

# **City of Cleveland Department Public Health**

## **Food Facility Plan Review**

A guide to starting a Food Service  
Operation (FSO) OR Retail Food  
Establishment (RFE) facility in the  
City of Cleveland

All Food Service Operations and Retail Food  
Establishments are required to have a license prior to  
opening or operating in the City of Cleveland.



**CITY OF CLEVELAND**

Mayor Justin M. Bibb

**PUBLIC HEALTH**

75 Erievue Plaza, Third floor Cleveland, Ohio 44114

## Where to Start?

**Please read the entire packet as it contains essential information for you to be successful in opening your operation.**

Prior to applying for a food license, any new or extensive alterations to an FSO or RFE requires a food facility plan review application with fee, and approval upon a pre-licensing inspection.

All plan review materials submitted will be reviewed by an Environmental Health Specialist in our Food Safety Program to ensure compliance with the Ohio Uniform Food Safety Code (Chapter 3717-1). Our Environmental Health Specialists have up to 30 days to read/review and approve or deny plans, or request further documentation for any plan review materials submitted to our department.

If requested documentation is not provided within **45 business days**, the food facility plan review application will be considered incomplete and will be denied. If plans are denied, a new food facility plan review application and fee are required.

## Definition of Facilities

**Food Service Operation (FSO):** a place, location, site, or separate area where food intended to be served in individual portions is prepared or served for a charge

- Examples: Catering Facilities, Restaurants/Bars, Delivery Facilities, Daycares, Nursing Home Facilities, etc.

**Retail Food Establishment (RFE):** a premise or part of a premise where food is stored, processed, prepared, manufactured, or otherwise held or handled for retail sale

- Examples: Grocery Stores, Gas Stations, Bulk Food Sales, Micro Markets, Pizza Shops, Bakeries, etc.

The classification of the facility is determined by the amount of sales that are conducted. If 51% or more sales are retail, the facility is a retail food establishment. If 51% or more sales are food service activities, the facility is a food service operation.

## Ohio Administrative and Revised Codes

All food businesses in the state of Ohio are required to follow the rules found in Chapter 3707-21 of the Ohio Administrative Code (OAC) and Chapter 3717 of the Ohio Revised Code (ORC). The City of Cleveland Department of Public Health (CDPH) is given the authority under 3717.11 (ORC) to enforce food code rules and regulations.

These rules include provisions for the plan review process.

## Equipment



All food service equipment (refrigerators, freezers, microwaves, stoves, ovens, etc.) must be commercial-grade and approved prior to implementation into your facility. CDPH does not recognize a grandfather clause. Approved commercial grade equipment will be stamped with an NSF (National Sanitation Foundation) label, ETL Sanitation Listed, UL EPH Sanitation Approved or CSA Sanitation Approved. A list of all equipment present, including make and model numbers is required when submitting the facility layout packet.

## Single Use

- Single Use gloves may be worn to prevent bare hand contact with Ready-to-Eat (RTE) foods.
- When using single use gloves, you must choose the correct size.
- As of March 1, 2019 latex gloves are not permitted to be used in food facilities.
  - Approved non-latex gloves permissible for use include: nitrile, polyethylene, and vinyl.
  - Single use gloves are not to replace handwashing.



## Thermometers

Food thermometers are required in the facility, it is suggested to have one for each food preparation area.

- Thin-tipped thermometers are required for thin meats, cheeses and other food products.

Thermometers are also required in every cold holding piece of equipment and hot holding piece of equipment.

- Cold holding equipment need to have a thermometer in the warmest part of the cold holding unit, normally by the door.



## Lighting

Lighting has to be at the proper intensity in specific areas of your facility to allow cleaning and preparation. Light bulbs that are not shatterproof or shatter resistant need to be properly shielded. A set of lighting plans including fixtures and locations is required when submitting plans.

Intensity Requirements	
Preparation and Cooking Areas	50 FT Candles
Salad Bars and Buffets	20 FT Candles
Dishwashing and Handwashing	20 FT Candles
Inside Reach-In Equipment	20 FT Candles
Dry Storage and Walk-In Equipment	10 FT Candles

## Storage Areas

**Dry Storage:** Properly segregated from contamination via splashing or moisture. All food items and single use items (cups, plates, napkins, paper towels, etc.) need to be stored at least 6 inches off of the floor. Foods and single use items are never to be stored under plumbing, sewage pipes, or unprotected fire suppression lines.

