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Painesville, Ohio 44077

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Madison: (440) 428-4348/Ext. 2543
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Joel F. Lucia, R.S., M.P.H.
Health Commissioner

Plan Review Application and Guide

Food Service Operations and Retail Food Establishments are required by law to submit plans for any new or significantly altered facility to the local health department. This process is performed in order to eliminate possible operational deficiencies and food safety violations. This Application and Guide is designed to give you, the owner, the opportunity to have a sanitarian review the facility before any work is performed, which will limit delays in the opening of your facility.

What to expect:

When the Lake County General Health District receives any part of the required information, including the fee, it is date marked. Public Health Sanitarians will review the information that has been received and must respond within thirty (30) days. If the plans submitted are missing any of the required information, the fee, or have deficiencies, the sanitarian will prepare a disapproval letter stating the problem, so that corrections can be made and resubmitted (without an additional fee). If all the required information is submitted and accepted by the sanitarian you will receive a plan review approval letter. This letter must be signed and returned to us before the approval is official.

No food license will be issued without this plan review approval.

I. Contact Information

Risk Level (determined on page 3) 1 2 3 4

Operation	Name		Square Footage	
	Address		City, Zip	
	New Building () Change of Business () Remodel of Existing Facility ()			
Owner	Name			
	Address		City, Zip	
	Phone		Fax	
Contact (approval or denial of plans will be sent here)	Name			
	Address		City, Zip	
	Phone		Fax	

II. Water/Wastewater

If your proposed facility is located in an area with municipal water and public sanitary sewers please skip this portion of the application and guide. If you are unsure as to the status of the facilities water/wastewater resources please contact the Lake County General Health District. However, if the proposed facility is connected to a private water system, a transient public water system, or a private wastewater system, please contact the Lake County General Health District or the Ohio EPA. **No food license will be issued without OEPA approval.**

Ohio EPA, NE District Office
2110 E. Aurora Road
Twinsburg, OH 44087
(330) 963-1200

Lake County General Health District
Division of Liquid and Solid Waste
33 Mill Street
Painesville, OH 44077
(440) 350-2543

III. Approvals

Before a food license can be issued the location needs to have **final Fire and Plumbing approvals for the entire facility.** However, with or without a food license a business cannot be opened without appropriate Building and Zoning Approvals from the local authorities. Attached to the end of this application and guide is a list of phone numbers for the appropriate authorities for each approval.

If the proposed facility is going to be located in an existing structure and remodeling activities or demolition needs to be done please contact Bert Mechenbier with the Lake County General Health District Air Pollution Control Division at (440) 350-2543 for renovation guidance and approval. **No license will be issued without this approval.**

IV. Plan Review Contents

The Lake County General Health District requires the following information be included in the proposed Food Service Operation/Retail Food Establishment Facility Plan Review. Please be advised this is a summary of the basic information required for the plan review and is not inclusive of all the requirements for the operation of a food service or food establishment in Ohio. Please contact the Lake County General Health District for additional information as necessary. Please submit the following:

- ❑ The first page of this Application/Guide labeled “Contact Information”
- ❑ Two sets of facility layout and specification plans, drawn legibly and reasonably to scale. Any modifications from these plans before opening must be reviewed and accepted by the sanitarian assigned to your location. A checklist located on page 4 is provided to allow you to insure that the plans contain all necessary items.
- ❑ Equipment list with equipment manufacturers, model numbers, and specification sheets.
- ❑ A full menu including seasonal, special order and banquet items.
- ❑ The Plan Review Fee. The fee depends on classification and will be determined on the following page.

IV. Plan Review Fee

The plan review fee varies on three components. The first component is size. If your proposed facility will use more than 25,000 square feet than it will be classified as a large facility. If your facility will be less than 25,000 square feet it will be classified as small facility. The second component is business status. Please contact the Lake County General Health District Environmental Health Division if your facility will be a non-commercial business for alternate plan review fee pricing.

Please answer the following questions about your proposed facilities food handling to determine what risk level license will be needed.

