



HOCKING COUNTY HEALTH DEPARTMENT

350 State Route 664 North ~ Logan, Ohio 43138
Phone 740-385-3030 Fax 740-385-2252

Dear Food Facility Operator:

The Hocking County Health Department would like to welcome you and your business to the county. We realize opening/renovating a food facility can be an overwhelming experience. Our department has compiled Starting a Food Business in Hocking County guide for your reference.

Designing your establishment with food safety in mind is critical for not only providing safe food, but also for better work flow in the kitchen that will ultimately save you time and money.

The following guidelines and requirements along with the plan review process will help you properly plan a safe and efficient facility:

1. All food must be from a licensed and/or an approved source.
2. All equipment must be commercial, approved by a recognized food equipment-testing agency such as NSF, CSA or UL for sanitation.
3. All refrigeration units must be capable of maintaining 41 °F or below and have an accurate thermometer located inside each unit.
4. All hot holding units must be able to maintain a temperature above 135°F.
5. All floors, walls and ceilings must be smooth, non-absorbent, and easily cleanable in all food preparation, food storage, dishwashing, service areas, and restrooms.
6. The food preparation, dishwashing, service, and storage areas must have adequate lighting with protective shielding.
7. All food facilities must be kept separated from any living or sleeping quarters by complete partitioning or a solid, self-closing door.
8. Dry storage area and cold holding units must be able to accommodate all inventories between deliveries.
9. A service/mop sink must be installed with hot and cold running water and appropriate back flow prevention device along with an area set aside for mop, mop bucket, and maintenance equipment.
10. An adequate number of hand wash sinks with hot and cold water must be installed in the food preparation areas, dishwashing area and in every restroom. All hand wash sinks must have soap, disposable towels, a trashcan, and an employee hand washing sign located near them.
11. A three-compartment sink that is big enough to immerse the largest equipment and utensils must be installed with drain boards on both sides. Approved detergent and sanitizer with appropriate test strip must be provided.
12. A commercial dish machine with a booster heater or chemical sanitizer rinse cycle is optional. An irreversible temperature device for booster heater style or appropriate sanitizer test strips must be provided.
13. A food preparation sink will be required for most food service facilities.
14. A dump sink(s) is required at a bar and/or drink station.



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15. All self-service areas must have a sneeze guard over serving lines.
16. All restrooms must be properly located, equipped, and have a power vent and self-closing doors if open to food storage or food preparation areas.
17. All outside openings must be screened and all doors must be tight fitting to be insect and rodent proof.
18. All cleaning agents and toxic chemicals must be stored and labeled properly.
19. Personal clothing, items, and medication must have designated storage areas away from food preparation areas.
20. Clean and soiled linens must have separate storage areas.
21. All receptacles for waste or recyclables shall be of sufficient capacity and on concrete or asphalt surface that slope to drain.
22. The outside premises must be properly maintained.
23. Each time a licensed operation changes ownership, the facility must be brought into compliance with current laws and regulations.
24. It is highly recommended to consult with Ohio Department of Commerce official prior to purchasing or leasing a building or tenant space.

Please feel free to contact this department Monday through Friday from 8:00 am to 4:30 pm at 740-385-3030 ext. 2 with any questions you have regarding the list above. We are looking forward to further assisting you with your adventure!



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FOOD FACILITY PLAN REVIEW APPLICATION THIS APPLICATION MUST BE COMPLETELY FILLED OUT AND SIGNED

Name of Facility: _____

Address: _____

Telephone: _____

Name of Owner: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

Applicant's Name: _____

Title (owner, manager, architect, etc.): _____

Mailing Address: _____

Telephone: _____ E-mail: _____

PLAN REVIEW SUBMISSION: This application is complete and accurate to the best of my knowledge. I fully understand that any deviation without prior permission from the Hocking County Health Department may void the approval of the plans. I also understand that approval of these plans does not indicate the facility is ready to open. Application for a Food License with appropriate license fee must be submitted and a pre licensing inspection of the facility is required before opening. I must obtain the proper permits and approval from other regulatory agencies and the training certifications for food safety.