**Chemical Storage:** Must be properly segregated from food and food preparation surfaces/areas. If chemicals are to be stored in the same areas as food or preparation areas, they must be stored at the lowest point, NEVER above food equipment or prep areas. All chemicals must be labeled.

**Personal Storage:** If personal items are stored inside of facility such as clothing, medicines, food, etc., they must always be segregated from facility use, preferably in a designated locker room area or breakroom.


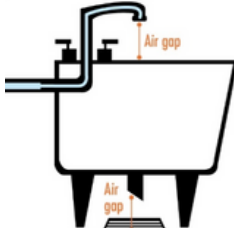


## Ventilation

Specific pieces of equipment require ventilation from the interior. Check with the Cleveland Building and Housing Department and the Cleveland Fire Department for exact requirements for equipment.

**\*\* Always consult with your local fire authority\*\***



## Plumbing Fixtures

	3-COMPARTMENT SINK OR WAREWASHING SINK	INDIRECT or DIRECT CONNECTION Required	Air Gap required to be twice the diameter of the inlet pipe, no less than 1 inch.
	FOOD PREPARATION SINK	INDIRECT CONNECTION Required	Air Gap required to be twice the diameter of the inlet pipe, no less than 1 inch.
	HAND WASHING SINK	DIRECT CONNECTION Required	Must be Present: <ul style="list-style-type: none"> <li>• Soap</li> <li>• Drying Method</li> <li>• Signage</li> <li>• 85°F water</li> <li>• Trash receptacle</li> </ul>
	SERVICE SINK OR MOP SINK	DIRECT CONNECTION Required	Required to have a vacuum breaker at faucet. If shut off valves are present on thread hose attachments after the vacuum breaker, an additional backflow prevention device will be required.

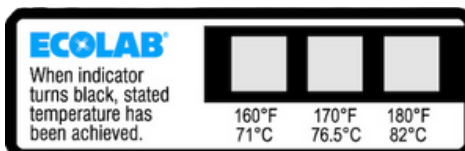
### Chemical Warewasher

Must use proper test strips to measure concentration  
 Quaternary ammonia 200–400 ppm  
 Chlorine 50–100 ppm



### High Temperature Warewasher

Must use a maximum registering thermometer or  
 temperature indicator labels  
 180° F final rinse temperature  
 160° F surface temperature



## Surface Finishes

Floors, walls, and ceilings need to be made with smooth, easily cleanable, durable and non-absorbent materials. Coving or baseboards need to be placed throughout the facility for ease of cleaning and transitioning between floors and walls.

In areas that are exposed to splash, spillage, or food spoilage, wood must not be used. Wooden mechanisms such as braces/ brackets and wood surface finishes are not acceptable. Wood is porous, cannot be easily and effectively cleaned, and is prone to rotting. All wooden surfaces and mechanisms observed will require replacing prior to approval.

Below is a list of approved finishes for each area in your facility.

	Floors	Walls	Ceiling	Coving
Food Preparation & Cooking Areas	<ul style="list-style-type: none"> <li>Quarry &amp; Vinyl Tile</li> <li>Solid Vinyl Plank</li> <li>Poured, Sealed Concrete</li> <li>Rubber &amp; Laminate</li> </ul>	<ul style="list-style-type: none"> <li>FRP</li> <li>Ceramic Tiles</li> <li>Stainless Steel</li> </ul>	<ul style="list-style-type: none"> <li>Drop with Smooth Tiles</li> <li>Epoxy Painted Drywall</li> <li>Solid Vinyl Panels</li> </ul>	<ul style="list-style-type: none"> <li>Rubber</li> <li>Tile</li> </ul>
Warewashing Areas	<ul style="list-style-type: none"> <li>Quarry &amp; Vinyl Tile</li> <li>Solid Vinyl</li> <li>Poured, Sealed Concrete</li> </ul>	<ul style="list-style-type: none"> <li>FRP</li> <li>Ceramic Tiles</li> <li>Stainless Steel</li> </ul>	<ul style="list-style-type: none"> <li>Drop with Smooth Tiles</li> <li>Epoxy Painted Drywall</li> <li>Solid Vinyl Panels</li> </ul>	<ul style="list-style-type: none"> <li>Rubber</li> <li>Tile</li> </ul>
Dry Storage & Other Areas	<ul style="list-style-type: none"> <li>Quarry &amp; Vinyl Tile</li> <li>Solid Vinyl</li> <li>Poured, Sealed Concrete</li> </ul>	<ul style="list-style-type: none"> <li>Painted Drywall</li> <li>FRP</li> <li>Ceramic Tiles</li> <li>Stainless Steel</li> </ul>	<ul style="list-style-type: none"> <li>Drop with Smooth Tiles</li> <li>Epoxy Painted Drywall</li> <li>Solid Vinyl Panels</li> </ul>	<ul style="list-style-type: none"> <li>Rubber</li> <li>Tile</li> </ul>

