

# Retail Food Establishment & Food Service Operation

## A Plan Review Guide For New & Renovated Facilities

1. If the proposed operation will use a non-municipal (not supplied by a city or county) sewage or water system, contact the Ohio Environmental Protection Agency at (800) 686-6300 for approval.
2. Contact the following departments regarding plans, applicable permits, and approvals:

### Zoning (local official based on location)

#### Building and Electrical

- Medina City 330-722-9030
- Brunswick City 330-225-9144
- Medina County 330-722-9220

#### Plumbing

- Medina County Townships/Villages & Wadsworth City contact the Medina County Health Department 330-723-9688, option 3
- Medina City 330-725-0521
- Brunswick City 330-225-9144
- Sanitary Engineer's Office for grease interceptor sizing 330-723-9585

### Fire (local official based on location)

**Medina County Auditor's Office** 330-725-9767

**Ohio Department of Commerce, Division of Liquor Control** 614-644-2360

3. Submit the following information to the Medina County Health Department:
  - The type of operation or establishment proposed and foods to be prepared and served.
  - The total square footage to be used for the food service operation or retail food establishment.
  - All portions of the premises of the food service operation or retail food establishment.
  - Location of entrances and exits.
  - Location, number, and types of plumbing fixtures, including all water supply facilities.
  - Lighting plan.
  - A floor plan showing locations of plumbing fixtures and equipment.
  - A list of building materials and surface finishes to be used for the floor, walls, ceilings, counters, etc.
  - An equipment list with manufacturer names and model numbers. Food equipment must be approved by a recognized food equipment testing agency (National Sanitation Foundation or equivalent).  
Note: Providing equipment specification sheets for each piece of equipment demonstrating the NSF logo can expedite the plan review process.
  - Plan Review fee.
  - Property Site Plan.

See reverse for more information on the above requirements.

NOTE: In accordance with Rule 901:3-4-07 or 3701-21-03 of the Ohio Administrative Code, the Medina County Health Department has up to 30 days to complete the initial plan review.



# Minimum Facility Plan Specifications

## LIGHTING: measured at 30 inches from the floor

**Fifty (50) foot candles of light** are required on all food preparation surfaces including; under the ventilation hood, where employees are working with food, utensils, or equipment (i.e. knives, slicers, grinders, or saws) where employee safety is a factor.

**Twenty (20) foot candles of light** are required in handwashing and warewashing areas, restrooms, inside equipment such as reach-in and under-counter refrigerators, customer self-service areas, and food/utensil storage areas.

**Ten (10) foot candles of light** must be available in dry food storage areas, walk-in coolers, and walk-in freezers.

## REQUIRED SINKS:

**3-Compartment Sink:** large enough to accommodate immersion of the largest piece of equipment and utensils with grease interceptor that is sized according to Sanitary Engineer's Office.

**Indirectly Drained Food Preparation Sink:** may be required based on the proposed menu.

### Mop Sink

**Handsink(s):** number and location(s) will depend on the proposed size of the operation. Handwashing sinks must be located to allow convenient use by employees in food preparation, food dispensing, and equipment washing areas; and in, or immediately adjacent to, rest rooms.

## SURFACE FINISHES:

**Floors:** smooth, durable, non-absorbent material (sealed concrete, ceramic tile, durable grades of linoleum, terrazzo). Where water flushing cleaning methods are used, the floor shall be graded to drain and the floor and wall junctures shall be coved and sealed.

**Walls:** smooth, non-absorbent, and easy to clean (examples - FRP board, stainless steel, painted with semi-gloss or gloss paint).

**Ceilings:** smooth, vinyl-faced, rigid back, painted with semi-gloss or gloss paint. NOTE: Fissured tile or highly textured ceiling surfaces or panels are unacceptable.

**Coving:** a cleanable coved base no larger than 1/32" (one millimeter) is required at the floor and wall junctures.

## EQUIPMENT:

All equipment shall be commercial grade and listed with the National Sanitation Foundation International (NSF), ETL Testing Laboratories, Inc., or similar testing agency.

# Questions?

Call 330-723-9688 option 3  
We are here to help.

Services are partially funded by your local health levy.  
We are an equal opportunity provider.



### Inspections & Permits

4800 Ledgewood Drive, Medina OH 44256  
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