

LAYOUT & EQUIPMENT SUBMISSION PACKET

Food Service & Retail Food Facilities



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Food Facility Requirements
(Sinks & Drainage, Equipment, Lighting,
Ventilation, Surface Finishes)



Plan Review & License Fees

CRAWFORD COUNTY GENERAL HEALTH DISTRICT

130 N. Walnut St., Suite B 🌐 **Bucyrus, Ohio 44820**

Ph: 419-562-5871 🌐 **Fax: 419-562-2048**

So You're Starting a New Food Service Operation



The information contained within this booklet will aid you in the development of your new food service operation.

To begin the development process, the following steps must be followed:

STEP 1

A layout of your facility and equipment list must be submitted to and approved by our department before any construction work may begin on the facility. Our department is allotted up to **30 Days** to review and either approve or disapprove the layout specifications, thus it is necessary to submit this information quickly. A layout fee of **30% of the license fee** will be assessed when the layout information is submitted. Information on proper layout submission is provided on the following pages.

STEP 2

Structural and electrical work must be approved by: **Richland County Building Department**
Plumbing work must be approved by: **Ohio Department of Commerce**
If your facility falls outside municipal sewage and water connections; plans, permits, and approvals will need to be obtained from the **Ohio EPA** for the installation of proper sewage disposal and water systems.
Information on contacts and phone numbers is provided in this booklet.

Please read the information contained in this booklet carefully. Most areas of layout specifications and other pertinent information and phone numbers are covered. However, if you have any questions, please contact our department and we will be happy to guide you through the development process.

So You're Remodeling/Upgrading Your Food Service Operation



The information contained within this booklet will aid you in the development of your new food service operation.

To begin the development process, the following steps must be followed:

STEP 1


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STEP 2

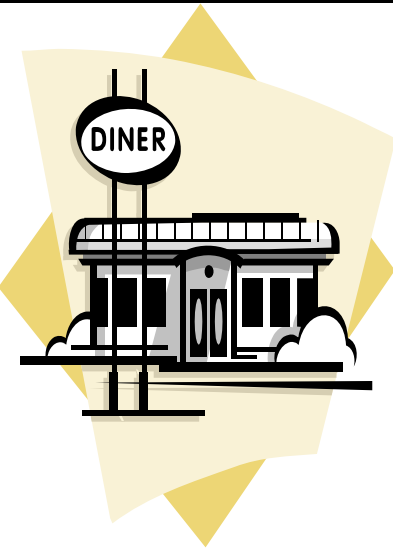
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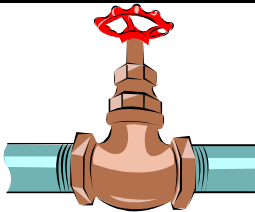
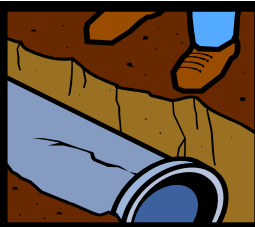
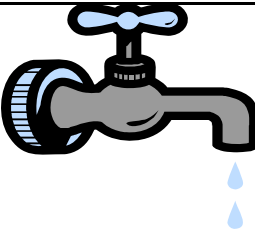

FOOD FACILITY DEVELOPMENT TIME TABLE

Plan Submission	HEALTH DEPARTMENT
	Plans must be submitted prior to any construction of the facility. The health department is allotted up to thirty (30) days to review and approve or disapprove plans. Submission of these plans in a timely manner is essential to avoid delays in facility development.
	RICHLAND COUNTY BUILDING DEPARTMENT
	OHIO DEPARTMENT OF COMMERCE
	Plans must be submitted prior to any construction of the facility. Please contact Commerce & Richland Co. for more detailed plan submission requirements.

Construction Phase	HEALTH DEPARTMENT
	RICHLAND COUNTY BUILDING DEPARTMENT
	OHIO DEPARTMENT OF COMMERCE
	Remain in frequent contact with all agencies during the construction phases. Immediately notify all agencies of any changes in plans or construction. All agencies must approve any changes prior to actual implementation of the changes.

Facility Completion	HEALTH DEPARTMENT
	Once all construction is completed, the facility fully cleaned, and Commerce and Richland Co. inspections have been received, contact the health dept. at least five (5) days prior to the planned opening date of the facility for final inspection. This is to ensure that if changes need to be made, delays in the opening of the facility will not occur. The facility must pass final inspection and copies of the approvals from all other agencies must be submitted for the facility to be deemed acceptable for licensure and operation.
	RICHLAND COUNTY BUILDING DEPARTMENT
	OHIO DEPARTMENT OF COMMERCE
	Notify both upon completion of all construction. Inspections must be received from these agencies prior to inspection and licensure by the health department.