## Window and Doors

Windows and doors throughout the facility need to be screened to prevent insects or pests from entering. Air curtains may also be an approved device to prevent pest entry. You will want to make sure the door strip at the bottom does not allow outside light, which could lead to pests entering the facility.

# Site and Floor Plans

All restaurants are required to submit site & floor plans (drawn to scale) for their establishment.

## Site Plan

A Site Plan is Required Because:

- Confirms geographical location
- Confirms exterior features such as, dumpsters, grease traps, and patios

A Site Plan is to Include:

- Physical location of facility using geographical features
- Location of streets/alleys
- Outdoor Storage
- Dumpsters
- Grease Traps
- Waste oil container(s)

## Floor Plan

Floor Plans Allow CDPH to:

- View the layout of the building

Floor Plans are to Include:

- Entrances/ Exits
- Equipment locations
- Lighting Plan
- Plumbing fixtures e.g. handwashing sink, 3 compartment sink
- Ventilation e.g. hood

Site Plans vs. Floor Plans

- A Site Plan shows the exterior layout, including features like nearby streets, parking areas, and driveways.
- A Floor Plan shows the building's interior, like the kitchen, basement, seating, and other food service areas.

The next pages demonstrate an acceptable site, floor, and lighting plan.

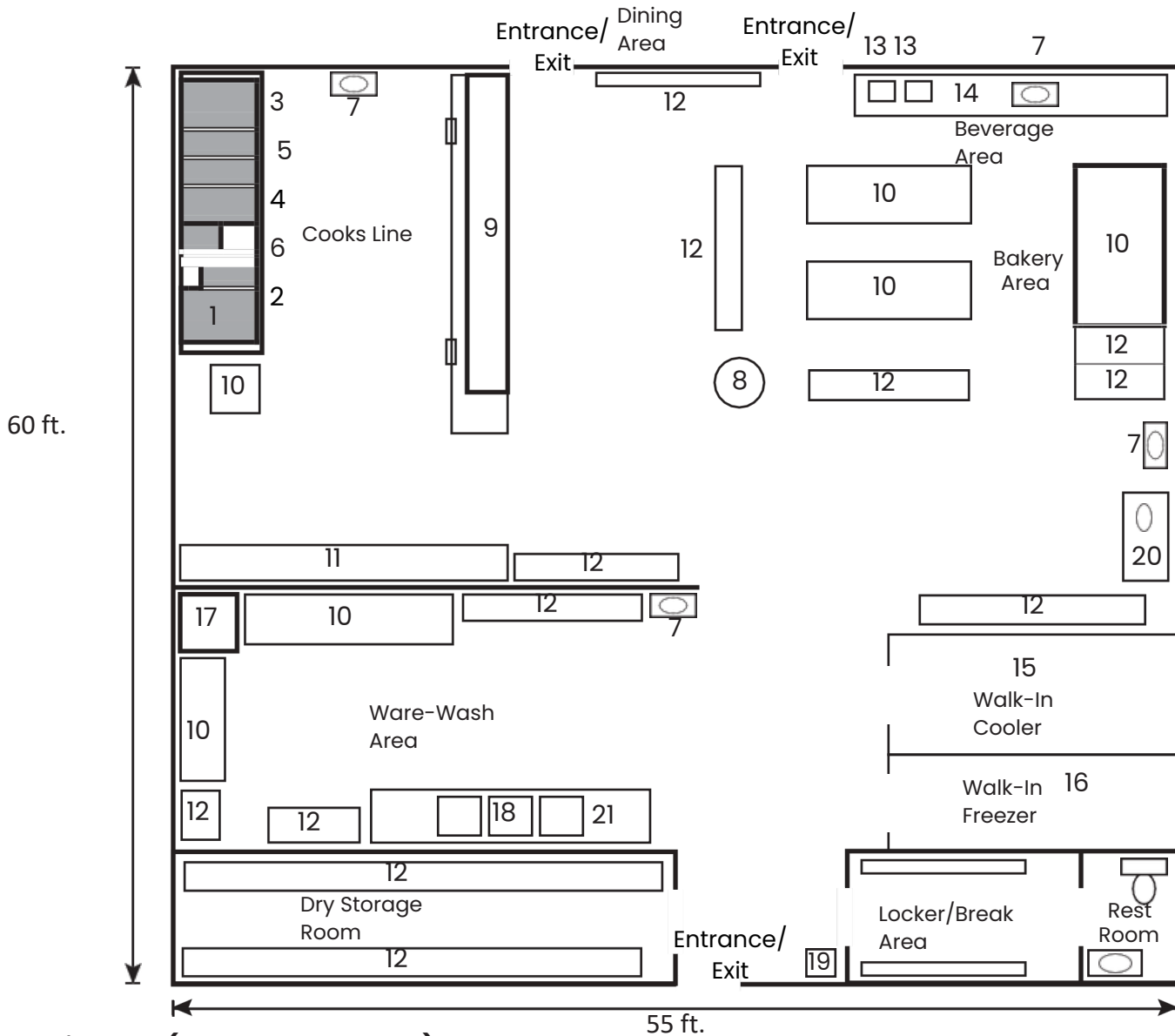
### **Important:**

Incomplete food facility layout review plans will lead to a letter requesting information and a reset of 30 day review. Submissions to the Cleveland Department of Public Health must include the site and floor plans.

Plans not acted upon with a year of approval, will require resubmission of plans and the plan review fee.

# SAMPLE

## Establishment Floor Plan



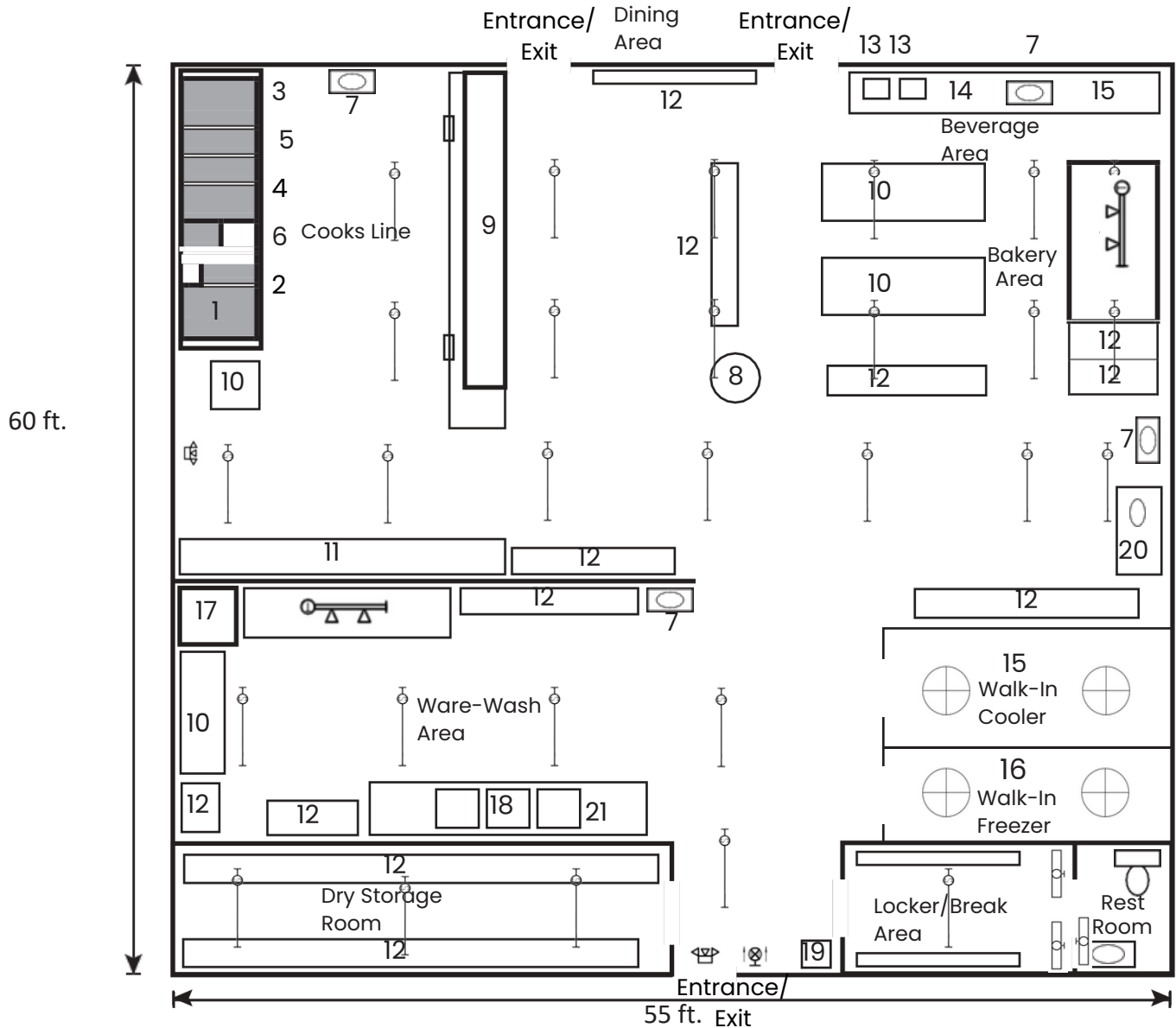
### Equipment (Make and Model #)

