

CITY OF CLEVELAND
DEPARTMENT OF PUBLIC HEALTH
DIVISION OF ENVIRONMENT
75 Erieview Plaza, 3rd Floor
(216) 664 – 2300



FOOD SERVICE PLAN REVIEW

Thank you for expressing an interest in doing business in the City of Cleveland. As you explore this opportunity in food service, the Department of Public Health stands ready to assist you in understanding the licensing and plan review process.

Our responsibility is to work with you, the business community, to achieve the highest level of health and safety for all citizens, and to ensure that your business will operate within the requirements of the law.

The Plan Reviewer will assist you in meeting design requirements in the law, as specified in the Ohio Uniform Food Safety code. The health inspectors will provide educational support on site to help you meet the minimum requirements for healthy and safe conditions and products.

This packet contains information and requirements for the plan review process. It is very important that you familiarize yourself with this information.

All plans will be reviewed in the order of acceptance, first come, first served. The Plan Reviewer will notify you within 30 days as to the status of the review.

The plan review process can be a lengthy process. Begin efforts for plan approval as early as possible and plan any openings accordingly.

Office visits are accepted **ONLY** when prior appointments have been made.

THE PROCESS FOR PLAN REVIEW AND LICENSE ISSUANCE

1. **PLANS ARE REQUIRED:**
 - ✚ When there is new construction.
 - ✚ When an existing establishment is remodeled or renovated. Contact the Plan Reviewer to determine if the changes you make require a plan review.
 - ✚ When an existing facility reopens after not holding an active license for 12 months, even if no remodeling occurs, a plan review is required.
 - ✚ Plans for new construction, extensively remodeled structures, establishing the use or change of use (an existing establishment is converted into a public food service operation) must first be submitted to the Division of Building and Housing. A set of these plans will be routed to the Health Department. Please Contact the Building Division at (216) 664 – 2612 (plan examiner for the day) for their specific requirements in these cases.
2. Once plans are received at the Department of Public Health, they are date stamped and logged. We also require a contact name and phone number be affixed to these plans.
3. Plans are reviewed on a first come first served basis. However, plans are reviewed no later than 30 days after receipt.
4. The operator (or designated representative) is contacted within 30 days as to the status of the review.
5. The owner / operator may be required to submit additional information or documents to complete the plan review process. Failure to submit this information in a timely manner may result in unnecessary delays (or disapproval) of the plan review process.
6. Once plans are approved, an approval letter is sent to the owner / operator.
7. Once plans are approved, the operator shall contact the Department of Public Health to schedule a pre-licensing inspection at least 10 days prior to opening for business to the public. All equipment must be installed and operational at the time of inspection.
8. A food service operator's license application will only be issued by the health inspector when the facility has achieved a satisfactory pre-licensing inspection.
9. Fees for plan review will be determined and assessed when the plans are reviewed.
10. Contact the plan examiner, Wanda Foote at (216) 664 – 4769, for questions regarding the plan review process.

I. Plan Review Packet Contents Checklist

A Plan Review Packet must contain specifications and drawings of the facility layout. In addition, the Plan Review Packet must contain all of the items listed below. Please use this checklist as a guide to ensure that your Packet is complete.

- Menu or food list
- Total square footage to be used for food service
- Floor plan of equipment, fixtures, and general layout of all areas used for food prep (to scale)
- Entrances and exits
- Type of seating and seating capacity
- List of all equipment including manufacturer and model numbers. Residential or home-style equipent is NOT permissable.
- Location, number and type of plumbing fixtures, including all water supply facilities
 - Direct/indirect plumbing (i.e. air gaps) designation for all plumbing fixtures and equipment drains (sinks, drains, ice bins, dipper wells
 - Dish machine (high or low temp) or 3 compartment sink available
 - Adequate number of handsinks in food prep areas and throughout facility
 - Mop/utility sink
 - Handsinks in all restrooms
 - Grease interceptor, capacity, location
 - Backflow prevention devices
 - Food Preparation/vegetable washing sink
- Plan of natural and artificial lighting (must be >50 foot candles in food prep areas)
- Building materials and surface finishes to be used, include trade names and manufacturer
 - Floors
 - Walls
 - Ceilings (washable, i.e. vinyl coated tiles)
- Ventilation/HVAC specifications
 - Hood at grill line (ANSI approved suppression system)
 - Hood at high temperature dish machines
- Adequate and separate storage space/ shelving for food products, chemicals, etc.
- Designated location for garbage dumpster

