

## Elyria City Health District Food Service Plan Submittal Checklist

This document is provided in an attempt to answer basic questions regarding the process for obtaining a food service license. Please be advised that operations are required to meet all provisions of the Ohio Uniform Food Code. This document may be obtained from the following websites: [www.elyriahealth.com](http://www.elyriahealth.com) or [www.odh.ohio.gov](http://www.odh.ohio.gov).

### **Health District Basic Requirements For New Food Service Operations or operations being updated due to ownership change or substantial renovation.**

1. A 3 compartment sink with drainboards and/or commercial dishwasher
2. Separate Hand sink(s)
3. A separate mop sink or curbed floor sink
4. If indicated by menu – a food prep sink with an indirect waste
5. Easily cleanable floors, walls & ceilings
6. NSF approved commercial grade equipment
7. Proper drainage of equipment
8. Properly zoned location – food service operations cannot be in a persons home  
NOTE: mobile units are limited to no more than 40 consecutive days in same location

The first step in the process to obtain health department approval is to submit plans to the health district. The plans submitted must include the following:

1. Type of operation proposed and listing of foods to be prepared and served;
2. The total area to be used by the operation including square footage;
3. Indication of all portions of the premises in which the operation will be conducted;
4. Entrances and exits;
5. Location, number and types of plumbing fixtures, including all water supply facilities;
6. Plan of lighting, both natural and artificial, with foot-candles indicated for critical surfaces
7. A floor plan showing the general layout of fixtures and other equipment;
8. Building materials and surface finishes to be used;
9. An equipment list with equipment manufacturers and model numbers; and
10. A health district plan review fee of \$108.00

If you are planning to reopen an operation which is currently constructed but closed, please be reminded that there is a provision in the food code which states that upon change of ownership (of the license) if there are conditions or equipment which do not meet current code, they must be brought into compliance at this time. It is recommended that you contact us for a walk through so we can make that determination before you submit plans.

Once plans are received by the health district, they will be reviewed within 30 days. The applicant will be notified in writing of approval or disapproval. Please note that approved plans from the health district are required before the Elyria City Building Department will issue a building permit.

Items which are addressed by other city departments

1. Backflow prevention devices (Elyria Public Utilities) 326-1570
2. Grease Traps (Plumbing inspector – Elyria Building Dept, Waste Water)
3. Fire Suppression Systems (Elyria Fire Department) 323-1027
4. Building construction issues (Elyria Building and Fire Dept)
5. Compliance with Elyria Design Review criteria (Mayor's Office) 326-1402
6. Site Drainage, parking, traffic flow, (Elyria Engineer) 326-1444
7. Issuance of construction related permits (Elyria Building Dept) 326-1491

Please check with these departments to obtain their procedures for plan submittal/review/fees and permit issuance. NOTE: not required for mobile operations

Once the project nears completion, please contact the health district to schedule a pre-licensing inspection. Please note that all other final construction related inspections if applicable must be completed and that at least a temporary certificate of occupancy if applicable must be available for the operation before the health district can inspect.