FOOD FACILITY

PLAN REVIEW APPLICATION

SENECA COUNTY
General Health District
PREVENT. PROMOTE. PROTECT.

Seneca County General Health District
Environmental Health Division
92 E. Perry St.
Tiffin, OH 44883

(419) 447-3691

Revised: December, 2025

Plan Review Steps

All retail food businesses in Seneca county are required to have a food service operation or retail food establishment license issued by Seneca County General Health District (SCGHD). All new facilities, those performing extensive alterations or remodeling, change of business, or facilities that have been closed for more than a year must complete the plan review process.

Step 1: Submit Plans (at least 30 days prior to construction)

Include the following:

- One complete set of drawings of the facility.
- Properly completed application (this document). Only submit pages 4-15.
- All required information from the checklist on pages 14-15 of this document.
- Plan review fee, as determined on page 6.

Step 2: Plan Review Process

- Within 30 days after plans and fee are submitted, SCGHD will review the plans.
- Plans may require additional information or changes, if so, you will be contacted.

Step 3: Plan Approval Process

- A letter will be emailed informing you that the plans have been approved.

Step 4: Construction

- Ensure that all contractors and sub-contractors are licensed, if needed.
- Ensure that contractors obtain all necessary building and plumbing permits.

Step 5: Inspections

- At least one Person In Charge (PIC) from each work shift has attended PIC training.
- For class 3 and 4 facilities, at least one manager or supervisor has been certified in an approved Managers food safety course.
- Obtain signatures (sign offs) from all Building, Plumbing and Fire inspectors before contacting SCGHD for a pre-licensing inspection.
- Call the SCGHD to schedule a pre-licensing inspection at (419) 447-3691.

Step 6: Final Approval

- Once the pre-licensing inspection is completed by SCGHD, and the appropriate license fee is paid, you will be able to open for business.

Agency Contact List

The following agencies need to be contacted for plan approval, permits and/or inspections:

- For building and electrical approvals/inspections:

  Seneca County Building Department
  92 E. Perry St., Suite 1103
  Tiffin, OH 44883

  Phone: (419) 447-8022 Ext.6515

  Email: senecacountybuildingdept@safebuilt.com

- For plumbing approvals/inspections:

  Erie County Health Department
  420 Superior St.
  Sandusky, OH 44870

  Chris Gallagher Office Phone: (419) 626-5623 Ext. 5209
  Chris Gallagher Mobile Phone: (419) 370-9462

  Email: cgallagher@echdohio.org

- Local fire department for a fire inspection

- For sewage disposal and water supply (only needed if on private water or private sewage):

  Ohio EPA
  Northwest District Office
  347 N. Dunbridge Rd.
  Bowling Green, OH 43402

  Phone: (419) 352-8461

Plan Review Contacts

Facility Information:

Food Facility Name: _____

Address: _____

City: _____ Phone: _____

Name of Owner/Operator: _____

Email Address: _____

Contact for Plans:

Name: _____ Phone: _____

Email Address: _____

Address for approval letter: _____

City: _____ State: _____ Zip: _____

Plan Review Type

☐ New food establishment

☐ Remodel of existing business

☐ Transfer of ownership

Internal use only:

Date received: _____

Amount paid: _____

RFE/FSO: _____

Risk level: _____

Estimated Date Construction Will Begin: _____

Estimated Opening Date: _____

Type of Establishment (check all that apply):

☐ Restaurant	☐ Convenience Store	☐ Coffee Shop
☐ Grocery Store	☐ Caterer	☐ School
☐ Bar	☐ Child Care Facility	☐ Pizza Shop
☐ Micromarket	☐ Bakery	☐ Nursing Home/Hospital

☐ Other (specify) _____

Total square feet of food establishment: _____

If seasonal, list the months of operation: _____

Water supply: ☐ City/Public water facility ☐ Well/Private water supply

Sewage system: ☐ Public/Sanitary sewer ☐ Private/Septic system

If on a private well or septic system, has it been approved by Ohio EPA? ☐ Yes ☐ No

Please submit documentation of approval.

If remodeling a food business currently licensed by SCGHD, briefly describe the details of the remodel, including all affected areas of the facility. Please note that all outstanding violations cited by SCGHD must be corrected as part of the remodel.

_____

_____

_____

_____

_____

Determining Plan Review Fee for Operation

Will your facility perform any of the following activities?

