



**Public Health**  
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Tuscarawas County  
Health Department

## PLANNING YOUR FOOD OPERATION

Every newly proposed operation and every currently or previously licensed operation must submit plans to the Tuscarawas County Health Department whenever considering construction, building, remodeling, or installation of facilities and equipment. This brochure has been prepared as a guideline in helping a prospective operator draw up plans for submission for approval. Every operator is encouraged to obtain a copy of the Ohio Uniform Food Code.

<http://www.odh.ohio.gov/en/rules/final/3717-1.aspx>

### WHAT REQUIRES PLAN APPROVAL?

OAC 3701-21-03 Approval of Plans and Equipment

#### A) Approval of plans required.

No person, firm, association, organization, corporation, or government operation shall construct, install, provide, equip, or extensively alter a food service operation until the plans therefore have been submitted to and approved in writing by the licenser or its authorized representative. If the department is responsible for inspections, as provided in section 3732.06 of the Revised Code, plans shall be submitted to and must be approved by the department. When plans

are submitted to either the board of health, its authorized representative, or the department, they shall be acted upon within thirty days after date of receipt.


#### B) Plan review fees.



Please reference the current Environmental Health Fee Schedule for plan review fees. Fees must be paid at the time the plans are submitted.



#### C) Application for approval of plans.

The plans and specifications shall be legible, be drawn reasonable to scale, and shall include:

- (1) The type of operation or establishment proposed and foods to be prepared and served.
- (2) The total area to be used for the food service operation or retail food establishment including square footage.
- (3) All portions of the premises in which the food service operation or retail food establishment are to be conducted.
- (4) Entrances and exits.
- (5) Location, number, and types of plumbing fixtures, including all water supply facilities.
- (6) Plan of lighting, both natural and artificial, with foot-candles indicated for critical surfaces.

 897 E. Iron Ave.  
Dover, OH 44622

 (330) 343-5555  
 (330) 343-1601

 [www.tchdnow.org](http://www.tchdnow.org)  
 [director@tchdnow.org](mailto:director@tchdnow.org)





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- (7) A floor plan showing the general layout of fixtures and other equipment.
- (8) Building materials and surface finishes to be used; and
- (9) An equipment list with equipment manufacturers and model numbers. Please include contact information including the name of the contact person and mailing address.

#### **D) Approval of equipment.**

All equipment used in a food service operation shall be of a type approved by the department or a recognized food service equipment testing agency, or, if not addressed by these, approved by the licenser. All equipment shall be of such material and so constructed and installed as to readily conform with rules 3701-21-04 to 3701-21-21 of the Administrative Code.

#### **WHAT IS A FOOD SERVICE OPERATION?**

“Food service operation” means a place, location, site, or separate area where food intended to be served in individual portions is prepared or served for a charge or required donation, including mobile food service operations, catering food service operations, temporary food service operations, seasonal food service operations, vending machine locations, and food delivery sales operations. As used in this definition, “served” means a response made to an order for one or more individual portions of food in a form

that is edible without washing, cooking, or additional preparation and “prepared” means any action that affects a food other than receiving or maintaining it at the temperature at which it was received.


#### **WHAT IS A RETAIL FOOD ESTABLISHMENT?**



A retail food establishment is a premise where food is stored, processed, prepared, or manufactured, or otherwise held for sale to the ultimate consumer of the food. This includes mobile, temporary, or seasonal retail operations.



#### **STRUCTURE**

List the type of interior finish for floor, walls, and ceilings. Floors are constructed of smooth, durable, and easily cleanable material. Floors coverings may be of concrete, linoleum, terrazzo, tile, or other suitable materials. If concrete is used, it must be sealed. Carpeting is prohibited in areas such as food preparation, utensil washing, food storage, bar areas and toilet room areas where urinals or toilet fixtures are located. Floor drains are needed wherever fluid waste discharges from equipment, ice machines, beverage dispensers, permanent salad bars, etc. An air gap must be provided. Floor/wall joints are to be coved. Walls and ceilings in food preparation areas and utensil washing areas must have a smooth, washable surface.