- |                           |  |   |
|---------------------------|--|---|
| 1. Hood System (HOOD #A1) | 9. Refrigerator/Freezer Unit w/ pass-thru and shelf (COLD #1P) | 14. Soda Machine (PDQ #2A)                |
| 2. Microwave (ABC #123)   | 10. Stainless Steel Table                                      | 15. Walk-In Cooler (COLD#AZ1)             |
| 3. Stove (AOK #22)        | 11. Sliding 3 Door Refrigeration Unit (COLD #2A)               | 16. Walk-In Freezer (COLD #AZ3)           |
| 4. Griddle (AOK #Q17)     | 12. Shelving Unit  | 17. Dish Machine (Magic #15)              |
| 5. Fryer (ABC #55)        | 13. Coffee Maker (ABC #16)                                     | 18. 3-Compartment Sink w/ 36" drainboards |
| 6. Charbroiler (HOT #A7)  |  | 19. Mop Sink                              |
| 7. Hand Sink              |  | 20. Prep Sink                             |
| 8. Mixer (EZ #99)         |  | 21. Grease Trap (GRE#123)                 |









# SAMPLE

## Establishment Lighting Plan

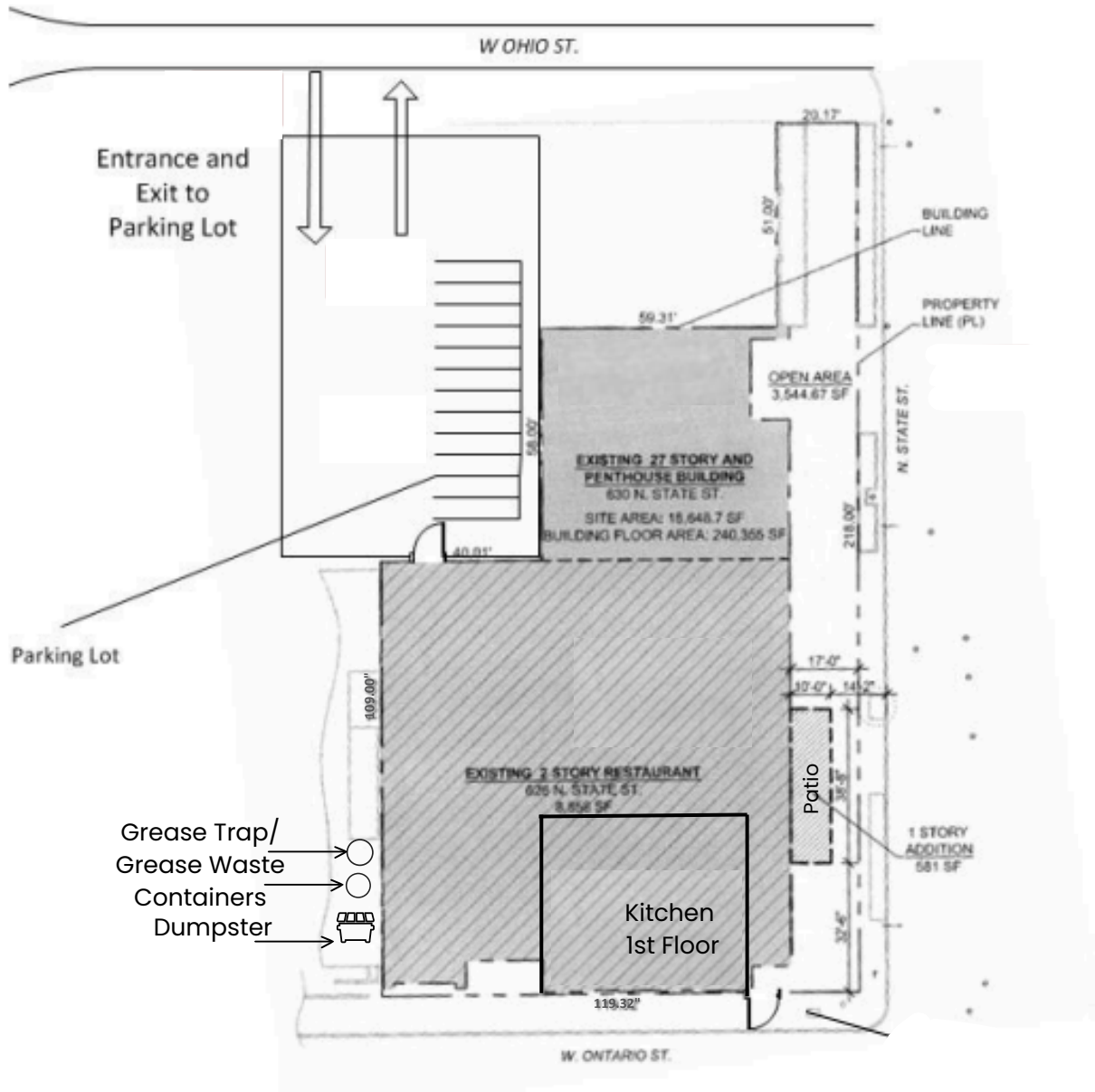


### Lighting Schedule

-  Exit Sign Wall Mounted
-  Lighting Three Head Emergency Battery Power
-  Light Fixture, Fluorescent
-  Light Fixture, Wall Mounted
-  Light Track with Heads
-  Utility Light

# SAMPLE

## Establishment Site Plan



- External dimensions of the building
- Dimensions of your establishment
- Number of floors with square footage
- All cross streets and alleys

## Employee Training

Risk Class 3 & 4 establishments requires at least one person in a supervisory and management responsibility with the authority to direct and control food production and service to hold the Food Manager (level 2) certification from Ohio Department of Health (ODH) in food protection. At least one person per shift is required to have Level One 'Person in Charge' certification when the level 2 employee is not present.



The listed providers of the Manager's Food Safety Course and Exam are below:

- ServSafe Manager 7th Edition online (Educational Foundation of the National Restaurant Association)
