

# 2023 FSO/RFE PLAN REVIEW APPLICATION

**SUBMIT ALL OF THE REQUIRED INFORMATION AND FEE (IF APPLICABLE) TO:**

**PIKE COUNTY GENERAL HEALTH DISTRICT**  
**Attn. Environmental Health – Food Division**  
**116 S Market St., Waverly, Ohio 45690**  
**Phone: (740) 947-7721 Fax: (740) 947-1109**

<b>Code</b>	The Ohio Administrative Code (OAC) Chapter 3717-1 <b><u>Ohio Uniform Food Safety Code</u></b> can be viewed in its entirety at the following websites under the final rule’s sections:  Ohio Dept. of Health: <a href="http://www.odh.ohio.gov">www.odh.ohio.gov</a> Ohio Dept. of Ag.: <a href="http://www.agri.ohio.gov">www.agri.ohio.gov</a>
<b>Cost</b>	<b>Plan review &amp; licensing fees are located on Chart B</b> <b>The type of license and associated fee(s) is determined by all of the following:</b>  <b>1. Primary type of business (FSO or RFE), -</b> <ul style="list-style-type: none"> <li>○ Note: When the activities of a RFE and a FSO are carried on within the same facility by the same person or government entity the determination will be based on the greater sales volume/anticipated sales volume as determined by criteria outlined in OAC 3717-1-02 “Determination of the primary business of a facility for purpose of licensure.”</li> </ul> <b>2. The size of a facility</b> [Small (<25,000 sq. ft.) or Large (>25,000 sq. ft.)], <b>3. If the facility is classified as commercial or non-commercial, and – SEE DEFINITION(S) BELOW</b> <b>4. The risk classification (Class I, II, III or IV) – SEE CHART A</b>
<b>Primary type of business</b>	<b>“Food service operation” (ORC 3717.01F)</b> 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. As used in this division, “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. Except when expressly provided otherwise, “food service operation” includes a catering food service operation, food delivery sales operation, mobile food service operation, seasonal food service operation, temporary food service operation, and vending machine location.
	<b>“Retail food establishment” (ORC 3717.01C)</b> means a premises or part of a premises where food is stored, processed, prepared, manufactured, or otherwise held or handled for retail sale. Except when expressly provided otherwise, “retail food establishment” includes a mobile retail food establishment, seasonal retail food establishment, and temporary retail food establishment. As used in this division: (1) “Retail” means the sale of food to a person who is the ultimate consumer. (2) “Prepared” means any action that affects a food, including receiving and maintaining it at the temperature at which it was received.
<b>Commercial Vs Non-Commercial</b>	<b>“Noncommercial food service operation” (OAC 3701-21M)</b> means a food service operation as described in Chapter 3717 of the Revised Code, conducted by any of the following: an agency of the government, a church, school, non-profit youth group whose membership consists primarily of persons aged eighteen or younger, or an organization which is described in subsection 501(c)(3) and are tax exempt under subsection 501(a) of the Internal Revenue Code.
	<b>“Noncommercial retail food establishment” (OAC 901:3-4-01L)</b> means a retail food establishment as described in Chapter 3717. of the Revised Code, conducted by any of the following: an agency of government, a church, school, non-profit youth group whose membership consists primarily of persons aged eighteen or younger, or an organization which is described in subsection 501(c)(3) and is tax exempt under subsection 501(a) of the Internal Revenue Code.

**CHART A – RISK LEVEL DETERMINATION**

The licenser shall determine the risk level based on the highest risk level activity of the RFE (OAC 901:3-4-05) or FSO (OAC 3701-21-02.3) in accordance with the following criteria:

<p align="center"><b>RISK LEVEL</b></p> <p align="center"><b>1</b></p>	<p>Poses potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates.</p>	<p><u>Examples include, but are not limited to, an operation that offers for sale or sells:</u></p> <p>(1) Coffee, self-service fountain drinks, prepackaged non-potentially hazardous beverages; (2) Pre-packaged refrigerated or frozen potentially hazardous foods; (3) Pre-packaged non-potentially hazardous foods; or (4) Baby food or formula. Also, a “food delivery sales operation” as defined in division (H) of section 3717.01 of the Revised Code shall be classified as risk level I.</p>
<p align="center"><b>RISK LEVEL</b></p> <p align="center"><b>2</b></p>	<p>Poses a higher potential risk to the public than risk level I because of hand contact or employee health concerns but minimal possibility of pathogenic growth exists.</p>	<p><u>Examples include, but are not limited to:</u></p> <p>(1) Handling, heat treating, or preparing non-potentially hazardous food; (2) Holding for sale or serving potentially hazardous food at the same proper holding temperature at which it was received; or (3) Heating individually packaged, commercially processed potentially hazardous foods for immediate service.</p>
<p align="center"><b>RISK LEVEL</b></p> <p align="center"><b>3</b></p>	<p>Poses a higher potential risk to the public than risk level II because of the following concerns: proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption or processing a raw food product requiring bacterial load reduction procedures in order to sell it as ready-to-eat.</p>	<p><u>Examples include, but are not limited to:</u></p> <p>(1) Handling, cutting, or grinding raw meat products; (2) Cutting or slicing ready-to-eat meats and cheeses; (3) Assembling or cooking potentially hazardous food that is immediately served, held hot or cold, or cooled; (4) Operating a heat treatment dispensing freezer; (5) Reheating in individual portions only; or (6) Heating of a product, from an intact, hermetically sealed package and holding it hot.</p>
<p align="center"><b>RISK LEVEL</b></p> <p align="center"><b>4</b></p>	<p>Poses a higher potential risk to the public than risk level III because of concerns associated with: handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw potentially hazardous meat, poultry product, fish, or shellfish or a food with these raw potentially hazardous items as ingredients; 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; or using time in lieu of temperature as a public health control for potentially hazardous food or performs a food handling process that is not addressed, deviates, or otherwise requires a variance for the process.</p>	<p><u>Examples include, but are not limited to:</u></p> <p>(1) Reheating bulk quantities of leftover potentially hazardous food more than once every seven days; or (2) Caterers or other similar food service operations that transport potentially hazardous food.</p>

**CHART B – 2023 FSO & RFE LICENSING & PLAN REVIEW FEES SCHEDULE**

RISK CLASS CATEGORIES for FSO and RFE		2023 PLAN REVIEW FEE 50 % of Health Dept. FEE	2023 ANNUAL LICENSING FEE
<b>SMALL &lt;25,000 sq. ft.</b>			
<b>Risk 1</b>	Commercial	<b>\$98.50</b>	<b>\$197.00</b>
<b>Risk 2</b>	Commercial	<b>\$109.00</b>	<b>\$218.00</b>
<b>Risk 3</b>	Commercial	<b>\$186.00</b>	<b>\$372.00</b>
<b>Risk 4</b>	Commercial	<b>\$231.00</b>	<b>\$462.00</b>
<b>LARGE &gt;25,000 sq. ft.</b>			
<b>Risk 1</b>	Commercial	<b>\$134.00</b>	<b>\$268.00</b>
<b>Risk 2</b>	Commercial	<b>\$140.00</b>	<b>\$280.00</b>
<b>Risk 3</b>	Commercial	<b>\$436.00</b>	<b>\$872.00</b>
<b>Risk 4</b>	Commercial	<b>\$461.00</b>	<b>\$922.00</b>
<b>State Fee</b>	<b>This fee will be added to all license</b>		<b>\$28.00</b>

**Required Ohio Certification OAC 3701-21-25 went into effect March 1, 2010**

The objective of the Ohio Department of Health (ODH)'s certification in food protection rule, of the Administrative Code, is to educate and train food personnel on effective food safety practices for preventing foodborne illness. Certification in food protection training consists of two levels.

**Person-In-Charge:** 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 FSO and RFE in the following instances:

- o **When a new FSO or RFE is licensed after March 1, 2010 unless the individual has successfully completed an equivalent or more comprehensive certification in food protection course.**
- o When a FSO or RFE has been implicated in a foodborne disease outbreak.
- o When the licensor has documented a failure to maintain sanitary conditions as per section 3717.29 of the Revised Code for a RFE or section 3717.49 of the Revised Code for an FSO.

**Manager Certification:** The level two certification in food protection, which has been the certification program since 1973, is a more extensive training for the food manager and meets the requirement for demonstration of knowledge in rule OAC 3717-1-02.4 (B)

The new level of training, Level Two Certification in Food Protection, is a **mandated training for a risk level III, and IV FSO and RFE**. The ODH's website offers a current list of approved course materials and providers for the Person-In-Charge Certification and Manager Certification in Food Protection Training.

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/food-safety-program/food-safety-certification>

Questions regarding the Certification in Food Protection should be directed to the ODH's food safety staff at:  
**Ohio Department of Health - Food Safety Program, 246 North High St., Columbus, Ohio 43215**