Utility service lines and pipes are to be concealed to the point of connection where reasonable. Where a problem exists in remodeling, lines may be exposed to a minimum and properly spaced in a minimum of six (6) inches above the floor and one (1) inch off the wall.

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## **VENTILATION**

An exhaust canopy is required over all ranges, griddles, ovens, deep fryers, rotisseries, and similar equipment. All ventilation equipment must be approved and inspected. Questions regarding ventilation equipment should be directed to the local building inspection agency.

## **LIGHTING**

A minimum of 50-foot candles of lighting is required on all food preparation and utensil washing areas, including bar sinks and mix stations. Lighting fixtures need to be shielded to eliminate the possibility of broken glass falling into food or utensils.

## **TOILET FACILITIES**

Doors on all toilet rooms shall be self-closing and tight fitting. Toilet rooms shall be ventilated by an open window properly screened or by mechanical exhaust to the outside air. Public toilet rooms are required for all establishments with five or more seats.

## **HANDWASHING FACILITIES**

Adequate and convenient handwashing facilities are required within the area where food is prepared, and utensils are washed. The facilities shall include hot and cold running water under pressure, soap and approved drying facilities.

## **INSTALLATION OF EQUIPMENT**

One of the basic principles concerning the installation of equipment is that


equipment is installed so that all areas of equipment and areas around shall be easily accessible for cleaning. A cove base properly sealed should be used around mounted equipment. Stainless steel is recommended on the wall behind grease producing equipment from cove base to underside of hood. Walk-in coolers and freezers must be constructed of an impervious material. Wood interior walk-ins are not approved. All cold plates must be built into ice bins.



## **BASIC REQUIREMENTS REGARDING PLUMBING FIXTURES**



Where washing and sanitizing utensils and equipment is conducted manually, a three-compartment sink of adequate size with proper drain boards is required. Hand washing sinks in food preparation and utensil washing areas are required. A utility sink (mop sink) is required for structural cleaning and disposal of wastewater. No wastewater disposal is permitted in a three-compartment sink or a hand washing sink. A food preparation sink may be required. Requirements for grease interceptors may be obtained from the Ohio Department of Commerce. Contact the local officials for information on obtaining the required building/remodeling permit.

## **SPECIAL ADDITIONAL REQUIREMENTS FOR CATERING**

1. All catering must be done from an approved and licensed permanent food service operation.
2. Transporting must be in commercial hot or cold holding containers.
3. Hot food must be maintained at 135°F or above.

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- 4. Cold food must be maintained at 41°F or below.
- 5. At all times, including while being stored, prepared, displayed, or transported, food shall be protected from potential contamination, dust, insects, rodents, unclean equipment and utensils, hair, coughs, and sneezes, by a food protector.
- 6. Caterers are not permitted to sell product by the piece to individual customers. (This activity is considered a temporary food service operation or mobile food service operation).

### **CERTIFICATION IN FOOD PROTECTION**

The objective of the Ohio Department of Health’s certification in food protection rule, 3701-21-25 of the Administrative Code, is to educate and train food personnel on effective food safety practices for preventing food-borne illness.

#### **Level One Training (as of March 1, 2010)**

The new level of training, Level One Certification in Food Protection, is a mandated training for the person in charge per shift of a risk level I, II, III, and IV food service operation or retail food establishment in the following instances:

- When a new food service operation or a new retail food establishment is licensed after March 1, 2010, unless the individual has successfully

completed an equivalent or more comprehensive certification in food protection course.

- When a food service operation or retail food establishment has been implicated in a food-borne disease outbreak.
- When the licensor has documented a failure to maintain sanitary conditions as per section 3717.29 of the Revised Code for a retail food establishment or section 3717.49 of the Revised Code for a food service operation.

#### **Level Two Training (as of March 1, 2017)**

Each risk level III and risk level IV food service operation and retail food establishment shall have at least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service obtain the level two certification in food protection according to rule 3701-21-25 of the Administrative Code.


#### **LICENSE FEES**



License fees are based upon the risk factors of the types of foods prepared or sold.