Hocking County Health Department does not have a grandfather clause for equipment. Facilities that change ownership are required to bring the facility up to current standards (OAC §3717-1-20(B)). Facilities that remodel and go through the plan review process are subject to facility updates to bring the facility up to current standards. I understand that incomplete plans may delay the plan approval process. I have carefully read the entire application. I am submitting a set of plans, a menu and the plan review fee. I understand it may take up to 30 days for review. A separate license fee will be collected prior to the pre-licensing inspection.

Signature _____ Date: _____

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For Office Use Only

Plan Review Type: <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> New Ownership	Category: <input type="checkbox"/> FSO <input type="checkbox"/> RFE
Risk Level:	Plan Review Fee:
Payment Type:	Receipt #
Date Received:	Received By:



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Total Square Footage of Facility: _____

Projected Date for Start of Project: _____

Projected Date for Completion of Project: _____

Type of Service: Sit Down Meals _____
(check all that apply) Take Out _____
Caterer _____
Mobile Vendor _____
Other _____

Water Source: Private _____ Public _____ Municipal _____

Sewage Treatment system: Private _____ Public _____ Municipal _____

Please enclose the following documents:

- ☐ Site plan showing location of business in building; location of building on site including alleys, streets; and location of any outside storage building and equipment including dumpsters, well, septic system if applicable.
- ☐ Plan drawn to scale of food facility showing the total area to be used for the operation, location of equipment, plumbing fixtures, electrical service, lighting schedule, mechanical ventilation system, and surface finishes of floors, walls and ceilings.
- ☐ Manufacturer specification sheets for each piece of equipment shown on the plan. Include make and model numbers and the certification for sanitation by an accredited food equipment testing agency (NSF, CSA or UL for sanitation).
- ☐ Proposed menu with food sources including seasonal, off-site and banquet menus.

In the following table, please fill in the materials used (i.e. quarry tile, stainless steel, 4" plastic coved molding, etc.)

Room/Area	Floor	Coving	Walls	Ceiling
Kitchen				
Bar				
Food Storage				
Other Storage				
Toilet Rooms				
Dressing Rooms				
Garbage & Refuse Storage				
Mop Service Basin				
Dishwashing Area				



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Before a final inspection and issuance of a license to operate a food facility by the Hocking County Health Department, you must obtain the proper permits and approval from the following departments:

Water & Sewage:

If Public Water/Sewer System:

Ohio EPA – SEDO
2197 E. Front St.
Logan, OH 43138
740-385-8501

If Private Water/Sewer:

Hocking County Health Dept.
350 St. Rt. 664 N
Logan, OH 43138
740-385-3030

Plumbing:

Hocking County Health Dept.
350 St. Rt. 664 N
Logan, OH 43138
740-385-3030

Building:

Ohio Dept. of Commerce
Division of Industrial Compliance
6606 Tussing Rd
Reynoldsburg, OH 43068
614-644-2223

Fire Safety:

Logan Fire Department
155 East Main Street
Logan, Ohio 43138
740-385-2307

Or other local Fire Dept.

Zoning:

Local zoning authorities
(Logan City only)
Logan Service Director
10 S. Mulberry
Logan, OH 43138
740-385-4060



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	Agency Signature	Approval Date
Water		
Sewer		
Plumbing		
Building		
Fire Safety		
Zoning		

Food Safety Training

Level One

The new level of training, Level One Certification in Food Protection, is a mandated training for the person in charge per shift of a risk level I, II, III, and IV food service operation or retail food establishment in the following instances:

- When a new food service operation or a new retail food establishment is licensed after March 1, 2010 unless the individual has successfully completed an equivalent or more comprehensive certification in food protection course.
- When a food service operation or retail food establishment has been implicated in a foodborne disease outbreak.
- When the licensor has documented a failure to maintain sanitary conditions as per section 3717.29 of the Revised Code for a retail food establishment or section 3717.49 of the Revised Code for a food service operation.

