

Opening a Food Service Operation or Retail Food Establishment



Things to Remember:

Plan Review must be performed for new facilities or remodeled/altered facilities.

The type of equipment needed will depend on the foods to be prepared, cooked, and served.

The class level will depend on how and what types of foods are being prepared and served.

This packet includes:

Offices that may need contacted and why.

The process from start to finish.

Equipment and food service areas that may be required.

A checklist to ensure facility is inspection ready.

Fee Schedule

Documentation that must be submitted to the Health Dept.

Who to contact and why.

OFFICE	SERVICE	PHONE NUMBER
Ohio Department of Commerce - Building Code Compliance	Structural, Electrical, Plumbing, and Fire Inspections Occupancy Permit for building	1-614-644-2223
Vinton County Health Department	Plan Review; facility inspections; Retail Food Establishment, Food Service Operation, Vending, or Mobile Food or Retail Food Li- censes	1-704-596-0473 Or 1-800-596-5233
Ohio Department of Commerce - Division of Liquor Control	Liquor License	1-614-644-2360
Ohio Environmental Protection Agency	Wastewater Permit / System Ap- proval, if applicable Drinking Water Permit, if applica- ble	1-800-621-8431
Ohio Department of Taxation	Vendor's License	1-888-405-4089
Ohio Department of Agriculture	License wholesale operations and home bakeries, bakeries, Frozen Foods Business, Cannery, Bottling business, Syrups and Extracts manufacturing, Cold Storage warehousing	1-614-728-6250
McArthur Water Department	Potable water	1-740-596-4060
McArthur Sewer Department	Sewer connection	1-740-596-4322
Hamden Water Department	Potable water	1-740-384-5359
Hamden Sewer Department	Sewer Connection	1-740-384-5359
Le-Ax Water	Potable water	1-740-594-0123
Ross County Water	Potable water	1-740-774-4117
Jackson County Water	Potable water	1-740-286-5929



The process from start to finish:

Step 1: Have a location and menu ready.

Step 2: Find out if the building has been used as a food service operation or retail food establishment, if the building is pre-existing, or have engineered plans drawn up for a new location.

Step 3: Submit plans for a new or existing facility (plans shall include the floor, wall, ceiling, equipment and lighting schedules), plan review fee, and any other documentation (ex. Level one certifications for food safety) requested to the Vinton County Health Department.

Step 4: Contact the Department of Commerce to obtain an occupancy permit.

Step 5: Schedule a pre-licensing inspection once all documentation has been submitted and approved by the Vinton County Health Department.

Step 6: Complete and pay for the license application once the health department determines which level the food service operation or retail food establishment will be.

Step 7: License will be issued by the Vinton County Health Department provided all documentation has been submitted and the pre-licensing inspection indicates facility is ready for operation.

A retail food establishment (RFE) sells mostly prepackaged foods.

A food service operation (FSO) sells mostly non-prepackaged foods



Equipment and food service areas that may be required.

- **Equipment** and required areas in a facility shall reflect what types of foods are being prepared, cooked, and sold.
 - **Handwashing sinks** are required to be conveniently accessible in all facilities with soap, warm water, and hand drying provisions.
 - **Vegetable prep sink** will be required if any vegetables are being prepared/washed. This sink is required to have an indirect drain.
 - **A utility sink** (mop/service sink) is required to properly clean mops and cleaning tools.
 - **Dishwashing sink (3-compartment sink)** is required for any facility that utilized dishes or utensils. The sink shall be large enough to properly fit the largest dish or equipment that is required to be wash-rinsed-sanitized, and have adequate air drying area nearby.
 - **Adequate dry storage space.**
 - **Chemical storage area.**
 - **Employee area.**
 - **Kitchen prep area** with smooth and easily cleanable surfaces with proper lighting, if food preparation is to occur.
 - **Refuse area** shall be impermeable.
 - **All floors, walls and surfaces** shall be smooth and easily cleanable.
- Example: If you are going to cook vegetable soup, hot hold it for the day, cool it to reheat the next day, the equipment needed would be: hand washing sink to wash your hands, a vegetable prep sink to wash and prepare vegetables, a stove to cook the soup, proper hot holding equipment to keep the soup hot, a thermometer to ensure temperatures are being maintained, an area and equipment (ex. cooling ice stick, and shallow pans) to cool the food properly, an approved refrigerator to properly hold the food cold until the next day, and a warmer capable of reheating the food to 165 degrees F for at least 15 seconds in no more than two hours, a three-bowl sink capable of holding the largest piece of equipment to properly wash-rinse-sanitize, and a utility sink to make and dispose of mop water.

Adequate Lighting

The lights in a facility will be required to be provide enough illumination to ensure safe working conditions and to provide proper lighting for cleaning. The lights shall also have protective coverings if over food prep surfaces or food contact areas (refrigerators).

Foot Candle (cf) requirements for lighting

50 cf - cooking areas, food prep areas, food service area

20 cf - customer self service, inside equipment, handwashing area, dishwashing, utensil storage, restrooms

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

Equipment

Commercial equipment is preferred and should be NSF approved. If non-NSF equipment is used, the local health department shall approve after the operator demonstrates equipment can perform to standards.

Cold holding equipment shall maintain at least 41°F or below and shall have a means to monitor temperatures. Equipment shall be large enough to prevent overstocking.

Hot holding equipment shall maintain at least 135 °F or above.

Ensure there is enough space in coolers, freezers, and dry storage to prevent overstocking.

Sufficient work table space shall be available for food preparation and air drying of washed equipment.

Vinton County Health Department



Plan Review Fee: 50% of licensing fee

FSO and RFE Licensing Fees:

(as of the 2021 licensing year)

	<25,000sq.ft	>25,000sq.ft.
Risk Class 1	\$167.00	\$230.00
Risk Class 2	\$184.00	\$241.00
Risk Class 3	\$331.00	\$783.00
Risk Class 4	\$412.00	\$829.00

Food Safety Education

Having an educated staff in food safety is a necessity in opening a RFE or FSO. Each person in charge per shift shall have taken and passed a person in charge certification course in food safety. Each risk level 3 and 4 facilities are required to have at least one employee with manager certification. A list of approved courses can be found at <https://odh.ohio.gov/know-our-programs/food-safety-program/food-safety-certification/food-safety-certification>

The Ohio Food Code can be found at:
www.vintonohhealth.org

Documentation that must be submitted to the Vinton County Health Department

- Submit plan review, which consists of facility plans, plan review application, and payment.
- Provide documentation of water source for building being used for Establishment.
- Provide documentation on septic approval through EPA or proof of sewer connection.
- Provide list (menu) of foods that will be sold/served.
- Provide final inspection approval for Fire, Building, Electrical and Plumbing
- Provide equipment list complete with model # and serial #.
- Provide documentation that a level one certification course (or equivalent) on food safety has been passed and completed by every person that will be in charge of the FSO or RFE.
- Completed license application to conduct a Retail Food Establishment (RFE) or Food Service Operation (FSO).



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Checklist before scheduling Final Inspection

- Contacted the local health department.
- Make a menu/list and plan on what types of foods are going to be prepared/served/sold.
- Submitted plans to the Department of Commerce building department.
- Submitted plans, fee, and other requested documentation to the local health department.
- Occupancy permit obtained through the Department of Commerce.
- Water and sewer connected and working. (Test for microbiological standards, if required)
- Construction is complete.
- All equipment is in facility and is operational.
- Application for food license has been completed and returned to the local health department.
- Each person in charge per shift obtained a level one certification.

Once all of the above have been performed, a pre-licensing or final inspection can be scheduled with the local health department.