- Learn2Serve Ohio Manager Certification in Food Protection online course (360Training.com)
- Super SafeMark: Retail Best Practices and Guide to Food Safety Sanitation (Food Marketing Institute)
- TAPSeries Food Safety Manager Certification
- Diversys Learning (TrainingNow.com)
- StateFoodSafety (Above Training, Inc.)
- NEHA Professional Food Manager (National Environmental Health Association)
- Food Protection Manager Course (AlwaysFoodSafe.com)
- M&M Biz Solutions Ohio Food Manager Certification (www.mmbizsolutions.com)
- AAA Food Handler Certified Food Protection Manager (www.AAAFoodHandler.com)
- Trust20 Manager Certification Training (www.trust20.co)

To obtain an ODH certificate, the course completion certificate and exam certificate has to be submitted along with the free application of reciprocity.

For more information please visit:

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



**Department of  
Health**

**Application for Ohio Department of Health Manager  
Certification in Food Protection**

Authority: 3717.09 ORC; 3701-21-25 OAC

**To request the Ohio Manager Certification in Food Protection, you must complete this application and submit it with all requested material to:**

Ohio Department of Health  
BEHRP Food Safety Program 246  
N. High St.  
Columbus, Ohio 43215

Or email to: [foodsafety@odh.ohio.gov](mailto:foodsafety@odh.ohio.gov)

First Name:	Middle Initial:	Last Name:
Address		
City	State	Zip Code
Phone:	Email:	
Are you a United States Armed Forces service member or veteran, or the spouse or surviving spouse of a service member or veteran (proof of service member/veteran status must be attached)? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>		

**Completed course information:**

Name of Instructor/Proctor:	
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The following documents must be provided along with this application:

1. Proof of completion of an approved manager certification course of study from the instructor, **or** proof of completion of an approved manager certification online course; and
2. A copy of the exam certificate received.

