



Frequently Asked Questions: Licensing

I want to open a restaurant/retail food establishment. How do I get started?

First, plans need to be submitted to the health department for review and approval. Plans may be e-mailed to env@medinahealth.org or mailed to Medina County Health Department 4800 Ledgewood Drive, Medina, Ohio 44256. Plans must include the following information:

1. Describe the type of operation.
2. Include the proposed menu.
3. Submit a proposed floor plan for the operation. Indicate entrances and exits. Identify location of proposed food service operation/retail food establishment equipment.
4. Provide a list of proposed equipment with manufacturer names and model numbers. Providing equipment specification sheets can help expedite the plan review process.
5. Describe the surface finishes for the floors, walls, and ceilings in each room including food preparation areas, equipment washing areas, restrooms, dry storage areas, dining areas, etc.
6. Provide a lighting plan (drawing) for the entire operation. Indicate where light fixtures are located and type of light fixture.
7. Provide a plumbing plan (drawing) identifying location and description of plumbing fixtures throughout.
8. Provide a site plan (building property boundaries, parking, street, dumpster location).
9. Submit completed plan review application and plan review fee.

What is the food service operation/retail food establishment plan review fee?

The plan review fee is based on the proposed menu and food handling activities. If the proposed menu or food handling activities include items such as commercially prepackaged foods, fountain pop or coffee, bagged ice, bulk donut display, bulk candy display, popcorn, or scooping hard dipped ice cream into a cup or cone, the plan review fee is \$150.00.

If the proposed menu includes items such as steamed milk for lattes/cappuccinos, manufacturing ice cream, blending milkshakes, assembling deli sandwiches, assembling salads, cutting melons, cutting tomatoes, heating soups, cooking meats, cooking vegetables, slicing meats or cheese, sushi, catering, etc., the plan review fee is \$325.00.

The plan review fee may be paid by check payable to Medina County Health Department or with a credit card. If you are unsure which plan review fee should be paid, contact the health department and we will be happy to assist you.

How long does it take to review the plans once I submit them?

Plans are required to be reviewed within 30 days. MCHD will make every effort to review in a shorter timeframe. A letter will be mailed either approving your plans or listing questions that need further clarification before plan approval may be given. If an email is provided the letter will be emailed to expedite return of any necessary information.

Do I need architectural drawings?

Architectural drawings are preferred, but not required. Plans must be clear, legible, and drawn reasonably to scale.

Are there any requirements for equipment used in a restaurant or retail food establishment?

Yes. Equipment acceptable for use must be approved by a recognized food equipment testing agency such as the National Sanitation Foundation. Household equipment is not designed for restaurant use. Sink requirements include the following:

1. A three-compartment sink with two drainboards and/or an automatic dishwasher capable of sanitizing equipment. Note: A grease interceptor may be required based on the menu.
2. Designated handwashing sinks in food preparation area, equipment washing area, and restrooms. Number and location are based on the size and layout of the facility.
3. A food preparation sink (to rinse produce, drain pasta).
4. A mop sink.

For more detailed information, see our plan review guide for new or remodeled operations.

What is the next step after my plans are approved?

Once the plans are approved obtain any necessary plumbing, building, electrical permits and inspections for your project. Prior to opening for business, schedule a pre-licensing inspection with the Medina County Health Department. After passing the pre-licensing inspection, you will be provided an application for a food service operation/retail food establishment license. The application and license fee must be submitted to the health department to obtain a license prior to opening for business.

What do I need for the pre-licensing inspection?

Medina County Health Department has a checklist to help you prepare for the pre-licensing inspection. This will be provided with the plan approval letter.

When will I receive a license?

The license can be issued the same day after passing the pre-licensing inspection. We ask operators to come to the office to complete an application for a license and pay the license fee during business hours between 8:00 a.m.-4:30 p.m. after passing a pre-licensing inspection.

How much is the license fee?

The license fee is based on the menu and food handling activities. License fees fluctuate year to year. The license fee will be listed on the application for a license. For more information, contact the health department.

Does the food service operation/retail food establishment license expire?

Yes. Food service operation/retail food establishment licenses expire March 1. Licenses must be renewed during the month of February.

What if I am taking over a business that already has a license?

When a business changes ownership, license transfer paperwork must be completed and submitted to the health department. Licenses will only be transferred if the current owner gives permission to transfer the license and the operation is in substantial compliance with the Ohio Uniform Food Safety Code. If the new owner plans to change the menu, change equipment, or remodel, plans must be submitted to the health department for review and approval.