**CHART C – VARIOUS CONTACT AGENCIES**

<p>Department of Commerce - Bureau of Construction Compliance Reynoldsburg Central Office, 6606 Tussing Rd., PO 4009 Reynoldsburg, Ohio 43068-9009 Customer Service: (614) 644-2622 or (800) 523-3581</p> <p>Department of Commerce – Division of Liquor Control Phone:(614) 644-3155</p> <p>www.com.state.oh.us</p>	<p>Re: Building, electrical, permits Liquor licensing requirements, etc.</p>
<p>Ohio EPA – Division of Surface Water – SW District Office 401 E. Fifth St., Dayton, Ohio 45402 Phone:(800) 686-8930 or (937) 285-6357</p>	<p>Re: use of a private well and/or the use of a private sewage system.</p> <p>You may also contact the Pike County General Health District for clarification of when Ohio EPA approval is required.</p>
<p>Ohio Dept. of Agriculture, 8995 E. Main St., Reynoldsburg, Ohio 43068 Phone: (800) 282-1955 or (614) 728-6250 – Food Division</p>	<p>Re: Labeling requirements, wholesale items, farm/farmers markets, dairy production, etc.</p>
<p>Ohio Department of Commerce Division of Industrial Compliance 6606 Tussing Rd. P.O. Box 4009 Reynoldsburg, Ohio 43068-9009 (614) 644-2223</p>	<p>Re: Plumbing inspections</p>
<p>Your Local fire authority or the State Fire Marshall (614) 728-5460</p>	<p>Re: Fire Code Requirements and inspections</p>
<p>Bureau of Motor Vehicles, Sheriff’s office, or other agencies</p>	<p>Re: the road worthiness of your mobile food units.</p>
<p>Pike County Auditor Phone: (740) 947-4125</p>	<p>Re: vendor licenses</p>
<p>Ross County Building Inspector (740) 773-7200</p>	<p>Re: occupancy, building, electrical permits</p>
<p>Ohio Job &amp; Family Services – Child Day Cares (614) 466-1213</p>	<p>Re: Day care requirements</p>

Telephone: **(614) 466-1390**      Fax: **(614) 466-4556**      E-mail: **BEH@odh.ohio.gov**

## CHART D – FSO/RFE Exempt from Licensing

### (A) The following are not food service operations:

- (1) A RFE licensed under this chapter, including a RFE that provides the services of a FSO pursuant to an endorsement issued under section ORC 3717.24
- (2) An entity exempt from the requirement to be licensed as a RFE under division of section 3717.22(B) of the Revised Code;
- (3) A business or that portion of a business that is regulated by the federal government or the department of agriculture as a food manufacturing or food processing business, including a business or that portion of a business regulated by the department of agriculture under Chapter 911., 913., 915., 917., 918., or 925. of the Revised Code.

### (B) All of the following are exempt from the requirement to be licensed as a food service operation:

- (1) A private home in which individuals related by blood, marriage, or law reside and in which the food that is prepared or served is intended only for those individuals and their nonpaying guests;
- (2) A private home operated as a bed-and-breakfast that prepares and offers food to guests, if the home is owner-occupied, the number of available guest bedrooms does not exceed 6, breakfast is the only meal offered, and the number of guests served does not exceed 16.
- (3) A stand operated on the premises of a private home by 1 or more children under the age of 12, if the food served is not potentially hazardous;
- (4) A residential facility that accommodates not more than 16 residents; is licensed, certified, registered, or otherwise regulated by the federal government or by the state or a political subdivision of the state; and prepares food for or serves food to only the residents of the facility, the staff of the facility, and any nonpaying guests of residents or staff;
- (5) A church, school, fraternal or veterans' organization, volunteer fire organization, or volunteer emergency medical service organization preparing or serving food intended for individual portion service on its premises for not more than 7 consecutive days or not more than 52 separate days during a licensing period. This exemption extends to any individual or group raising all of its funds during the time periods specified in division (B)(5) of this section for the benefit of the church, school, or organization by preparing or serving food intended for individual portion service under the same conditions.
- (6) A common carrier that prepares or serves food, if the carrier is regulated by the federal government;
- (7) A FSO serving 13 or fewer individuals daily;
- (8) A type A or type B family day-care home, as defined in section 5104.01 of the Revised Code, that prepares or serves food for the children receiving day-care;
- (9) A vending machine location where the only foods dispensed are foods from one or both of the following categories: (a) Prepackaged foods that are not potentially hazardous; (b) Nuts, panned or wrapped bulk chewing gum, or panned or wrapped bulk candies.
- (10) A place servicing the vending machines at a vending machine location described in division (B)(9) of this section;
- (11) A commissary servicing vending machines that dispense only milk, milk products, or frozen desserts that are under a state or federal inspection and analysis program;
- (12) A "controlled location vending machine location," which means a vending machine location at which all of the following apply: (a) The vending machines dispense only foods that are not potentially hazardous; (b) The machines are designed to be filled and maintained in a sanitary manner by untrained persons; (c) Minimal protection is necessary to ensure against contamination of food and equipment.
- (13) A private home that prepares and offers food to guests, if the home is owner-occupied, meals are served on the premises of that home, the number of meals served does not exceed 115 per week, and the home displays a notice in a place conspicuous to all of its guests informing them that the home is not required to be licensed as a food service operation;
- (14) An individual who prepares full meals or meal components, such as pies or baked goods, in the individual's home to be served off the premises of that home, if the number of meals or meal components prepared for that purpose does not exceed 20 in a 7-day period.



