

## Starting a Retail Food Business

To start and manage a food business requires careful planning, knowledge of food safety, and skillful management, in addition to an understanding of Ohio food laws and federal regulations.

Follow these guidelines to make sure your food business reaches its grand opening without delay.

### Where to Start

Contact the city or county where your food business will be located and inquire about the following ordinances, requirements and permits:

- Zoning
- Building (including electrical and mechanical)
- Fire
- Licking County Health Department (LCHD)

### Plan Overview

Building plans must be submitted to the LCHD with the appropriate fees. The building code office may also require building plans to be submitted. Contact the building code office on exact requirements.

#### GUIDELINES TO REQUEST PLAN REVIEW OF FOOD ESTABLISHMENT

- A. These guidelines pertain to all Food Establishments where food is processed or stored including retail meat, poultry and fish processing operations (which may have additional requirements from the Retail and Wholesale Meat Processing Construction Regulations).
- B. Information required on plans:
  1. Complete floor plans; must be drawn to scale (1/8" to 1/4" per foot) including layout of facility, including all wait stations, kitchen, food area and restrooms.
  2. Equipment layout and identification (equipment types, manufacturer & model numbers, if available).
  3. Plumbing layout including sanitary facilities (including under floor lines and direction of flow), locations, food service sink systems, dish washing machines, floor drains, mop sinks, hot water tanks, etc.
  4. Mechanical plans to include exhaust hoods, rest room ventilation, etc.
  5. Complete finish schedule including materials for walls and ceilings in all food service and toilet areas. Samples of finish material may be required if degree of cleanability or durability is questionable.
  6. In addition, a menu or general description of food items to be served must be submitted.
- C. The review and turnaround time should be seven (7) working days.
- D. Application for plan review may be obtained from LCHD. Application must be submitted with appropriate fee prior to plan review. Make check payable to the Licking County Health Department.

Should you have any further questions regarding food establishment plans, please call (740) 349-6535.

## **When to Submit Plans for Review**

A license applicant or license holder shall submit to THD plans and specification for review prior to:

- The construction of a new food service establishment;
- The conversion of an existing structure for use as a food service establishment; or
- The remodeling of a food service establishment or a change of type of food service establishment or food operation.