*I hereby certify that the information provided is correct to the best of my knowledge.*

Signature:	Title:	Date:
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## **Food Facility Plan Review Requirements**

New operations going through food facility plan review must provide the below information along with the forms included in this packet. New operations will have to pay for a food license after the facility is determined to be in compliance.

Operations who are currently licensed that are having extensive alterations will need to provide a building permit, an updated floor plan, and updated equipment list.

### **REQUIRED INFORMATION:**

- **Food Facility Plan Review Application that includes:**
  - The DBA (Name of establishment)
  - Licensee (The party that is legally responsible for incidents at the facility such as an LLC or Inc., or the name of the individual).
  - Operation address
  - Building permit (if applicable)
  - Certificate of Occupancy (if known)
  - **Contact information for the new owner**
    - mailing address for official notices
    - email addresses
    - business phone number and cell phone number for the owner
  - Food Facility Layout Review Fee
- Ownership, if an LLC or Inc., must have a copy of the Ohio Secretary of State document.
- Site Plan
- Floor plan, including lighting plan.
- Equipment Schedule and Equipment Specification Sheets
- Menu or list of items with applicable consumer advisory and food allergens
- Processing Questions
- Surface Finish List
- Copy of the **Certification in Food Protection** from the Ohio Department of Health for The PIC in Risk Class 3 and 4 establishments. This is not a ServSafe® certificate. A copy of a registration form of a course the PIC is registered for would be accepted in place of the certificate.
  - Provide copies of level 1 certifications for staff when the level 2 person is not on site.
- Copy of the **signed lease** and/or **signed purchase agreement** (if not the current licensee)



## PRE-LICENSING INSPECTION CHECKLIST

**Ensure that the following items are in compliance no later than one hour before the health inspector arrives for the pre-licensing inspection. If the facility is not clean, contains surfaces that are not smooth and easily cleanable, or not in compliance with this pre-licensing checklist, you will not be provided with the application for a license to operate.**

- The facility must be clean, in compliance and ready for inspection.
- Surface finishes are of approved materials. Reminder, wood is not acceptable in areas exposed to splash, spillage, and food spoilage.
- Ensure that coolers and freezers are working properly. Cold, perishable, potentially hazardous foods must be held at 41 degrees Fahrenheit (or below). Holding thermometers should be provided for all refrigerated units.
- Prepare dishwashing station for wash, rinse, sanitize with an approved sanitizer and the appropriate test kit.
- Ensure that equipment needed for daily use is cleaned and is in good condition. All fixed equipment is to be properly installed and caulked/sealed. All food contact surfaces must be cleaned and sanitized prior to first use.
- Ensure that all heating or hot holding units are properly cleaned and operational.
- Ensure that hand sinks 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 110 degrees Fahrenheit.
- Ensure that restrooms are properly supplied with soap, individual disposable towels, bath tissue and approved waste receptacles with lids.
- 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).
- Provide written procedures for Vomit/ Fecal Event Cleanup and Employee Illness Policy.
- Proof of Ohio Department of Health approved food safety certification.
- 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).



CITY OF CLEVELAND

Mayor Justin M. Bibb

PUBLIC HEALTH

Please return the following pages to:

City of Cleveland

Department of Public Health

75 Erievue Plaza Third Floor

Cleveland, OH 44114

[cdphfoodprogram@clevelandohio.gov](mailto:cdphfoodprogram@clevelandohio.gov)



CITY OF CLEVELAND  
Mayor Justin M. Bibb  
PUBLIC HEALTH

New Operations (Commercial) \$500.00 ☐  
Extensive Alterations (Commercial) \$250.00 ☐  
New Operations (Non- Commercial) \$250.00 ☐  
Extensive Alterations (Non-Commercial) \$125.00 ☐  
Retail Food Establishment ☐ Food Service Operation ☐

## Application for Food Facility Plan Review

### Instructions:

1. Submit signed and dated application materials in person, mail, or via e-mail at [CDPHFoodProgram@clevelandohio.gov](mailto:CDPHFoodProgram@clevelandohio.gov).