**(A) The following are not retail food establishments:**

- (1) A FSO licensed under this chapter, including a FSO that provides the services of a RFE pursuant to an endorsement issued under section 3717.44 of the Revised Code;
- (2) An entity exempt under divisions (B)(1) to (9) or (11) to (13) of section 3717.42 of the Revised Code from the requirement to be licensed as a FSO and an entity exempt under division (B)(10) of that section if the entity is regulated by the department of agriculture as a food processing establishment under section 3715.021 of the Revised Code;
- (3) A business or that portion of a business that is regulated by the federal government or the department of agriculture as a food manufacturing or food processing business, including a business or that portion of a business regulated by the department of agriculture under Chapter 911., 913., 915., 917., 918., or 925. of the Revised Code.

**(B) All of the following are exempt from the requirement to be licensed as a retail food establishment:**

- (1) An establishment with commercially prepackaged foods that are not potentially hazardous and contained in displays, the total space of which equals less than 200 cubic feet;
- (2) A person at a farmers market that is registered with the director of agriculture pursuant to section 3717.221 of the Revised Code that offers for sale only one or more of the following: (a) Fresh unprocessed fruits or vegetables; (b) Products of a cottage food production operation; (c) Maple syrup, sorghum, or honey that is produced by a maple syrup or sorghum producer or beekeeper described in division (A) of section 3715.021 of the Revised Code; (d) Commercially prepackaged food that is not potentially hazardous, on the condition that the food is contained in displays, the total space of which equals less than 100 cubic feet on the premises where the person conducts business at the farmers market.
- (3) A person who offers for sale at a roadside stand only fresh fruits and fresh vegetables that are unprocessed;
- (4) A nonprofit organization exempt from federal income taxation under section 501(c)(3) of the "Internal Revenue Code of 1986," 100 Stat. 2085, 26 U.S.C.A. 1, as amended, that raises funds by selling foods that are not potentially hazardous for not more than 7 consecutive days or more than 52 separate days during a licensing period. This exemption extends to any individual or group raising all of its funds during the time periods specified in division (B)(4) of this section for the benefit of the nonprofit organization by selling foods under the same conditions.
- (5) An establishment that offers food contained in displays of less than 500 square feet, and if required to be licensed would be classified as risk level one pursuant to rules establishing licensing categories for retail food establishments adopted under section 3717.33 of the Revised Code, on the condition that the establishment offers the food for sale at retail not more than 6 months in each calendar year;
- (6) A cottage food production operation, on the condition that the operation offers its products directly to the consumer from the site where the products are produced;
- (7) A maple syrup and sorghum processor and beekeeper described in division (A) of section 3715.021 of the Revised Code, on the condition that the processor or beekeeper offers only maple syrup, sorghum, or honey directly to the consumer from the site where those products are processed;
- (8) A person who annually maintains 500 or fewer birds, on the condition that the person offers the eggs from those birds directly to the consumer from the location where the eggs are produced or at a farm product auction to which division (B)(11) of this section applies;
- (9) A person who annually raises and slaughters 1000 or fewer chickens, on the condition that the person offers dressed chickens directly to the consumer from the location where the chickens are raised and slaughtered or at a farm product auction to which division (B)(11) of this section applies;
- (10) A person who raises, slaughters, and processes the meat of nonamenable species described in divisions (A) and (B) of section 918.12 of the Revised Code, on the condition that the person offers the meat directly to the consumer from the location where the meat is processed or at a farm product auction to which division (B)(11) of this section applies;
- (11) A farm product auction, on the condition that it is registered with the director pursuant to section 3717.221 of the Revised Code that offers for sale at the farm product auction only one or more of the following: (a) The products described in divisions (B)(8) to (10) of this section that are produced, raised, slaughtered, or processed, as appropriate, by persons described in divisions (B)(8) to (10) of this section; (b) Fresh unprocessed fruits or vegetables; (c) Products of a cottage food production operation; (d) Maple syrup, sorghum, or honey that is produced by a maple syrup or sorghum producer or beekeeper described in division (A) of section 3715.021 of the Revised Code.