- Will you be offering as ready-to-eat food any raw potentially hazardous substances such as sushi, salad dressing (made with raw shell eggs), shellfish, meat or unpasteurized juices? **Yes or No**
- Will you be serving a primarily high-risk clientele including immuno-compromised or elderly individuals in a facility that provides either health care or assisted living? **Yes or No**
- Will you be reheating bulk quantities of leftover potentially hazardous food more than once every seven days? **Yes or No**
- Will you be transporting to and serving events held off the premises? **Yes or No**

If you answered No for all of the above questions continue on to the next section of questions below. If you answered Yes one or more of the previous questions your proposed facility will be classified as a risk level 4 operation. The plan review fee will be \$311.00 for a large facility and \$150.00 for a small facility. Please circle this on Page 1 and skip to section V.

- Will you be handling, cutting, or grinding raw meat products? **Yes or No**
- Will you be cutting or slicing ready-to-eat meats and cheeses? **Yes or No**
- Will you be assembling or cooking potentially hazardous food that is immediately served, held hot or cold, or cooled? **Yes or No**
- Will you be reheating leftover potentially hazardous foods in individual portions? **Yes or No**
- Will you be heating a potentially hazardous product from a intact hermetically sealed package and holding it hot? **Yes or No**

If you answered No for all of the above questions continue on to the next section of questions below. If you answered Yes to any of the previous questions your proposed facility will be classified as a risk level 3 operation. The plan review fee will be \$295.00 for a large facility and \$116.50 for a small facility. Please circle this on Page 1 and skip to section V.

- Will you be handling, heat-treating, or preparing non-potentially hazardous food? **Yes or No**
- Will you be holding for sale or serving potentially hazardous food at the same proper holding temperature at which it was received? **Yes or No**
- Will you be heating individually packaged, commercially processed potentially hazardous foods for immediate service? **Yes or No**

If you answered No for all of the above questions continue on to the next section of questions below. If you answered Yes to any of the previous questions your proposed facility will be classified as a risk level 2 operation. The plan review fee will be \$84.50 for a large facility and \$66.00 for a small facility. Please circle this on Page 1 and skip to section V.

- Will you serve coffee, self-service fountain drinks, prepackaged non-potentially hazardous beverages? **Yes or No**
- Will you serve pre-packaged refrigerated or frozen potentially hazardous food? **Yes or No**
- Will you serve pre-packaged non-potentially hazardous foods? **Yes or No**
- Will you be selling baby food or formula? **Yes or No**

If you answered Yes to any of the previous questions your proposed facility will be classified as a risk level 1 operation. Please circle this on Page 1 and the plan review fee will be \$82.00 for a large facility and \$61.00 for a small facility. If you have answered no to all of the previous questions please contact the Lake County General Health District to determine if you are exempt from licensure.

V. Plan Review Checklist

The following checklist is a summary of the basic information needed to do a proper plan review. Please be advised that this is not all inclusive and further information may be needed.

- The first page of this application/guide filled out properly and completely
- Two (2) sets of plans indicating the following information:
 - Floor plan for all equipment and fixtures
 - Total area to be used for food service
 - Entrances and exits
 - Seating area and type of seating
 - Dish machine
 - 3 compartment sink
 - Hand sinks
 - Food preparation sinks
 - Mop/utility sinks
 - Grease interceptor (and size)
 - Hot water tank (and size)
 - Backflow prevention devices
 - Ice bins
 - Pop/beer systems
 - Lighting and illumination levels
 - Building/surface finishes. This includes all floors, walls, ceilings, counters, and equipment as well as any specification sheets that may be available for the material
 - Ventilation system
 - Hood system
 - Food storage areas
 - Chemical storage levels
 - Garbage disposal area
- Equipment list with equipment manufacturers, model numbers, and specification sheets
- A full list of food purveyors
- A full menu including seasonal, special order and banquet items
- The Plan Review Fee

VI. Guidance

The following information is only intended for guidance to avoid disapproval of plans and does not fully represent the food safety rules.

UTENSILS AND EQUIPMENT

- ❑ All food service operation or retail food establishment equipment must be commercial grade, NSF approved, or approved by another recognized testing facility.
- ❑ Equipment for cooling and heating food, and holding cold and hot food, shall be sufficient in number and capacity.
- ❑ All operations and establishments need to be supplied with:
 - ❑ A three-compartment sink with drain boards on each end or an approved warewashing machine for washing, rinsing and sanitizing utensils and equipment.
 - ❑ An adequate number of hand washing sinks throughout the food service operation or food establishment. As a general rule, an unobstructed hand sink shall be a maximum of 20 feet away.
 - ❑ At least one service sink or one curbed mop sink.
 - ❑ An approved sanitizer, which does not require a potable rinse, must be provided for sanitizing equipment and utensils. An appropriate test kit, which measures the concentration of the sanitizer, must also be provided.
 - ❑ Thermometers must be provided in all refrigeration and freezing units.
 - ❑ A metal-stemmed thermometer must be provided for measuring the internal temperatures of hot and cold foods. If you will have thin meats such as deli meats or hamburgers you will need an end-point sensor thermometer or a thermocouple.