Y N Process produce (wash and cut fruits and vegetables)

Y N Handle, cut or grind raw meat products

Y N Cut or slice ready-to-eat meats or cheeses

Y N Heat product from an intact sealed package and hold hot (Example: heat a can of soup)

Y N Assemble time/temperature controlled for safety foods (TCS) that are immediately served, held hot or cold, but are not cooled and reheated

Y N Cook TCS foods that are immediately served, held hot or cold, but are not cooled and reheated

Y N Cook TCS foods that may be cooled and reheated in bulk quantities more than once per week

Y N Serve raw or undercooked TCS foods (Example: steaks, hamburgers, homemade Caesar dressing, sunny-side up eggs)

Y N Caters events

If you answered YES (Y) to <u>ANY</u> of the above questions, your facility is a Class 3 or 4, and the plan review fee is $350.00.

If you answered NO (N) to <u>ALL</u> of the above questions, your facility is a Class 1 or 2, and the plan review fee is $300.00.

PLAN REVIEW FEE $_____

PLAN REVIEW FEE MUST BE PAID WHEN THE PLANS ARE SUBMITTED. PLANS WILL NOT BE REVIEWED UNTIL THE FEE IS PAID. (Make checks payable to Seneca County General Health District or SCGHD).

Food Safety Education

The Ohio Revised Code requires a person in charge with PIC food safety training to be present during all hours of operation. It is required for all new food operations to have at least one person per shift with PIC certification prior to the business being licensed. New owners of existing establishments will also be required to have PIC certification.

Are any employees certified in PIC training? ☐ Yes ☐ No

If yes, please submit copies of their certificates.

The Ohio Revised Code requires that every class 3 and class 4 food facility must have at least one managerial or supervisory employee certified in an approved Managers food safety course. This also needs to be completed prior to licensing.

Are any employees certified in Managers food safety? ☐ Yes ☐ No ☐ NA

If yes, please submit copies of their certificates from Ohio Department of Health.

For a list of approved providers for PIC and/or Managers training, visit Ohio Department of Health's website at:

http://www.healthspace.com/Clients/Ohio/Ohio_Website_Live.nsf/FoodCertifications.xsp

Food Handling Review (Please answer all questions 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:

Describe how frozen foods will be thawed:

Will there be any menu items that are served raw or undercooked (rare hamburger or steaks, sunny-side up eggs, homemade Caesar dressing, etc.)?

Food Process Review:

1. Will this facility serve or prepare sushi? ☐ Yes ☐ No

2. Will this facility make acidified rice and store it at room temperature? ☐ Yes ☐ No

3. Will this facility vacuum package food, sous vide, or cook-chill any items?
   ☐ Yes ☐ No

4. Will this facility do 'time as a public health control' for any food items?
   ☐ Yes ☐ No

If yes to any of questions 1- 4, submit a copy of your procedures and/or HACCP plan.

5. How will you prepare produce?

   ☐ No produce will be used or served

   ☐ All produce will come into the facility pre-washed and pre-cut

   ☐ All produce will be prepared on site (a separate food prep sink will be required)

6. Will you be providing catering services? ☐ Yes ☐ No

   If yes, then more information will need to be submitted.

7. Do you plan to prepare foods off site? ☐ Yes ☐ No

   If yes, explain: _____
   _____

8. 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? _____
   _____
   _____
   _____

Plumbing Information:

1. Are hand washing sinks located in each food prep area, warewashing area, bar, and restroom? ☐ Yes ☐ No

2. Is hot and cold running water under pressure available at each hand washing sink?

   ☐ Yes ☐ No

3. Check the method(s) your facility will use for warewashing:

   ☐ 3-Compartment sink

   Are there drain boards on both ends of the 3-Compartment sink or somewhere for the dishes to air dry?

   ☐ Yes ☐ No

   ☐ Dishwashing machine

   ☐ High temperature sanitizing

   ☐ Chemical sanitizing

► If you only have a dishwashing machine, and no 3-compartment sink, you may be required to close or use all disposable utensils if your dish machine is not working properly.

4. Are grease traps provided? ☐ Yes ☐ No ☐ NA

   ➢ Grease traps must be identified on the plans.

This application is complete and accurate to the best of my knowledge. I fully understand that any deviation from this application without prior permission from the Seneca County General Health District may nullify final approval. I understand that Seneca County General Health District has up to 30 days to review the plans and incomplete plans may delay the plan approval process.

Signature of owner/representative:

_____ **Date:** _____

Please print name and title:

_____

Reminder - A completed plan review packet must include:

- ✓ Completed application (pages 4 – 15)
- ✓ Set of plans/facility drawing
- ✓ All information listed in the plan review checklist on pages 14 - 15
- ✓ Plan review fee

Submit all required information to:

Seneca County General Health District
ATTN: Environmental Health Division
92 E. Perry St.
Tiffin, OH 44883

Questions: 419-447-3691

Interior Finishes

Use the following chart to indicate all interior finishes. All surfaces must be smooth, durable, non-absorbent and easily cleanable.