- **(12)** An establishment that, with respect to offering food for sale, offers only alcoholic beverages or prepackaged beverages that are not potentially hazardous;
- **(13)** An establishment that, with respect to offering food for sale, offers only alcoholic beverages, prepackaged beverages that are not potentially hazardous, or commercially prepackaged food that is not potentially hazardous, on the condition that the commercially prepackaged food is contained in displays, the total space of which equals less than 200 cubic feet on the premises of the establishment;
- **(14)** An establishment that, with respect to offering food for sale, offers only fountain beverages that are not potentially hazardous;
- **(15)** A person who offers for sale only one or more of the following foods at a festival or celebration, on the condition that the festival or celebration is organized by a political subdivision of the state and lasts for a period not longer than seven consecutive days: (a) Fresh unprocessed fruits or vegetables; (b) Products of a cottage food production operation; (c) Maple syrup, sorghum, or honey if produced by a maple syrup or sorghum processor or beekeeper as described in division (A) of section 3715.021 of the Revised Code; (d) Commercially prepackaged food that is not potentially hazardous, on the condition that the food is contained in displays, the total space of which equals less than one hundred cubic feet; (e) Fruit butter produced at the festival or celebration and sold from the production site.
- **(16)** A farm market on the condition that it is registered with the director pursuant to section 3717.221 of the Revised Code that offers for sale at the farm market only one or more of the following: (a) Fresh unprocessed fruits or vegetables; (b) Products of a cottage food production operation; (c) Maple syrup, sorghum, or honey that is produced by a maple syrup or sorghum producer or beekeeper described in division (A) of section 3715.021 of the Revised Code; (d) Commercially prepackaged food that is not potentially hazardous, on the condition that the food is contained in displays, the total space of which equals less than one hundred cubic feet on the premises where the person conducts business at the farm market; (e) Cider and other juices manufactured on site at the farm market; (f) The products or items described in divisions (B)(8) to (10) of this section, on the condition that those products or items were produced by the person offering to sell them, and further conditioned that, with respect to eggs offered, the person offering to sell them annually maintains five hundred or fewer birds, and with respect to dressed chickens offered, the person annually raises and slaughters one thousand or fewer chickens.

<b>2023</b> <b>PIKE COUNTY GENERAL HEALTH DISTRICT</b> <b>FSO/RFE PLAN REVIEW APPLICATION</b>	<b>Submit to:</b> <b>Attn. Environmental Health – Food Division</b> <b>116 S. Market St., Waverly, Ohio 45690</b> <b>Phone: (740) 947-7721 Fax: (740) 947-1109</b>
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According to **OAC 3701-21-03**: Facility layout and equipment specifications are required to be submitted to the local health department for all new or extensively altered food service or food establishment operations. This office will act upon these specifications within 30 days of receipt.

<b>Name of Proposed facility:</b> _____  Address: _____ City: _____ State _____ Zip _____  Telephone: (____) _____ Township: _____
<b>Name of Owner or Owner’s Representative:</b> _____  Mailing Address: _____ City: _____ State _____ Zip _____  Telephone: (____) _____ Fax: (____) _____ E-mail Address: _____
Will this be a <input type="checkbox"/> <b>Retail Food Establishment</b> or a <input type="checkbox"/> <b>Food Service Operation</b>
Total Square Feet of Facility: _____
Seating capacity: _____
Is this a: <input type="checkbox"/> <b>New facility</b> (new construction or a facility that has not been licensed in the last year) or <input type="checkbox"/> <b>Remodel of a currently licensed facility</b>
List hours of operation: _____
Projected date of completion of project: ___/___/___

Your application must comply with the **ORC 3717-1-09**. The facility layout and equipment specifications submitted for the approval of the licenser shall clearly confirm that the applicable provisions of Chapter **3717-1** of the Administrative Code can be met.

**The following must accompany this application:**

1. **Equipment list** with equipment manufacturers and model numbers. Food equipment that is acceptable for use in a FSO or RFE shall be approved as specified under rule 3717-1- 04.1 (KK) of the Administrative Code.
2. **Menu:** The type of operation or establishment proposed and foods to be prepared and served
3. **Plans:** The facility layout and specifications shall be legible, be drawn reasonably to scale, and shall include:
  - ① The total area to be used for the FSO/RFE including square footage.
  - ② All portions of the premises in which the FSO/RFE are to be conducted.
  - ③ Entrances and exits
  - ④ Location, number, and types of plumbing fixtures, including all water supply facilities.
  - ⑤ Plan of lighting, both natural and artificial, with foot-candles indicated for critical surfaces.
  - ⑥ A floor plan showing the general layout of fixtures and other equipment.
  - ⑦ Building materials and surface finishes to be used.





**Please provide the following information regarding the proposed/remodeled facility.** If information can be found on attached plans, please indicate plan page number next to the question. If there are items that you are unsure of, please place a “?” mark next to the question, these items will need to be addressed prior to licensing during pre-licensing inspections.

**Section 1: OPERATION TYPE – used to help determine your licensing category.**

Type of service: (☑ check all that apply):	
<input type="checkbox"/> Restaurant <input type="checkbox"/> Grocery Store <input type="checkbox"/> Caterer <input type="checkbox"/> Church <input type="checkbox"/> Daycare <input type="checkbox"/> Nursing Home/ Assisted living <input type="checkbox"/> Salvage store <input type="checkbox"/> Bar <input type="checkbox"/> Hospital <input type="checkbox"/> Community center <input type="checkbox"/> Snack bar <input type="checkbox"/> Commissary for vending/mobile <input type="checkbox"/> Sit Down Meals <input type="checkbox"/> Take Out Foods <input type="checkbox"/> Deli <input type="checkbox"/> Bakery <input type="checkbox"/> Butcher Shop/meat dept. <input type="checkbox"/> Fresh Produce Sales <input type="checkbox"/> Salad Bar <input type="checkbox"/> Hot Buffet <input type="checkbox"/> Grocery items <input type="checkbox"/> Baby Food Sales <input type="checkbox"/> Other _____	
<input type="checkbox"/> No <input type="checkbox"/> Yes	Will meals be served <u>if yes</u> what type: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Catered
<input type="checkbox"/> No <input type="checkbox"/> Yes	Will this be a seasonal operation (opened less than 6 months per year)? <b><u>If yes,</u></b> list the months that your facility will operate:

**Section 2: FOOD**

<b><u>Reminders:</u> A menu and equipment list must be submitted along with this application. All food, food contact supplies, and equipment must be from inspected and approved sources.</b>	
Approximately how often will you be receiving food deliveries? <input type="checkbox"/> Daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> other _____	
Where will the main dry food storage space(s) be located?	
Where will the main paper goods storage space(s) be located	
Total Number: <b>Refrigeration units:</b> _____ <b>Freezer units:</b> _____	
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Will any food be stored cold using methods other than in a refrigerator or a freezer such as stored on ice, in insulated coolers etc.? If yes, list types of foods and procedures on how these items will be stored:
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Will any equipment be located outside? If yes, indicate type and location on plans.
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Will there be any outside storage buildings? If yes, what will be stored there?
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Will raw meats/ poultry/seafood be stored in refrigerators with cooked/ready-to-eat foods?
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Will your facility have fountain drinks, coffee, beverage machines?
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Will your facility be using ice? If yes: <input type="checkbox"/> <b>Purchased commercially</b> or <input type="checkbox"/> <b>made on premises</b>
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Will your facility be delivering food items
<input type="checkbox"/> N/A or Check	Types of foods to be washed prior to use/sale: <input type="checkbox"/> seafood, <input type="checkbox"/> pork/beef, <input type="checkbox"/> poultry, <input type="checkbox"/> produce.
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Will ingredients for cold ready-to-eat foods (i.e., tuna, mayonnaise, and eggs for salads) be pre-chilled before mixed/assembled?
<input type="checkbox"/> N/A or List	Types of food prepared <u>more than 12 hours</u> in advance of service:
<input type="checkbox"/> N/A or Describe	Other types of food preparation:
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Will your operation be offering any hot food item? <b><u>If yes:</u></b> Make sure all cooking/receiving/heating or holding equipment is listed on your equipment list
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Will your operation be thawing food items for preparation or for sale? <b><u>If yes,</u></b> ☑ check and how items will be thawed. <input type="checkbox"/> <b>Refrigeration,</b> <input type="checkbox"/> <b>Running water,</b> <input type="checkbox"/> <b>Cooked frozen,</b> <input type="checkbox"/> <b>Microwave,</b> <input type="checkbox"/> <b>Other:</b>
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Will your operation be cooling any food items? If yes, check types of items to be cooled: <input type="checkbox"/> <b>Thick meats (roasts etc.)/Thin meats (steaks, chops, etc.)</b> <input type="checkbox"/> <b>Seafood:</b> <input type="checkbox"/> <b>Poultry</b> <input type="checkbox"/> <b>Hot foods (Soups, gravies etc.)</b> <input type="checkbox"/> <b>Cold foods (Tuna/Potato Salads etc.)</b> <input type="checkbox"/> <b>Baked goods (Cream pies, etc.)</b>
<input type="checkbox"/> N/A	How will your facility handle damaged items that are held for return?
<input type="checkbox"/> N/A	<u>Caters:</u> how will your food be kept cold or hot between locations and at the event?
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	<u>Retail stores:</u> will you have bulk/unwrapped nuts, candy, jerky, bread, donuts etc.?
<input type="checkbox"/> No <input type="checkbox"/> Yes	Will your facility offer any cottage food items for sale?

**Section 3: FACILITY**

**Reminder submitted plans need to include;**

- **The total area to be used for the FSO/RFE including square footage.**
- **All portions of the premises in which the FSO/RFE are to be conducted.**
- **Entrances and exits**
- **Location, number, and types of plumbing fixtures, including all water supply facilities.**
- **Plan of lighting, both natural and artificial, with foot-candles indicated for critical surfaces.**
- **A floor plan showing the general layout of fixtures and other equipment.**
- **Building materials and surface finishes to be used.**

**All plumbing must be inspected and approved by the state plumbing inspector. An adequate supply of hot water must be available at all times at all hot water fixtures (ware washing sinks, hand sinks, food prep sinks, mop sinks, dishwashers, washing machines, etc.) Water temperatures should comply with the Ohio Plumbing code and the Ohio Food Code.**

**Construction issues including structural, electrical, and possible fire related issues need to be addressed and if applicable approved by the Ohio Department of Commerce.**

**Contact the Ohio EPA for system approval of wells and on-site sewage disposal systems. For smaller commercial facilities the Pike County Health Department may be the regulatory agency. Please check with this office for guidance.**

