

Information about Plan Review Process for Facility's Seeking a Food Service Operation or Retail Food Establishment License

There are three scenarios in which plans must be submitted to the Cuyahoga County Board of Health (CCBH) before a license can be issued and food can be prepared and served: New construction of a facility, extensive remodeling of an existing facility, or reopening of an existing facility that has been closed for longer than one year.

A complete plan review packet submittal will include a CCBH completed plan review application, two complete sets of blue prints/drawings, a menu, and the appropriate fee. All of these items are required for a plan review packet to be accepted by the Board of Health for review. Plan review packets that are missing any of this information will be considered incomplete and the approval process will be delayed. When a complete plan review packet is accepted by CCBH, they shall be acted upon with in (30) days of receipt. The fee for plan review is \$185.00 or \$150.00 depending on your facility's risk category. To determine the plan review fee for your facility refer to page three of the plan review application.

The plans and specifications submitted for approval to the Board of Health shall be of professional quality, legible drawn in detail to scale, and include to following information:

- ___ Menu or food list
- ___ Floor plan including the total area to be used for the food service, equipment, fixtures, and general layout of all areas used(with scale)
- ___ List of all Commercial equipment including manufacturers and model numbers
- ___ Location, number and types of plumbing fixtures including 3 compartment sink, hand washing sinks, mop sink, and food prep sink.
- ___ Plan of natural and artificial lighting (must be >50 foot candles in food prep areas)
- ___ Building materials and surface finishes to be used, include trade names and manufacturer for the floors, walls and ceilings (washable, i.e. vinyl coated tiles)

Two sets of blue prints/ drawings with the above information are required. For a complete detailed list of the contents required for a plan review packet submittal, look at the plan content check list on page two of the plan review application.

REMINDER: Plans that are missing any of the required information will be considered incomplete and the approval process will be delayed. After 30 days, incomplete plans may be disapproved. A new application with plans and fee will then be required.

After a complete plan review packet has been submitted and approved, one needs to apply for a food service operation/ retail food establishment license(FSO/RFE Application). After applying for a license one must schedule a precensensing inspection with the sanitarian in the city which the facility is located prior to preparing, serving, and selling any foods or food products.

If a food service operation/ retail food establishment does not have at least one employee per shift who is trained in food safety, then the facility must have employees take the Person in Charge food safety class or ServSafe to meet this requirement.

Finally, remember to check with your local building department and fire department for any other additional requirements that they may have.

For more information please call CCBH Environmental Service Area Plan Examiners:
at 216-201-2020