All these items are required per the Ohio Administrative Code 3717-1-09(A)

REMINDER: Plans that are missing any of the above information will be considered incomplete and the approval process will be delayed. After 30 days of non-compliance, incomplete plans will be disapproved.

II. Food Safety Education

Effective March 1, 2017, per rule 3701-21-25 of the Ohio Administrative Code, mandatory training in food protection is required for the person in charge in all new food service operations or retail food establishments. Additionally, Chapter 3717-1-02.4(A)(2) states in part “At least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service shall obtain the level two certification in food protection according to rule 3701-21-25 of the Ohio Administrative Code.”

As of March 1, 2010 Ohio Uniform Food Safety Code required all new food service operations and retail food establishments to have at least one person in charge per shift certified in food protection training. New owners of existing FSO and RFE are required have food protection training.

It is recommended that employees are trained in food protection prior to the opening of the facility. Food safety education courses are offered by many private and public entities including Cleveland Department of Public Health. Call (216) 664-4925 for a schedule of courses. If employees are already certified in Level 1 or Level 2 food protection training, please list their name(s), course name, certification number and date course was taken on the lines below:

III. Plan Review Fees

Plan review fees will be determined and assessed when plans are submitted. The fee is based upon the size of the facility, the scope of the project, and whether the facility operates as a commercial or non- commercial facility.

Cleveland Department of Public Health
Division of Environment, Third Floor
75 Erieview Plaza
Cleveland, OH 44114



PRE-LICENSING INSPECTION CHECKLIST



Ensure that the following are in compliance before the health inspector arrives for the pre-licensing inspection:

- Effective March 1, 2017, per rule 3701-21-25 of the Ohio Administrative Code, mandatory training in food protection is required for the person in charge in all new food service operations or retail food establishments. Additionally, Chapter 3717-1-02.4(A)(2) states in part "At least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service shall obtain the level two certification in food protection according to rule 3701-21-25 of the Ohio Administrative Code."**
- The facility must be clean, in compliance and ready for inspection.
- Ensure that coolers and freezers are working properly. Cold, perishable, potentially hazardous foods must be held at 41degrees Fahrenheit (or below). Holding thermometers should be provided for all refrigerated units.
- Provide an approved sanitizer and the appropriate test kit at all workstations.
- Ensure that equipment needed for daily use is cleaned. All food contact surfaces must be properly cleaned and sanitized prior to first use.
- Prepare dishwashing set-up for manual wash, rinse and sanitization.
- Provide fresh clean wiping cloths for all areas as needed.
- Ensure that all heating or hot holding units are properly cleaned and operational.
- Ensure that handsinks in all areas are properly stocked with soap, disposable towels, approved waste receptacles and proper handwashing signage.
- Hot and cold water in sufficient capacity and under adequate pressure must be provided to all equipment and fixtures that are required to use water. Hot water must be at least 100 degrees Fahrenheit.
- Ensure that restrooms are properly supplied with soap, individual disposable towels, bath tissue and approved waste receptacles.
- Ensure that gloves, tongs, utensils, deli paper or other food protection items are in all areas, as needed.
- Provide a properly calibrated probe thermometer(food temperature measuring device) and all other essential equipment in all areas.
- If a building permit was obtained, ensure that the Building Inspector has provided a final or temporary signoff on the application for Certificate of Occupancy (goldenrod).