FLOORS, WALLS, CEILINGS, WINDOWS, ENTRANCES AND EXITS

- ❑ All surfaces must be easily cleanable and constructed of approved materials.
- ❑ Floor and wall materials shall be impervious to water.
- ❑ Floor to wall joints must be coved throughout the food service operation or food establishment.
- ❑ Carpeting is prohibited in food preparation and utensil washing areas.
- ❑ All entrances, exits and windows shall be effectively screened to prevent insects.

STORAGE AREAS

- ❑ All storage shelves in walk-in coolers, freezers, dry food storage, and utensil storage areas must be constructed of an approved material. **NO BARE** wooden shelving is permitted.
- ❑ All food items and clean utensils, tableware etc. and food contact items must be stored at least six inches above the floor.

LIGHTING

- ❑ All lighting above food preparation, storage, service, display areas, and equipment storage areas must be shielded.
- ❑ Fifty (50) footcandles of light must be provided in food preparation areas where an employee is working with food or working with utensils or equipment.
- ❑ Twenty (20) footcandles of light must be provided in reach-in and under-counter refrigerators, handwashing areas, toilet rooms, utensil and equipment storage, warewashing and buffet areas.
- ❑ Ten (10) footcandles of light must be provided in walk-in refrigeration units and dry food storage areas.

VII. Contact Information

Concord Township		
Plumbing	Lake County Health Department	(440) 350-2543
Building	Lake County Building Department	(440) 350-2636
Zoning	Concord Township	(440) 354-7500
Fire Prevention	Concord Fire Department	(440) 354-7503
Health Inspector	Lake County Health Department	(440) 350-2543
Leroy Township		
Plumbing	Lake County General Health District	(440) 350-2543
Building	Lake County Building Department	(440) 350-2636
Zoning	Leroy Township	(440) 254-4358
Fire Prevention	Leroy Township Fire Department	(440) 254-4124
Health Inspector	Lake County Health Department	(440) 350-2543
Madison Township		
Plumbing	Lake County General Health District	(440) 350-2543
Building	Lake County Building Department	(440) 350-2636
Zoning	Madison Township	(440) 428-1120
Fire Prevention	Madison Fire Department	(440) 428-6531
Health Inspector	Lake County Health Department	(440) 350-2543
Madison Village		
Plumbing	Lake County General Health District	(440) 350-2543
Building	Lake County Building Department	(440) 350-2636
Zoning	Madison Village	(440) 428-7526
Fire Prevention	Madison Fire Department	(440) 428-6531
Health Inspector	Lake County Health Department	(440) 350-2543
North Perry Village		
Plumbing	Lake County General Health District	(440) 350-2543
Building	Lake County Building Department	(440) 350-2636
Zoning	North Perry Village	(440) 259-5525
Fire Prevention	Perry Fire Department	(440) 259-2880
Health Inspector	Lake County Health Department	(440) 350-2543
Perry Township		
Plumbing	Lake County General Health District	(440) 350-2543
Building	Lake County Building Department	(440) 350-2636
Zoning	Perry Township	(440) 259-5140
Fire Prevention	Perry Fire Department	(440) 259-2880
Health Inspector	Lake County Health Department	(440) 350-2543
Perry Village		
Plumbing	Lake County General Health District	(440) 350-2543
Building	Lake County Building Department	(440) 350-2636
Zoning	Perry Village	(440) 259-1809
Fire Prevention	Perry Fire Department	(440) 259-2880
Health Inspector	Lake County Health Department	(440) 350-2543