OTHER AGENCY LIST

INSPECTION REQUIRED	CONTACT AGENCY
 <p style="text-align: center; background-color: #e0ffe0;">STRUCTURAL ELECTRICAL</p>	<p>Richland County Building Department Contact: Phil Markus 99 Park Ave. East Mansfield, Ohio 44902 419-774-5517</p>
 <p style="text-align: center; background-color: #e0ffe0;">PLUMBING</p>	<p>Ohio Department of Commerce Division of Construction Compliance Contact: Kit Lloyd 6606 Tussing Rd. P.O. Box 4009 Reynoldsburg, Ohio 43608 1-800-523-3581</p>
 <p style="text-align: center; background-color: #e0ffe0;">SEWAGE DISPOSAL</p>	<p>Ohio EPA Northwest District Office Contact: Michelle Sharp 347 N. Dunbridge Rd. P.O. Box 466 Bowling Green, Ohio 43402 419-373-3019</p>
 <p style="text-align: center; background-color: #e0ffe0;">WATER SUPPLY</p>	<p>Ohio EPA Northwest District Office Contact: Jack Schwartz 347 N. Dunbridge Rd. P.O. Box 466 Bowling Green, Ohio 43402 419-373-3088</p>
 <p style="text-align: center; background-color: #e0ffe0;">FIRE</p>	<p>Bucyrus City Fire Department 223 E. Mansfield St. Bucyrus, Ohio 44820 419-562-1351 Or your local Township Fire Chief</p>

FOOD FACILITY REQUIREMENTS

SINKS & DRAINAGE

Three-Compartment Sink



Direct Connection to Plumbing

Food Preparation Sink



Air-Gap between Sink Drain and Plumbing

Handwash Sink



Direct Connection to Plumbing

Mop Water Sink



Direct Connection to Plumbing



An Automatic Dishwasher may also be installed for proper dishwashing.

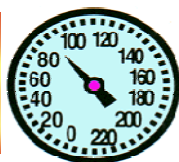
Direct Connection to Plumbing

EQUIPMENT

All food service equipment (Refrigeration, Freezers, Stove, Ovens, etc.) must be commercial-grade. Commercial-grade equipment is usually stamped with an NSF (National Sanitation Foundation) label.



Proper thermometers must be provided for testing food temperatures and in all refrigeration units.



LIGHTING

Lighting must be of proper intensities and properly shielded to protect against food contamination from glass during breakage.

INTENSITIES	
Preparation & Cooking Surfaces	50 Footcandles
Salad Bars & Buffets	20 Footcandles
Dishwashing & Handwashing	20 Footcandles
Inside Equipment	20 Footcandles
Dry Storage	10 Footcandles

SHIELDING OPTIONS



Shatterproof Bulbs



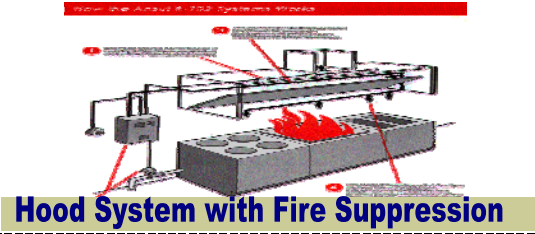





Plastic Tubes with Endcaps



Full Shields

VENTILATION

EQUIPMENT TYPE	REQUIRED VENTILATION
Broilers, Griddles, Grills, Deep Fryers, Kettles, Steamers, Stoves, Ovens, Etc.	 <p>Hood System with Fire Suppression</p>
Holding Cabinets, Microwaves, Toasters Steam Tables	No Hood System Required
Automatic Dishwashers	 <p>Exhaust Hood</p>
Bathrooms	 <p>Exhaust Fan</p>
Doors & Windows	<p>Window Screens</p> <p>Screen Doors</p> 

SURFACE FINISHES

Floors, walls, and ceilings must be constructed of smooth, durable, and cleanable materials. The chart provides an outline of acceptable surface finishes. This list is not all inclusive, thus please contact our department with questions on other finishes that may meet proper requirements.



Food Preparation & Cooking Areas			
FLOORS	WALLS		CEILINGS
Quarry Tile	Prep	Marlite Panels	Drop with Smooth Tiles
Vinyl Tiles	Prep	Ceramic Tile	Epoxy Painted Drywall
Solid Vinyl	Prep	Stainless Steel	Marlite Panels
	Cooking	Stainless Steel	

Dishwashing		
FLOORS	WALLS	CEILINGS
Quarry Tile	Marlite Panels	Drop with Smooth Tiles
Vinyl Tiles	Ceramic Tile	Epoxy Painted Drywall
Solid Vinyl	Stainless Steel	Marlite Panels

Dry Storage		
FLOORS	WALLS	CEILINGS
Quarry Tile	Marlite Panels	Drop with Smooth Tiles
Vinyl Tiles	Ceramic Tile	Epoxy Painted Drywall
Solid Vinyl	Stainless Steel	Marlite Panels
Sealed/Painted Concrete	Epoxy Painted Conc. Block	

Buffets • Salad Bars • Service Areas		
FLOORS	WALLS	CEILINGS
Quarry Tile	Marlite Panels	Drop with Smooth Tiles
Vinyl Tiles	Ceramic Tile	Epoxy Painted Drywall
Solid Vinyl	Stainless Steel	Marlite Panels