

MARION PUBLIC HEALTH

Division of Environmental Health

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The Environmental Health Division is located on the 3rd floor of City Hall

Food Plan Review Guidance Document

Every newly proposed food operation and every currently or previously licensed operation must submit plans to the Marion Public Health Department (MPHD) whenever planning construction, building, remodeling, or installation of new facilities and/or equipment. Additionally, as licenses are not transferable, no license can be issued until plans have been submitted when a change of ownership is planned. This guidance document is intended to assist you in preparing your plans and is based on the Ohio Uniform Food Safety Code. As an operator, you are encouraged to obtain a copy of the Ohio Uniform Food Safety Code for specific provisions. This code is available online at www.odh.state.oh.us and is Chapter 3717-1 Ohio Administrative Code (OAC).

You are required by law to obtain approval of your food plans prior to starting construction (or remodeling, or installing/providing equipment) of the job. This requirement provides you with financial protection that the work/improvements you are doing are approved and will be allowed, prior to spending money on these items. Please allow time for the plan review. Plans will be acted upon within thirty days after the date of receipt. Please note that if plans are incomplete or insufficient, it can take longer than 30 days for plans to become approved. When plans are approved/disproved you will receive a letter stating what is still needed or that you are approved and ready for a pre-license inspection.

Food operations that work the best think about the flow of food prior to construction. A good flow of food allows for quick, easy, safe and sanitary foodhandling. The facility and equipment must be laid out in a manner to minimize the possibility of cross-contamination of food and equipment. It must also allow for easy cleaning as a clean kitchen promotes food safety. The flow of food will be evaluated in the process of your plan review.

The fee for your plan approval is based on the Risk Level of your proposed operation. There are four risk levels which are based on your menu and food preparation procedures. The simpler the menu and procedures, the less likely the opportunity for inadvertently causing a foodborne illness and consequently your operation will be licensed at a lower Risk Level. Examples of a low risk operation are serving pre-packaged beverages or non-potentially hazardous (non-perishable) foods such as popcorn. An example of a high risk operation is serving raw potentially hazardous food such as sushi or a high risk procedure such as cooling and reheating food. You will need to contact your inspector to determine your Risk Level prior to filling out your application for plan review.

All new or existing buildings will be required to have a plumbing inspection prior to licensing. The Plumbing Inspector will inspect your plumbing to make sure it is up to code. This inspection must be performed and passed before a license will be issued. Please note that all hand sinks in the food prep area and restroom that do not have a combination faucet, must have a mixing valve. Also, all 3 compartment sinks must have a grease trap. If there is not a grease trap already hooked up to the 3 compartment sink, you will be required to add one. There must be air gaps on dishwashers and prep sinks, etc. Any plumbing work must be done by a state certified plumber. The Plumbing Inspector can be contacted at (740) 387-2875 ext.215.

The submitted plans are required to include:

1. Plan Review Fee
2. Application completely filled out
3. Proposed Menu
4. Site Plan
5. Entrance and Exit Plan
6. Plumbing Plan
7. Lighting Plan
8. Floor Plan
9. Building Materials/Surface Finish List
10. Equip List w/ make and model #'s
11. Spec Sheets on each piece of equipment
12. Certificate of Occupancy
13. Proof of Level I or Level II Food Training
14. HACCP plan, if needed
15. Private Water Source-written approval or permit
16. Private Sewage Disposal System-written approval or permit

Prior to a Food Service Operation or Retail Food Establishment License being issued, you will be required to provide copies of inspections/approvals from other agencies as follows:

1. You must provide a Certificate of Occupancy.
 - A new Certificate of Occupancy is required for new operations and any operations with a remodel or a change of use. A new Occupancy Permit includes structural, fire, and electrical inspections.
 - A change of ownership requires a copy of the existing Certificate of Occupancy and requires additional inspections (fire, plumbing, and possibly electrical). To use an existing Certificate of Occupancy, there may not be any structural changes to the building and there may not be a change in the use of the building. If a copy of the existing Certificate of Occupancy is not available, you must obtain a Certificate of Occupancy for an existing structure.
2. If your building is not connected to a public water supply, you will need to provide approval of your transient public water system from the Ohio Environmental Protection Agency, Division of Drinking and Ground Water.
3. If your building is not tapped into a public sewer system, you will need to provide approval of your sewage treatment disposal system from the Ohio Environmental Protection Agency, Division of Surface Water.
4. You must provide documentation from your zoning inspector that your facility meets zoning requirements.
5. You must provide any other inspections/approvals as required by the Marion Public Health Department (such as high pressure plumbing, etc).
6. Verification of person-in-charge food training. Any new establishment opening after March 1, 2010 will need to have at least one person-in-charge certified in food protection training at all times of operation. Please go to <http://www.odh.ohio.gov/odhPrograms/eh/foods/cert.aspx> for more information.

You must have your plans approved, fees paid, and pass a pre-licensing inspection prior to issuance of your Food Service Operation or Retail Food Establishment License. Please note that the MPH D may place restrictions or conditions on a license. At the pre-licensing inspection, your facility must be in operable condition. Food is not required on the premises, however hot and cold holding equipment must be operating.

If you have any questions about the plan review process, please call the Marion Public Health Department at (740) 387-2875.

Sincerely,

Tyler Pigman, RS