☐ Check the box if this information is included in the plans submitted.

Area	Floors	Walls	Ceilings	Coving
Example: Kitchen	Quarry tile	FRP	Vinyl acoustical tile	6" quarry tile
Kitchen/Prep Area				
Bar				
Food Storage				
Restrooms				
Dishwashing Area				
Walk-In Cooler/Freezer				
Mop Sink Area				
Other:				

Examples of acceptable flooring finishes: Quarry, ceramic, glazed masonry, or commercial-grade vinyl tile; poured seamless epoxy (approved for commercial kitchens); sealed concrete; or other equally durable and impervious material.

Examples of acceptable wall finishes: Fiber-reinforced panels (FRP); stainless steel or aluminum panels; glazed tile; glazed cement block; drywall coated with high gloss paint, semi-gloss paint, or with epoxy approved for commercial kitchens.

Examples of acceptable ceiling finishes: Plastic-coated tiles, plastic laminated panels, drywall painted with high-gloss or semi-gloss paint.

Equipment List

The following information must be provided for all equipment that is used in the facility. If you need more space, please use additional paper.

All equipment must be commercial-grade, and approved through a certified testing agency (NSF, UL, ETL). No residential or household equipment will be approved. All equipment must be shown on the drawing. Make and model numbers of equipment are required. Please do not submit equipment serial numbers, or just write "existing".

☐ Check box if equipment information is listed on the plans provided.

Equipment Description	Manufacturer	Model Number
Ex: Reach-in-cooler	True	GDM-123

Plan Review Checklist

The plans submitted must be legible and include all of the following information. Incomplete information may delay plan approval and/or opening of your business.

Please indicate that the following are included with a check or indicate if not applicable (NA).

☐ Site plan showing facility location:

- ☐ Show the location of business in a building (shopping mall, stadium, etc.)
- ☐ Show the location of the building on site, including streets and alleys.
- ☐ Show designated area for garbage and grease dumpsters, sewage treatment system, and any other on site structures.
- ☐ Show the location of any outside equipment or exterior buildings.
- ☐ Show all interior and exterior seating areas.

☐ Facility floor plan, drawn to scale:

- ☐ Location of dry goods, chemical storage, and personal belongings storage.
- ☐ Location of entrances and exits.
- ☐ Location of all hand sinks, including in restrooms.
- ☐ Location of 3-compartment dishwashing sink.
- ☐ Location of dishmachine.
- ☐ Location of food prep/vegetable washing sink.
- ☐ Location of utility/mop sink.

- ☐ Location of all equipment.
- ☐ Location of restrooms.

☐ Equipment list, including manufacturer and model numbers (no serial numbers). Commercial equipment only, no residential equipment is permitted. Please provide specification sheets if available.

☐ Proposed menu or list of food and beverage items to be sold.

☐ Plumbing drawings including the following:

- ☐ Location, number and types of plumbing fixtures.
- ☐ Grease trap location.
- ☐ Show all indirect plumbing connections, floor drains, sinks, ice bins, etc.

☐ Interior finish schedule with materials for floors, walls, ceilings and coving.

☐ Lighting plan.

- ☐ Location of lights.
- ☐ Light fixture types (shatterproof or shielded).

☐ Ventilation/HVAC specifications.

- ☐ Hood at grill line and fryers (ANSI approved fire suppression system).
- ☐ Hood at high temperature dish machines.

☐ Completed plan review application.

☐ Plan review fee.

Facility and Equipment Requirements

Hand washing sinks: All facilities must have adequate employee hand washing sinks. The hand washing sinks need to be conveniently located in each food prep area, bar, restroom and dishwashing area, which means that many facilities may require several hand washing sinks. All hand washing sinks must be equipped with soap and disposable towels or hand dryers, hot water with a temperature of at least 85° F, and trash cans. These sinks are required to have signs posted reminding employees to wash hands. The hand washing sink can only be used for that purpose and not for anything else.

Commercial equipment: All equipment used must be listed as commercial and must be certified by a recognized testing agency (NSF, ETL, UL, etc.). No household equipment is allowed. Check with the manufacturer before purchasing to ensure that the equipment meets these requirements, or request a specification sheet.

