



**Columbus Public Health**  
Food Protection – Plan Review  
240 Parsons Ave  
Columbus, OH 43215  
Phone: 614.645.6191  
Fax: 614.645.7155

# Plan Review Application

## *Facility Layout & Equipment Specifications*

*“Congratulations on your decision to open a retail food business in the City of Columbus or Worthington. This Plan Review Application and the ‘Starting a Food Business’ guide, are designed to assist you with overall planning, including facility layout, necessary equipment and required food preparation processes for the service of safe food products.*

*To further assist you, Columbus Public Health also offers food safety certification and training for you and your employees. I encourage you to take advantage of these valuable opportunities before you open your doors. Best wishes for a safe, healthy – and successful food business.”*

Teresa C. Long, MD, MPH  
Health Commissioner  
Columbus Public Health



**City of Columbus**  
Mayor Michael B. Coleman

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 restaurant or retail food facility, remodel a facility, or change your license status (e.g. change of menu, equipment, or process), contact CPH for any questions you may have in regard to plan approval or licensing. See the CPH guide '**Starting a Food Business**' for more detailed information. Go to [http://www.publichealth.columbus.gov/programs/programs\\_15.asp](http://www.publichealth.columbus.gov/programs/programs_15.asp) to access information about the CPH Food Protection Program.

## Getting Started

All new retail food businesses and those performing extensive alterations or remodeling 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, as determined by CPH (list attached)

### 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

- **At least one Person In Charge from each work shift has attend Level One training or equivalent**
- Obtain signatures ('sign offs') from all building inspectors before contacting CPH for an opening inspection – arrange for this inspection once approval for a Certificate of Occupancy (or Partial Certificate of Occupancy, if applicable) has been given.
- 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\***

# Application

## Plan Review Contacts

\*\*\* Please print clearly.

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: \_\_\_\_\_

### Plan Review Type

**New Food Establishment**      **PARCEL ID:** \_\_\_\_\_  
 **Remodel or Extensive Alteration of an Existing Food Establishment**  
 **Risk Level 1 (pre-packaged foods only) – no fee**  
 **Minor Remodel - no fee; prior approval from CPH required**  
*\*If remodel, please describe scope briefly.*

### Internal use only:

Date received \_\_\_\_\_  
 Received by \_\_\_\_\_  
 Amount paid \_\_\_\_\_

Estimated Date Construction Will Begin: \_\_\_\_\_  
 Estimated Opening Date: \_\_\_\_\_

### Type of Establishment *(Check all that apply):*

<input type="checkbox"/> Restaurant or Diner	<input type="checkbox"/> Bakery	<input type="checkbox"/> Child care facility
<input type="checkbox"/> Meat/Fish market	<input type="checkbox"/> Caterer	<input type="checkbox"/> Pizza Shop
<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Diner/Cafe	<input type="checkbox"/> Long term care
<input type="checkbox"/> Coffee shop	<input type="checkbox"/> School	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Grocery store	<input type="checkbox"/> Bar	_____

SR# \_\_\_\_\_  
 PE Code \_\_\_\_\_  
 Plan Review # \_\_\_\_\_

Total Square Feet in Establishment: \_\_\_\_\_ Square Feet Devoted to Food: \_\_\_\_\_

If seasonal, list the months of operation: \_\_\_\_\_

**Water Supply:**       City       Other (please specify) \_\_\_\_\_  
**Sewage Disposal:**       Sanitary Sewer       Semi Public  
*If Semi-Public, is it approved by OEPA?*       Yes       No

## 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 indicate that the following are included (√) or indicate if not applicable (N/A).**

- 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)
- Basic plumbing drawings including the following:
  - Grease trap location
  - Show all indirect plumbing connections and floor drains and sinks
  - Hand sinks available in food prep areas and restrooms
  - 3-compartment dish washing sink
  - Dish machine (indicate high or low temperature)
  - Food preparation/vegetable washing sink (must have indirect drain)
  - Utility sink/mop sink
- Interior Finish Schedule with materials for floors, walls, ceilings and coving (example included)
- Lighting plan
- Ventilation Hoods
  - ANSI approved fire suppression systems over grease producing equipment
- Location of dry goods storage
- Location of chemical and personal belongings storage
- Designated area for garbage and grease dumpsters

**Reminder: Please ensure all items have been marked as included (√) or not applicable (N/A).**

## Food Handling Process – Answer all questions that pertain to your facility or write N/A

Describe the methods of how hot foods will be held at 135° F or above...

Describe the methods of how hot foods will be rapidly cooled to 41° F or below...

Describe how hot foods will be rapidly reheated to 165° F or above...

How will frozen foods be thawed (refrigeration, part of the cooking process, etc)?

Will fruits and vegetables be washed in the establishment, or will all fruits and vegetables be received pre-washed and pre-cut?

How will bare hand contact with ready to eat foods be avoided (gloves, tongs, utensils)?

Will there be any menu items that are served raw or undercooked? *(If so, consumers must be advised of the increased risk of foodborne illness.)*

Will you be providing catering services?  Yes  No *If yes, describe...*

Do you plan to prepare foods off site?  Yes  No *If yes, describe...*

Will food be transported from your operation to other locations?  Yes  No

*If yes, what equipment will be used to keep food at the proper temperatures during transport?*

## Education Requirement

As of March 1, 2010 the Ohio Revised Code requires that at least one person in charge per shift of a food service operation or retail food establishment must have attended the level one training or an equivalent approved training prior to the business being licensed.

**Names of employees trained in Food Protection and class that was taken:** \_\_\_\_\_

## 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  
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# 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>	Quarry tile	FRP	Vinyl acoustical tile	6" quarry tile

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 1/30/12)

Please make checks payable to the Columbus City Treasurer.

The **plan review fee** must be submitted with application.

PLAN REVIEW FEES	<25,000 square feet	>25,000 square feet
Commercial	\$400.00	\$800.00
Non-Commercial	\$200.00	\$400.00
Remodel/Alteration	\$200.00	\$400.00
Expedited Plan Review	\$1000.00 + plan review fee	\$1000.00 + plan review fee

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

FSO and RFE LICENSE FEES	Commercial		Non-Commercial	
	<25,000 square feet	>25,000 square feet	<25,000 square feet	>25,000 square feet
Risk Class 1	\$294.00	\$398.00	\$147.00	\$199.00
Risk Class 2	\$324.00	\$412.00	\$162.00	\$206.00
Risk Class 3	\$564.00	\$1298.00	\$282.00	\$649.00
Risk Class 4	\$688.00	\$1368.00	\$344.00	\$684.00