<b>Check</b>	What type of water supply will the proposed operation have? <input type="checkbox"/> <b>Community/Municipal</b> , <input type="checkbox"/> <b>Well*</b> <input type="checkbox"/> <b>Other:</b> _____
<b>Check</b>	What type of sewage disposal will the proposed operation have? <input type="checkbox"/> <b>Community/Municipal</b> , <input type="checkbox"/> <b>On site*</b>
<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b>	Will a hood system be installed in the food cooking area? If yes will the hood be required to have an Ansul system.? <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b>
<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b>	Will floors, walls & ceilings in the food preparation, dishwashing area, & restrooms be smooth, non-absorbent, and easily cleanable? If no, please explain:
<b>Check</b>	All types of sinks your facility will have: <input type="checkbox"/> <b>3 compartment sinks</b> , <input type="checkbox"/> <b>2 compartment sinks</b> , <input type="checkbox"/> <b>Food preparation sinks</b> , <input type="checkbox"/> <b>Hand wash sinks</b> , <input type="checkbox"/> <b>Restroom sinks</b> , <input type="checkbox"/> <b>Mop/utility sinks</b> , <input type="checkbox"/> <b>Ice cream scoop wells</b> , <input type="checkbox"/> <b>Waitress station sinks</b> , <input type="checkbox"/> <b>Other</b> _____
<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b>	Will your facility have an ice machine?
<input type="checkbox"/> <b>N/A</b>	Handwashing sinks will have: <input type="checkbox"/> <b>hot &amp; cold water</b> <input type="checkbox"/> <b>mixing valve for warm tempered water</b> Type of hand-drying facilities: <input type="checkbox"/> <b>paper towels</b> <input type="checkbox"/> <b>continuous roll cloth type</b> <input type="checkbox"/> <b>air blower</b> <input type="checkbox"/> <b>other:</b> <i>Note: Hand washing sink(s) must be located in each food preparation, ware washing, and restroom areas. Each hand wash sink must have a sign reminding employees to wash their hands and be properly supplied.</i>
<input type="checkbox"/> <b>N/A or Check</b>	Type of dishes to be used: <input type="checkbox"/> <b>Single service</b> (disposable) <input type="checkbox"/> <b>Multi-use Service</b> (Washable)
<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b>	Will a 3-compartment sink be used for the primary wash/rinse/sanitizing of dishes/utensils generated? The 3-compartment sink must be of adequate size to reasonably handle dishes, pots/pans, etc. Appropriate space must be available for the air drying of all washed utensils  Type(s) of sanitizer to be used in the 3-compartment/2 compartment sink: <input type="checkbox"/> <b>Chlorine</b> , <input type="checkbox"/> <b>Quaternary Ammonium</b> , <input type="checkbox"/> <b>Hot water</b> , or <input type="checkbox"/> <b>Iodine</b>
<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b>	Will a mechanical dishwasher be installed? <u>If yes</u> , what type of sanitization unit is the dishwasher equipped with? <input type="checkbox"/> <b>Heat</b> or <input type="checkbox"/> <b>Chemical</b>
<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b>	Is ventilation provided for the dishwasher?
<input type="checkbox"/> <b>N/A or Describe</b>	How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in sinks or put through a dishwasher be cleaned and sanitized? Please describe procedure:
<input type="checkbox"/> <b>N/A</b>	Will the grease trap for the 3-compartment sink be located: <input type="checkbox"/> <b>inside</b> or <input type="checkbox"/> <b>outside the facility</b>
<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b>	Are all toilet room doors self-closing when opening into a food preparation area?
<input type="checkbox"/> <b>N/A</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b>	Do all operable windows have a form of fly protection?

<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Are all pipe penetrations, beverage chases & electrical conduit chases sealed, ventilation systems exhaust and intakes protected?
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	If used, are insecticides/rodenticides stored separately from cleaning and sanitizing agents?
<input type="checkbox"/> No <input type="checkbox"/> Yes	Will you be using a pest control company to regularly check/apply pest control measures? If yes, list name of company:
Where will mops, brooms, vacuums, etc. be stored?	
Where will cleaning materials and toxicants be stored?	
<input type="checkbox"/> N/A or <b>Describe</b>	Where will clean linens be stored?
<input type="checkbox"/> N/A or <b>Describe</b>	Where will dirty/soiled linens be stored until cleaned?
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Will a washer & dryer be located on the premises? <b>Note: Laundry facilities on the premises of the proposed operation shall be used only for the washing and drying of items used in the operation. Washers and dryers are not allowed in ware washing/food prep areas.</b>
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	(Inside): Will refuse be stored overnight or longer inside your facility? (Outside): Is the area around premises clear of unnecessary brush, litter, boxes, etc.? Will a compactor be used? Will a dumpster be used? If yes, what size: <input type="checkbox"/> <b>Small</b> <input type="checkbox"/> <b>Medium</b> <input type="checkbox"/> <b>Large</b> <input type="checkbox"/> <b>Other</b> _____ Number of dumpsters? _____ Frequency of trash pickup: <input type="checkbox"/> <b>Weekly</b> <input type="checkbox"/> <b>Other</b> _____ Name of company who will supply and empty the dumpster: _____ Is there an area to store recycled containers? <input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Will your facility generate cooking grease i.e., from deep fryers? Location of waste cooking grease storage receptacle _____ Name of company who will supply and empty the grease barrel/dumpster:

**Section 4: EMPLOYEES**

Where will employees' personal belongings (i.e., purse, coats, boots, umbrellas, lunches, etc.) be stored:									
<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	How will employees minimize bare-hand contact with unpackaged ready-to-eat foods? <input type="checkbox"/> <b>disposable gloves</b> <input type="checkbox"/> <b>utensils</b> <input type="checkbox"/> <b>food grade paper</b> <input type="checkbox"/> <b>other</b>								
<input type="checkbox"/> N/A	Is there an established policy to exclude or restrict food workers who are sick or have infected cuts and lesions?								
<input type="checkbox"/> No <input type="checkbox"/> Yes	Has each Person-in-charge per shift completed a Level 1 Certification in Food Protection course or equivalent? If no, when will they take the training? _____ If yes, list the PIC(s) and where they received their training: <u>(Verification records need to be available during inspections.)</u>								
	<table border="1"> <thead> <tr> <th>PIC (employee)</th> <th>Training center</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	PIC (employee)	Training center						
PIC (employee)	Training center								

**Statement:**

I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior approval from this office may nullify this approval.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Owner or Responsible Representative

*Approval of these plans and specifications by this office does not indicate compliance with any other code, law or regulation that may be required-federal, state, or local. It further does not constitute endorsement or acceptance of the completed operation (structure or equipment).*

**Your food license can only be issued when all the following have been completed:**

1. Submitted plans have been reviewed and approved.
2. Plan review fee, if applicable, is paid to the Pike County General Health District
3. All other applicable agencies have given their written approval. Copies of approvals need to be submitted or available for this office's verification.
4. Licensing application to operate a Food Service Operation or Retail Food Establishment has been signed and submitted to this office. **Contact this office for form.**
5. Licensing fee has been submitted. **See-Chart B**
6. Your operation is complete and meets requirements of the Ohio Uniform Food Safety Code, Chapter 3717-1.
7. This office has conducted a pre-licensing inspection(s) and verifies that your operation is following applicable regulations.

**Office use below**

Submitted plans: <i>Date Received:</i> _____ <i>Date Paid For:</i> _____ <i>Date Reviewed:</i> _____ <i>Approval Date:</i> _____ <i>Disapproval Date:</i> _____ <i>Letter(s) sent:</i> _____, _____, _____	
Approvals received from other applicable agencies: <input type="checkbox"/> Ohio EPA for on-site septic Approval Date: _____ <input type="checkbox"/> Ohio EPA for well water Approval Date: _____ <input type="checkbox"/> Building Department Approval Date: _____ <input type="checkbox"/> Plumbing Division Approval Date: _____ <input type="checkbox"/> Fire Department Approval Date: _____ <input type="checkbox"/> Liquor Dept. Approval Date: _____ <input type="checkbox"/> Other: _____ Approval Date: _____	
Licensing application has been submitted.: Date: _____ Date Paid for: _____	
Level One Certification in Food Protection (or higher) for all PIC/ shift has been met.	
Pre-licensing inspections: _____, _____, _____	

Revised 9/2021\*

**2023 Application for a License to Conduct a:** (check only one)  **Food Service Operation**  
 **Retail Food Establishment**

**Instructions:**

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to:
4. Return check and signed application **by\*: 03/01/2023**

**to: Pike Co. General Health District**  
**116 S. Market St**  
**Waverly, OH 45690**

\* There is a mandatory penalty fee of 25% of the renewal fee operating a food service operation or retail food establishment after the deadline (Chapter 3717 of the Ohio Revised Code).

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing/renewing a license. This action is governed by Ohio Revised Code 3717.

Name of Facility		Name of License Holder	
Address		Email	
City		State	Zip
Phone #	Fax #	Check if applicable <input type="checkbox"/> Catering <input type="checkbox"/> Seasonal	
Name of individual certified in food protection (if any) and their certificate number (use back for additional names)			

**Mailing address for annual renewal if different than above:**

Name of parent company or owner		Phone #	
Address		Email	
City		State	Zip
I hereby certify that I am the license holder, or the authorized representative, of the food service operation or retail food establishment indicated above:			
Signature		Date	

**Licenser to complete below**

Category			
License fee	+ Late fee	+ State amount	= Total amount due

Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date	Audit no.	License no.
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As per AGR 1269 (Rev. 1/2018) The Baldwin Group, Inc.  
 As per HEA 5319 (Rev. 1/2018) The Baldwin Group, Inc.