#### **Risk Level Examples:**

##### **LEVEL 1**

- Coffee, self-service fountain drinks, prepackaged non-potentially hazardous beverages
- Pre-packaged refrigerated or frozen potentially hazardous foods
- Pre-packaged non-potentially hazardous foods
- Baby food or formula

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### LEVEL 2

- Handling, heat treating, or preparing non-potentially food
- Holding for sale or serving potentially hazardous food at the same proper holding temperature at which it was received
- Heating individually packaged, commercially processed potentially hazardous foods for immediate service.

### LEVEL 3

- Handling, cutting, or grinding raw meat products
- Cutting or slicing ready-to-eat meats and cheeses
- Assembling or cooking potentially hazardous food that is immediately served, held hot or cold, or cooled
- Operating a heat treatment dispensing freezer
- Reheating in individual portions only
- Heating of a product, from an intact, hermetically sealed package and holding it hot.

### LEVEL 4

- Reheating bulk quantities of leftover food more than once every seven days
- Caterers or similar food service operations that transport potentially hazardous foods.


- 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.
- using time in lieu of temperature as a public health control for time/temperature controlled for safety food
- performs a food handling process that is not addressed, deviates, or otherwise requires a variance for the process.



### **LICENSE RENEWAL**



Licenses must be renewed by March 1st of every year. Renewal applications will be sent out by this office at the end of January every year. The application and license fee must be returned, or post marked by March 1st. There will be a late fee of 25% of the license fee for all applications received or postmarked after March 1st.

#### 15 Month Licenses

A license issued to a new food service operation or retail food establishment after the first day of December does not expire until the end of the licensing period succeeding issuance of the license.

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**FOR MORE INFORMATION:**

Tuscarawas County Health Department  
897 East Iron Ave Dover OH 44622  
Phone: 330.343.5550  
Fax: 330.365.3764

**Certification in Food Protection**

Tuscarawas County Extension Office  
419 16th Street SW New Philadelphia,  
OH 44663  
330.339.2337 (Ask for Chris Kendle)

**State Building Plan Review/Inspection**

East Central Ohio Building Authority  
339 Oxford St Dover OH 44622  
Phone: 330.364.3164  
Fax: 330.364.4690  
[ecohba.com](http://ecohba.com)

\*Note ECOHBA has jurisdiction over all areas of Tuscarawas County except the municipalities of Bolivar, Newcomerstown, Port Washington, and Roswell. For these municipalities, contact the Ohio Department of Commerce.

**Plumbing**

Ohio Department of Commerce Industrial Compliance Division  
6606 Tussing Rd, PO Box 4009  
Reynoldsburg, OH 43068-9009  
Phone: 614.644.2622  
[www.com.state.oh.us](http://www.com.state.oh.us)

**Canton Office**

OH Dept. of Commerce  
4661 Belpar St Canton OH 44718  
Phone: 330.492.1341

**Tuscarawas County Auditor**

125 East High Ave New Philadelphia OH 44663  
Phone: 330.364.8811 ext. 3221  
Fax: 330.365.3281  
[www.co.tuscarawas.oh.us/Auditors/Auditor.htm](http://www.co.tuscarawas.oh.us/Auditors/Auditor.htm)

- New business guide
- Phone numbers for municipality income tax offices
- Types of business entities

**Ohio EPA Southeast District Office**

2195 Front St Logan OH 43138  
Phone: 740.385.8501  
Toll Free: 800.686.7330  
[www.epa.state.oh.us/sedo/x\\_tuscarawas.htm](http://www.epa.state.oh.us/sedo/x_tuscarawas.htm)


- Permits for on-site wastewater treatment systems, storm sewers, and discharging wastewater
- License to operate a public drinking water system



**Ohio Department of Commerce**


**Division of Liquor Control**

6606 Tussing Rd, PO Box 4005  
Reynoldsburg, Ohio 43068-9005  
Licensing Section Phone: 614.644.2360  
General Information Phone 614.644.2431  
[www.liquorcontrol.ohio.gov](http://www.liquorcontrol.ohio.gov)

- Obtaining a liquor license
- Types of licenses available
- Tax requirements
- Resource directory

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