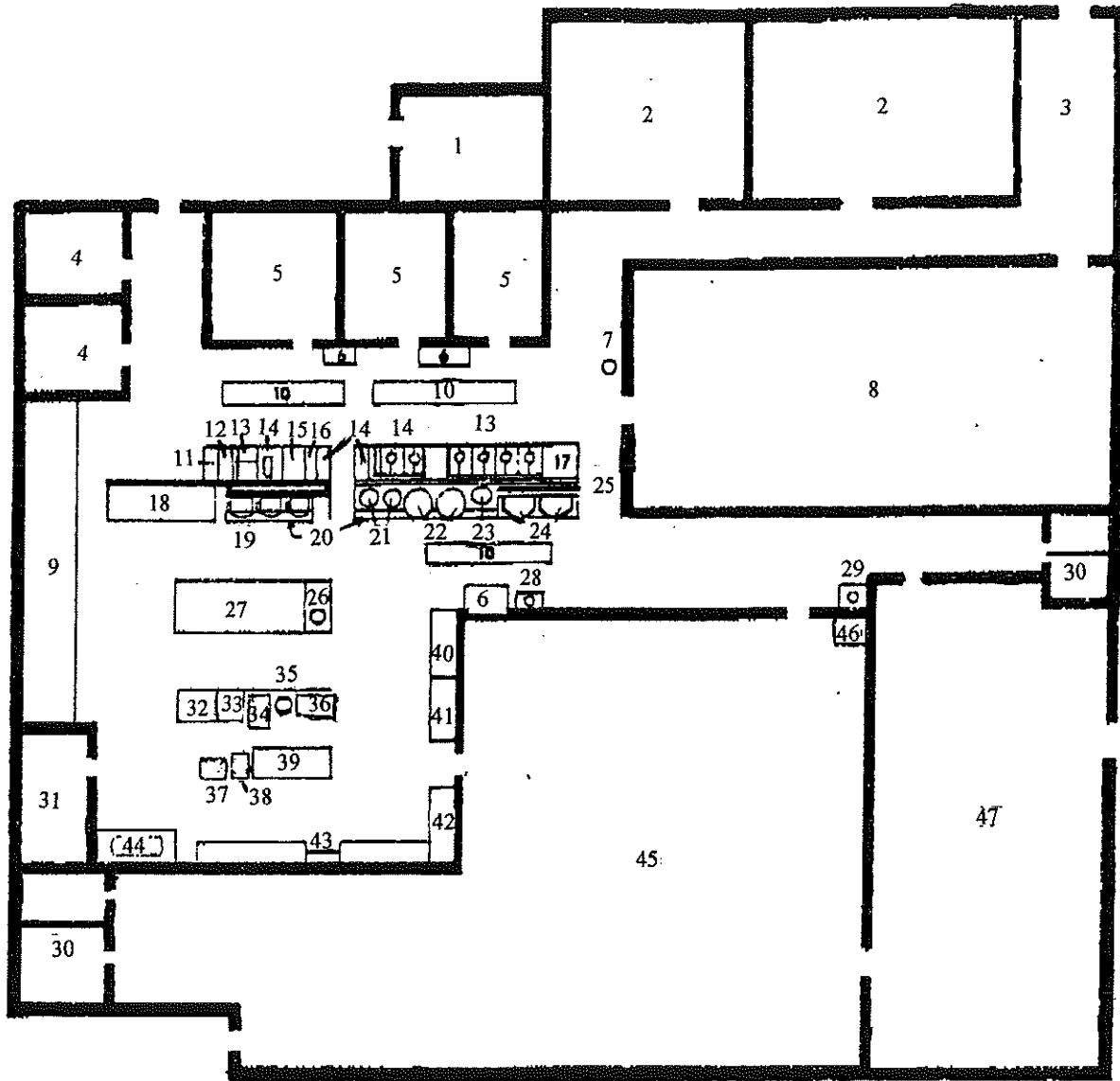
- Menu
- Steak
- Chicken
- Fish
- Hamburgers
- Salad
- Pop
- Bread

Example Food Service Operation Floor Plan

Food Service Operation:
Operator:
Location:
Township:
Phone:



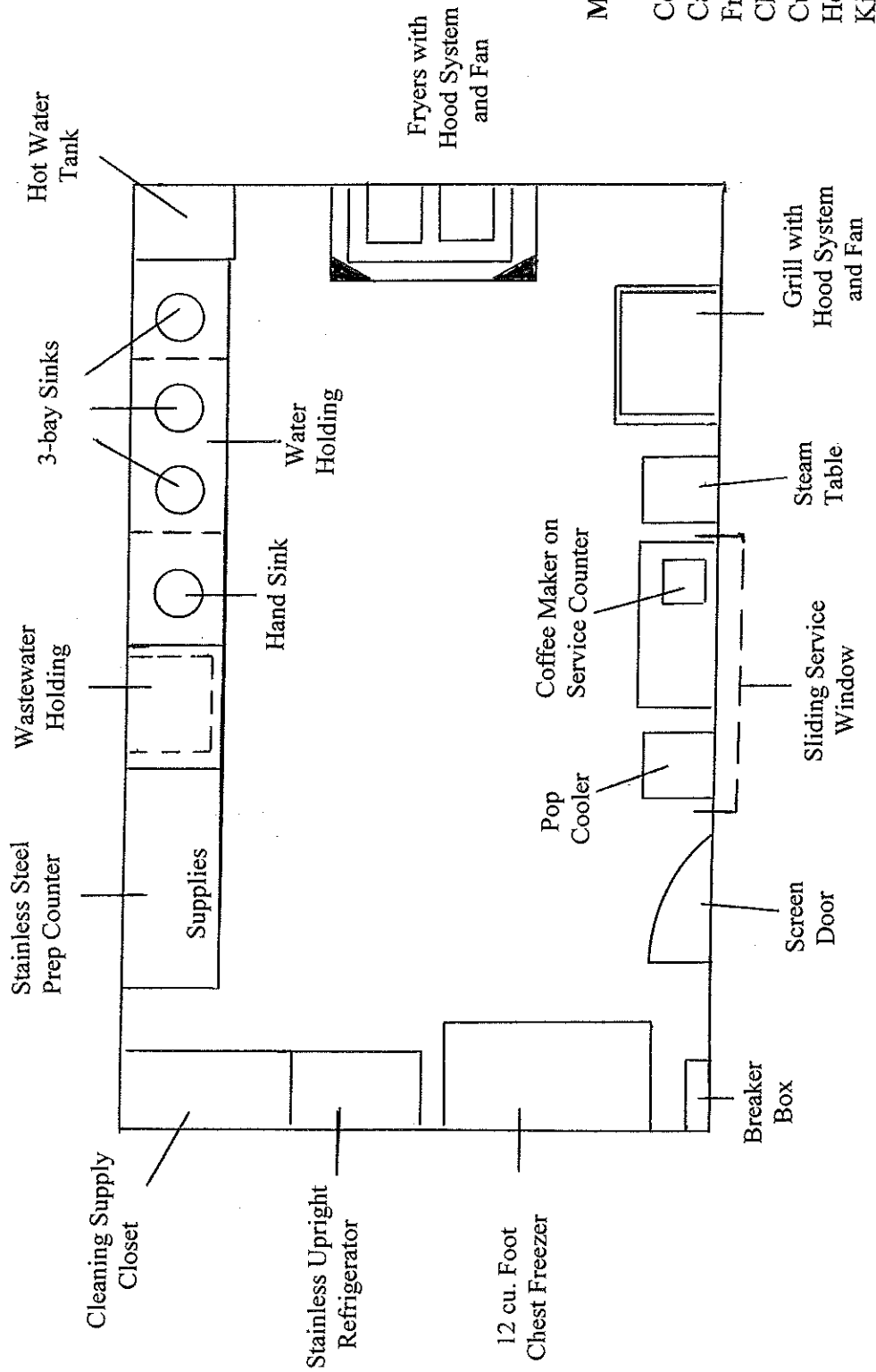
Example Floor Plan



- | | | |
|---------------------------------|---------------------------------|-------------------------------------|
| 1. Refuse Storage | 17. Char-glo Broiler | 33. Dough Mixer - 20 Qt. |
| 2. Walk-in Freezer | 18. Roast Oven | 34. Dough Mixer - 30 Qt. |
| 3. Receiving Area | 19. Vegetable Steamers | 35. Steam Jacketed Kettle - 30 Gal. |
| 4. Employee Lockers/Rest Rooms | 20. Exhaust Hoods | 36. Hot Plates |
| 5. Walk-in Refrigerator | 21. 60 Qt Steam Jacketed Kettle | 37. Cooling Rack |
| 6. Reach-in Refrigerator | 22. 80 Qt Steam Jacketed Kettle | 38. Convection Oven |
| 7. Potato Peeler | 23. Tilting Kettle | 39. Bake Ovens |
| 8. Dry Food Storage | 24. Tilting Skillets | 40. Ice Machine |
| 9. Clean Dish & Utensil Storage | 25. Kettle Filler | 41. Water Station |
| 10. Prep Tables | 26. Vegetable Sink | 42. Scrap and Pre-rinse |
| 11. Open Burner | 27. Salad/Sandwich Prep | 43. Dish Machine |
| 12. Range Grill Top | 28. Handwashing Sink | 44. Pot and Pan Sinks |
| 13. Salamander Broiler | 29. Utility Sink | 45. Main Dining |
| 14. Deep Fat Fryer | 30. Public Rest Rooms | 46. Waitress/Waiter Station |
| 15. Broiler | 31. Office | 47. Banquet Room |
| 16. Spreader | 32. Spice Rack | |