Eastlake			
Plumbing	Lake County Health Department		(440) 350-2543
Building	Eastlake Building Department		(440) 951-1416
Zoning	Eastlake Zoning		(440) 951-1416
Fire Prevention	Eastlake Fire Department		(440) 951-2135
Health Inspector	Lake County Health Department		(440) 350-2543
Lakeline Village			
Plumbing	Lake County General Health District		(440) 350-2543
Building	Lake County Building Department		(440) 350-2636
Zoning			
Fire Prevention			
Health Inspector	Lake County Health Department		(440) 350-2543
Willowick City			
Plumbing	Lake County General Health District		(440) 350-2543
Building	Lake County Building Department		(440) 350-2636
Zoning			
Fire Prevention	Willowick Fire Department		(440) 585-1202
Health Inspector	Lake County Health Department		(440) 350-2543
Timberlake Village			
Plumbing	Lake County General Health District		(440) 350-2543
Building	Lake County Building Department		(440) 350-2636
Zoning			
Fire Prevention			
Health Inspector	Lake County Health Department		(440) 350-2543

Fairport Harbor		
Plumbing	Lake County General Health District	(440) 350-2543
Building	Lake County Building Department	(440) 350-2636
Zoning	Fairport Harbor Village	(440) 352-3620
Fire Prevention	Fairport Harbor Village	(440) 352-3620
Health Inspector	Lake County Health Department	(440) 350-2543
Mentor on the Lake		
Plumbing	Lake County General Health District	(440) 350-2543
Building	Lake County Building Department	(440) 350-2636
Zoning	Mentor on the Lake Zoning	(440) 257-7216
Fire Prevention	Mentor on the Lake Fire Dept	(440) 257-7183
Health Inspector	Lake County Health Department	(440) 350-2543
Mentor		
Plumbing	City of Mentor	(440) 974-5785
Building	City of Mentor	(440) 974-5785
Fire Prevention	Mentor Fire Department	(440) 974-5768
Zoning	City of Mentor	(440) 974-5785
Health Inspector(s)	Lake County Health Department	(440) 350-2543

Mentor

Plumbing	City of Mentor	(440) 974-5785
Building	City of Mentor	(440) 974-5785
Fire Prevention	Mentor Fire Department	(440) 974-5768
Zoning	City of Mentor	(440) 974-5785
Health Inspector(s)	Lake County Health Department	(440) 350-2543

Painesville City		
Plumbing	Painesville City	(440) 392-5931
Building	Painesville City	(440) 392-5931
Zoning	Painesville City	(440) 352-9301
Fire Prevention	Painesville City	(440) 392-5849
Health Inspector	Lake County Health Department	(440) 350-2543
Painesville Township		
Plumbing	Lake County General Health District	(440) 350-2543
Building	Lake County Building Department	(440) 350-2636
Zoning	Painesville Township	(440) 352-1443
Fire Prevention	Fire Chief	(440) 529-0011
Health Inspector	Lake County Health Department	(440) 350-2543
Grand River Village		
Plumbing	Lake County General Health District	(440) 350-2543
Building	Lake County Building Department	(440) 350-2636
Zoning		
Fire Prevention		
Health Inspector	Lake County Health Department	(440) 350-2543

Willoughby City		
Plumbing	Lake County General Health District	(440) 350-2543
Building	Willoughby Building Department	(440) 953-4118
Zoning	Willoughby	(440) 953-4118
Fire Prevention	Willoughby Fire Department	(440) 953-4344
Health Inspector	Lake County Health Department	(440) 350-2543

Kirtland City			
Plumbing	Lake County General Health District	(440) 350-2543	
Building	Lake County Building Department	(440) 350-2636	
Zoning			
Fire Prevention			
Health Inspector	Lake County Health Department	(440) 350-2543	
Kirtland Hills Village			
Plumbing	Lake County General Health District	(440) 350-2543	
Building	Lake County Building Department	(440) 350-2636	
Zoning			
Fire Prevention			
Health Inspector	Lake County Health Department	(440) 350-2543	
Waite Hill Village			
Plumbing	Lake County General Health District	(440) 350-2543	
Building	Lake County Building Department	(440) 350-2636	
Zoning			
Fire Prevention			
Health Inspector	Lake County Health Department	(440) 350-2543	
Wickliffe City			
Plumbing	Lake County General Health District	(440) 350-2543	
Building	Lake County Building Department	(440) 350-2636	
Zoning			
Fire Prevention	Wickliffe Fire Department	(440) 943-7141	
Health Inspector	Lake County Health Department	(440) 350-2543	
Willoughby Hills City			
Plumbing	Lake County General Health District	(440) 350-2543	
Building	Lake County Building Department	(440) 350-2636	
Zoning			
Fire Prevention	Willoughby Hills Fire Department	(440) 942-7207	
Health Inspector	Lake County Health Department	(440) 350-2543	