Dry storage space: Adequate space must be provided for storage of dry goods, dishes and equipment. All food items must be stored at least 6" off of the floor. Single service items (napkins, plastic silverware, foam 'to go' containers) also need to be stored 6" off of the floor. Raw wooden shelves are not acceptable. Bins for bulk containers (rice, flour, sugar, etc.) must be made of food grade material. Trash cans, garbage bags and non-food grade containers are not acceptable for food storage.

Chemical storage: Chemicals must be stored below and/or away from food items, equipment and utensils to prevent contamination.

Employee area: There needs to be a designated area provided for employee belongings (coats, purses, cell phones, keys, etc.). This area needs to be away from food prep and storage areas.

Mop/utility sink: All facilities are required to have a sink designated for cleaning of mops and cleaning tools, and for disposal of mop water. This sink must include a faucet and drain and should have hooks or other means to allow mops to air dry.

Adequate lighting: Lighting must be sufficient throughout the facility. Plans should include type of fixtures, locations of fixtures and whether using shields or shatterproof bulbs. The lighting intensity requirements are as follows:

50 footcandles: cooking areas, food prep areas, food service areas

20 footcandles: customer self-service areas, inside equipment (reach-in-coolers), handwashing and dishwashing areas, utensil and equipment storage and restrooms

10 footcandles: walk-in-coolers and freezers, dry storage, and other areas

Smooth and cleanable surfaces: All floors, walls and ceilings in food areas (service, storage, or preparation) must be smooth, cleanable and non-absorbent. Examples of acceptable surfaces include:

Floors: quarry tile, ceramic tile, sealed concrete, poured epoxy

Walls: stainless steel, FRP, glossy painted drywall, painted concrete block

Ceilings: vinyl coated ACT (drop ceiling), glossy painted drywall

Base coving: tile, rubber

3-compartment sink and/or dishwasher: Any operation that uses dishes or utensils must have a 3-compartment sink. The sink must have 3 bins for washing, rinsing and sanitizing. The sink should also have 2 drainboards, one for the collection of dirty dishes and one for clean dishes to air dry. Each compartment of the sink must be large enough to submerge the largest piece of equipment used. If you decide to also have a dishwasher, the dishwasher must also be large enough to fit the largest piece of equipment used. The dishwasher must, 1.) automatically dispense detergents and sanitizers; and 2.) incorporate a visual means to verify that detergents and sanitizers are delivered or a visual or audible alarm to signal if the detergents and sanitizers are not delivered to the warewashing and sanitizing cycle. It is recommended that if you have a dishwasher that you also have a 3-compartment sink. Keep in mind, if there is only a dishwasher in the facility and the dishwasher is not working, how will the dishes and utensils be washed and sanitized? It could cause you to use single-service/disposable dishes and utensils or possibly close temporarily.

Prep sink (vegetable sink): A separate sink is required for the processing of produce and other foods. This can include washing, soaking, thawing, and/or using ice baths for cooling. A hand sink or 3-compartment sink may not be used for a prep sink and this sink can only be used for prepping food. If a prep sink is not available, a limitation will be placed on the license allowing only prewashed and precut produce. A food prep sink must have an indirect drain (air gap) to prevent backflow from a sewage system into equipment in which food is placed.

It is also a good idea to install a prep sink with an integral drainboard, which provides a food prep surface for items washed in the sink.

Ventilation hoods: A ventilation hood is required at a grill line, or where other cooking equipment and high temperature dish machines are located, to prevent the accumulation of grease, heat, condensation, smoke and vapors. Contact the appropriate building department concerning regulations, requirements and permits.

Fire suppression system: Depending on your facility and operation, a fire suppression system may be required. Contact the appropriate building department concerning regulations and requirements.

Grease trap: A grease trap is a device that is attached to sinks and/or drains to collect fats, oils and grease in order to prevent accumulation in the sewer system. Grease traps are connected to dishwashing sinks, some floor drains and some dishwashers. You may or may not be required to install a grease trap, contact the plumbing department for clarification.

2026 SENECA COUNTY FSO/RFE LICENSE FEES

Please make checks payable to Seneca County General Health District or SCGHD

The **plan review fee** must be submitted with the plan review application. See page 6 of the Plan Review Application to determine what your plan review fee will be.

- Class 1 or 2 Licenses - $300.00
- Class 3 or 4 Licenses - $350.00

The **license fee** will be collected at the pre-licensing inspection. Your licensing risk level is determined from the information submitted for plan review.

FSO and RFE LICENSE FEES	< 25,000 square feet	> 25,000 square feet
Class 1	$200.00	$279.00
Class 2	$223.00	$293.00
Class 3	$405.00	$978.00
Class 4	$507.00	$1036.00