



Plan Review Checklist

A set of floor plans must be submitted to the Columbiana County Health Department for approval. These plans must be submitted and approved before any construction or remodeling has begun, and also must demonstrate that the applicable provisions of Chapter 3717-1 of the Administrative Code can be met. The plans and specifications must be legible, drawn reasonably to scale, and shall include:

Please indicate that the following are completed with a check mark:

- Water System and Septic System Must be Approved if Private System
- Site Plan (Entire Building with Dumpster Placement)
- Proposed Menu list
- Equipment List with Model and Make
 - Must have thermometers in all cold holding storage areas
 - Exhaust hood might be required based on equipment used.
- Facility Floor Plan (Kitchen)
 - Check with city, village or townships with building or zoning permits
 - Entrances and Exits
 - Lighting Plan with minimum 50 Foot Candles with Food Prep Areas
 - Food storage areas must be at least 6 inches off the floor
- Restrooms must have ventilation and self-closing doors
- Floors, walls and ceilings must be smooth and easily cleanable and coving

Plumbing Plan submitted to Plumbing Inspector

- Grease Interceptor
- Hand washing sink
- 3-compartment sink dish washing sink
- Food Preparation/vegetable washing sink(must have indirect drain)
- Utility or mop sink for the disposal of waste water.

Before Opening

- A signature sheet for final plumbing, electrical, structural must be obtained
- A Pre-Opening Inspection must be conducted by the Columbiana County Health Department.

EDUCATION REQUIREMENT

Ohio Revised Code requires that at least one person in charge per shift of a food facility must have attended the Level One or equivalent training prior to license.

NAMES and date of employees trained _____

901:3-4-05 Risk Level of Retail Food Establishments.

The licenser shall determine the risk level based on the highest risk level activity of the retail food establishment in accordance with the following criteria:

- (A) **Risk Level I** poses potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates. Examples of Risk Level I activities include, but are not limited to, an operation that offers for sale or sells:
 - (1) Coffee, self-service fountain drinks, prepackaged non-potentially hazardous beverages;
 - (2) Pre-packaged refrigerated or frozen potentially hazardous foods;
 - (3) Pre-packaged non-potentially hazardous foods;
 - (4) Baby food or formula.

- (B) **Risk Level II** poses a higher potential risk to the public than risk level I because of hand contact or employee health concerns but minimal possibility of pathogenic growth exists. Examples of Risk Level II activities include, but are not limited to:
 - (1) Handling, heat treating, or preparing non-potentially hazardous food;
 - (2) Holding for sale or serving potentially hazardous food at the same proper holding temperature at which it was received; or
 - (3) Heating individually packaged, commercially processed potentially hazardous foods for immediate service.

- (C) **Risk Level III** poses a higher potential risk to the public than risk level II because of the following concerns: proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption, or processing a raw food product requiring bacterial load reduction procedures in order to sell it as ready-to-eat. Examples of Risk Level III activities include, but are not limited to:
 - (1) Handling, cutting, or grinding raw meat products;
 - (2) Cutting or slicing ready-to-eat meats and cheeses;
 - (3) Assembling or cooking potentially hazardous food that is immediately served held hot or cold, or cooled;
 - (4) Operating a heat treatment dispensing freezer;
 - (5) Reheating in individual portions only; or
 - (6) Heating of a product from an intact hermetically sealed package and holding it hot.

- (D) **Risk Level IV** poses a higher potential risk to the public than risk level III because of concerns associated with: handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw potentially hazardous meat, poultry product, fish or shellfish or a food with these raw potentially hazardous items as ingredients; using freezing as a means to achieve parasite destruction; serving a primarily high risk clientele including immuno-compromised or elderly individuals in a facility that provides either health care or assisted living; or using time in lieu of temperature as a public health control for potentially hazardous food, or performs a food handling process that is not addressed, deviates, or otherwise requires a variance for the process. Examples of Risk Level IV activities include, but are not limited to:

- (1) Reheating bulk quantities of leftover potentially hazardous food more than once every seven days; or
- (2) Caterers or other similar food service operations that transport potentially hazardous food.

Government Agencies

Each food service operator (or authorized representative) is responsible for submitting all necessary plans and specifications to the following government agencies:

Food Service Operation

Columbiana County Health Department

7360 S.R. 45, P.O. Box 309
Lisbon, Ohio 44432
(330) 424-0272

Water Supply & Sewage Disposal System

(If municipal systems are not
available)

Ohio EPA, Northeast Office

2110 E. Aurora Road
Twinsburg, Ohio 44087-1969
(800) 686-6330
(330) 963-1200

Contact:

Water supply

Pam Korenewych

Sewage disposal

Joe Trocchio

Plumbing

Columbiana County Health Department

7360 S.R. 45, P.O. Box 309
Lisbon, Ohio 44432
(330) 424-0272

Inspector:

Leon Estes

Building

Ohio Department of Commerce Division of Industrial Compliance Bureau of Building Code Compliance

6606 Tussing Rd., PO Box 4009
Reynoldsburg, Ohio 43068-9009

Geoff Eaton, Bureau Chief
Building Code Compliance

Toll Free: 1-800-523-3581
Office Phone: 1-614-644-2622
Office Fax: 1-800-220-7477

Dispatcher: 1-800-822-3208 call between 7:30 am to 2:00 pm

Web Site: www.com.state.oh.us/dic

Fire Department

State Fire Marshall
7510 E. Main Street
Reynoldsburg, OH 43068
1-800-589-4677

Or

Contact your local
Fire Department

Other Permits (Zoning)

Fairfield Township
617 W. Southern Ave.
Columbiana, OH 44408
330-482-2695

Columbiana
Municipal Building
28 W. Friend Street
Columbiana, Ohio 44408
330-482-2173

Perry Township
1320 Depot Rd.
Salem, Ohio 44460
330-337-7266

EXAMPLES OF ACCEPTABLE SURFACE FINISHES

KITCHEN:

FLOORS - QUARRY TILE, SEAMLESS SEALED CONCRETE,
LINOLEUM, COMMERCIAL GRADE VINYL TILE

WALLS - FRP BOARD, GLAZED SURFACES, DRYWALL W/EPOXY PAINT,
STAINLESS STEEL, ALUMINUM, BLOCK FILLED AND EPOXY
PAINT, SEALED PLASTER

CEILINGS - MYLAR PANELS, DRYWALL W/EPOXY GLAZE, PLASTIC
LAMINATE

DRY STORAGE:

- FLOORS - QUARRY TILE, SEALED CONCRETE, COMMERCIAL GRADE VINYL TILE
- WALLS - WALL PANELS, GLAZED SURFACES, BLOCK FILLED AND EPOXY PAINT, FRP PANELS
- CEILINGS - MYLAR PANELS, DRYWALL W/EPOXY GLAZE, PLASTIC LAMINATE

WAREWASHING:

- FLOORS - QUARRY TILE
- WALLS - FRP PANELS, STAINLESS STEEL, GLAZED TILE
- CEILINGS - MYLAR PANELS

COOKING:

- FLOORS - QUARRY TILE, SEAMLESS SEALED CONCRETE
- WALLS - STAINLESS STEEL, ALUMINUM
- CEILINGS - FIBERBOARD PLASTIC COATED, DRYWALL W/EPOXY GLAZE, PLASTIC LAMINATE

RESTROOMS:

- FLOORS - VINYL TILE, QUARRY TILE, LINOLEUM, CERAMIC TILE
- WALLS - GLAZED CERAMIC TILE, DRYWALL W/PAINT, FRP PANEL