2. Make payments payable to:

**City of Cleveland**

3. Payments can be submitted in person or by mail to:

**Division of Assessments and Licenses**

**601 Lakeside Ave., Room 122**

**Cleveland, Ohio 44114.**

• Facility Name \_\_\_\_\_

• Licensee (Business Entity or Persons Legally Responsible) \_\_\_\_\_

• Address of Facility \_\_\_\_\_ Cleveland, Ohio \_\_\_\_\_

Contact Name \_\_\_\_\_ Applicant

Phone Number \_\_\_\_\_ Owner

Email Address \_\_\_\_\_ Architect

Contact Name \_\_\_\_\_ Applicant

Phone Number \_\_\_\_\_ Owner

Email Address \_\_\_\_\_ Architect

• Food Facility Square Footage \_\_\_\_\_

• Building Permit # \_\_\_\_\_ Cert. of Occupancy # \_\_\_\_\_

• Non-Profit - Yes \_\_\_\_\_ No \_\_\_\_\_ \*Must provide copy of Federal 501(C)(3) Certificate

• Mailing Address for Official Notices \_\_\_\_\_

• Anticipated Opening Date \_\_\_\_\_

• **Accela Record Number (Internal Use Only)** \_\_\_\_\_

Signature of Owner/ Applicant

Date

Division of Assessment And Licenses  
Received and Paid Stamp

Division of Environment Received Stamp



### How To Submit

Documentation can be submitted via:

- In-person at 75 Erieview Plaza Third Floor Cleveland, Ohio 44114
- Mail to 75 Erieview Plaza Third Floor Cleveland, Ohio 44114
- E-mail to [cdphfoodprogram@clevelandohio.gov](mailto:cdphfoodprogram@clevelandohio.gov).

Please note that files cannot be submitted via .zip folder. It is best practice to clearly name any digital submissions.

Site, floor, and lighting plans must reflect the facility's layout at time of inspection. All plans are to be legible and complete.

Incomplete plan and/ or application materials will be returned and reset the 30 day review timeframe.

### Statement of Understanding

- I understand that the Cleveland Department of Public Health has 30 days to review my facility layout once they are submitted.
- I understand that if I misrepresent, do not disclose facility layout information, or fail to provide documents within the requested time, it will result in disapproval and require a new plan review application and fee submission.
- I may be subject to a \$100.00 re-inspection fee if:
  - The facility is not clean,
  - The facility contains either unapproved, or not smooth and easily cleanable surfaces ,
  - The facility is not in compliance with the pre-licensing checklist, or
  - I fail to appear for the scheduled inspection
- I understand that it is best to have the facility layout approved prior to construction to avoid having to change installation and/or construction.

By signing this statement any information submitted is believed to be true and accurate. I acknowledge that an incomplete facility plan review application will delay the process of obtaining an approval.

Signature of Owner/ Applicant

Date



### Processing Questions

Please attach additional sheets  
as necessary

1. Where will you purchase food products? Who will be your food vendors?
2. How will you properly maintain temperature of hot/cold foods?
3. Will you be Reduced Oxygen Packaging any food on site? Do you have a HACCP plan available (include if applicable)?
4. Will you be buying pre-washed and pre-cut fruits/vegetables? If not, where will you rinse/wash your produce?
5. How will you be storing foods 6 inches or more off of the ground throughout the facility?
6. Do you plan to cool any cooked foods?
7. Do you plan to re-heat leftover foods?
8. Will you be serving raw or undercooked meat, fish, seafood or egg products (Caesar dressing, hollandaise, sushi, sashimi, steak tartare, rare hamburgers/steaks, etc.)? List products used in this form. Where will you place a disclosure or reminder statement for consumer advisory?
9. How will you ensure that Time/Temperature Controlled for Safety (TCS), Ready-to-Eat (RTE) foods are used or discarded within seven (7) days from preparation?
10. Will you be offering catering services? Catering refers to preparing food at your establishment, transporting food, and providing either table or buffet services to clients.
11. How will you disclose allergens to customers?



Surface Finishes List

Area	Floors	Walls	Ceiling	Coving
Prep Area	Quarry Tile with Grout	FRP	Drop with Smooth Tiles	Rubber