EXAMPLE OF FLOOR PLAN FOR A MOBILE FOOD SERVICE OPERATION

ABC CONCESSIONS



MENU:

- Coffee
- Canned Pop
- Fried Mushrooms
- Cheese Stix
- Curly Fries
- Hot Dogs
- Kielbasa & Sauerkraut
- Cheese Steaks



Ashtabula County Health Department

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TO: Proposed Food Establishment and Food Service Operators

FROM: Ashtabula County Health Department

RE: Plan Approval Criteria

Please note that the plans for your food service/food establishment operation must contain the following items:

- * Drawn reasonably to scale
- * Type of facility proposed
- * Total area of food establishment
- * Entrance and exits of food establishment
- * Location, number and type of plumbing fixtures, all water supply facilities
- * Lighting plan
- * Floor plan showing equipment layout
- * Building materials and surface finishes
- * Equipment list with manufacturers and model numbers

Failure to submit food service/food establishment plans to address the previously mentioned criteria will result in the disapproval of the plans you submitted for your proposed food service/food establishment.

Plan approval of food service/food establishment operations are valid for 2 years from date of issuance.

Should you have any further questions pertaining to this matter, please contact the Ashtabula County Health Department at (440) 576-6010 between 8 & 10 a.m. weekdays.

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INSPECTION APPROVAL SHEET

FOOD SERVICE / RETAIL FOOD ESTABLISHMENT LICENSING

OPERATION NAME: _____

ADDRESS: _____

OPERATOR/OWNER: _____

PHONE NUMBER: _____

DATE OF APPROVAL

SIGNATURE

BUILDING & FIRE INSPECTION: _____

PLUMBING INSPECTION: _____

HEALTH DEPARTMENT INSPECTION: _____

OK TO LICENSE _____ LEVEL 1 _____ 2 _____ 3 _____ 4 _____

FSO _____ RFE _____ COM _____ NONCOM _____ <25,000 _____ >25,000 _____

OEPA LIMITED MENU APPROVED: _____ YES _____ NO

ALL INSPECTIONS MUST BE COMPLETED AND SIGNED OFF BEFORE A FOOD SERVICE LICENSE CAN BE OBTAINED FROM THE ASHTABULA COUNTY HEALTH DEPARTMENT. IF YOU HAVE QUESTIONS CONTACT A SANITARIAN BETWEEN 8 & 10 A.M. WEEKDAYS AT 440-576-6010.

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Below is a list of Food Service/Food Establishment Fees depending on approval status from your Plan Review

Food Service Operation Plan Review 75.00

Commercial Food Service Operation/Food Establishment Operations (24,999 square feet or less)

Level I (24,999 square feet or less)	140.00	Late fee 168.00
Level II (24,999 square feet or less)	156.00	Late fee 188.00
Level III (24,999 square feet or less)	285.00	Late fee 335.00
Level IV (24,999 square feet or less)	358.00	Late fee 408.00

Commercial Food Service Operation/Food Establishment Operations (25,000 square feet or more)

Level I (25,000 square feet or more)	196.00	Late fee 238.00
Level II (25,000 square feet or more)	206.00	Late fee 250.50
Level III (25,000 square feet or more)	691.00	Late fee 741.00
Level IV (25,000 square feet or more)	757.00	Late fee 807.00

Non-Commercial Food Service Operation/Food Establishment Operations (24,999 square feet or less)

Level I (24,999 square feet or less)	75.00	Late fee 90.25
Level II (24,999 square feet or less)	83.00	Late fee 100.25
Level III (24,999 square feet or less)	147.00	Late fee 180.25
Level IV (24,999 square feet or less)	184.00	Late fee 226.50

Non-Commercial Food Service Operation/Food Establishment Operations (25,000 square feet or more)

Level I (25,000 square feet or more)	103.00	Late fee 125.25
Level II (25,000 square feet or more)	108.00	Late fee 131.50
Level III (25,000 square feet or more)	350.00	Late fee 400.00
Level IV (25,000 square feet or more)	385.00	Late fee 435.00

**NO LATE FEE ON MOBILE FOODS OR SEASONAL OR FIRST YEAR FOOD ESTABLISHMENTS
NO PLAN REVIEW FEE FOR MOBILE FOOD SERVICE OR TEMPORARY FOOD SERVICE.**

Mobile License	117.00	139.25 (if operating without a license)
Temporary Food per Event (5 days)	70.00	
Vending Machine	33.00	Late fee 39.75