Level Two

After March 1, 2017, Ohio Administrative Code (OAC) 3717-1-2.4(A) requires that all Risk Level Three or Four FSO/RFE must have at least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service who is certified in Level Two Certification in Food Protection which is approved by Ohio Department of Health (such as ServSafe management).

For more information about Ohio Certifications, or for a list of the approved providers for the Level One and Level Two Certification in Food Protection Trainings, please visit the Ohio Department of Health website at:

<http://www.odh.ohio.gov/odhprograms/eh/foods/cert/cert.aspx>

Application for Change of Occupancy

❖ Introduction:

- This policy is generated to provide general procedures and required documents for application for change of occupancy in existing buildings.

❖ Code Requirements and References:

- **Section 202 OBC** defines change of occupancy as “a change in the purpose or level of activity within a structure that involves a change in application of the requirements of the code”.

Not only the change of use and occupancy classification but also a change in the level of activity while maintaining the same use group will constitute the “change of occupancy”. A change in the level of activity may include increase of occupant loads or path of travel distance to exits, or changes in equipment, appliances, or systems, etc., that will raise the level of hazard based on life and/or fire risk.

Section 3408.1 OBC states “no change of occupancy shall be made to any building that would place the building in a different division of the same group of occupancy or in a different group of occupancies, unless building is made to comply with the requirements of this code for such division or group of occupancy.

Please note that a change of occupancy permit CAN NOT be processed through “Application for certificate of use and occupancy” (Form DIC 3019) process for existing buildings.

❖ How to apply for Change of occupancy permits:

1. Apply online through web portal: <https://icportal.com.ohio.gov/web/ohio/login> If you have not registered as a member in the web portal, you must complete the registration process first. Once you are registered, you can follow the screen instructions to apply for “**Building permit**” as application type and upload all required supporting documents (in .PDF format) in the attachment tab.
2. Apply in paper format:
Complete the application form (DIC 3016) and mail in, fax in (614) 644-3145, or e-mail in (BDCCPlans@com.state.oh.us) the application form along with all required supporting documents.
3. An expedited (walk-in) plan review appointment can be scheduled for change of occupancy permits. Check the box “**Request for expedited plan review appointment**” on the paper building plan approval application form or apply through the web portal by selecting “**walk-in**” as application subtype. Additional expedited plan review fee of \$275.00 per scope of work will be charged for all walk-in plan review in addition to the regular permit fees.

❖ **Plan submission and fee requirements:**

Based on the above code sections, the building official has determined that the following documentation and procedures are required for a change of occupancy plan submission:

- Application form:
Complete and submit the “Ohio Application for Building Plan Approval” (DIC 3016).
- Plan requirements:
 1. Submit **three (3) sets** of construction drawings sealed by an Ohio registered design professional(s).
 2. For existing buildings **without proposed alterations**, drawings shall show, at a minimum, the existing and proposed use group designations, construction type, existing floor plan with new room names, occupant loads, required means of egress components, existing electrical panel and load information for the new use group, existing mechanical system and equipment, existing plumbing fixtures, and existing fire protection systems, etc.
 3. For existing buildings **with alterations**, in addition to the requirements in item #2 above, drawings shall also show alteration details for each scope of work in the building.
- **Plan review and inspection fees shall be charged as follows:**
 - For existing buildings **without alterations**:
 1. \$275 processing fee for **each scope of work** applicable to the building,
 2. The square footage fee shall be based on the **minimum 100 square feet** for **each scope of work** applicable to the building,
 3. \$65 fee for certificate of use and occupancy
 4. \$5.00 fee for Ohio Board of Building Standards per each scope of work
 - For existing buildings **with alterations**:
 1. \$275 processing fee for **each trade** applicable to the building.
 2. A basic square footage fee **times the actual square footage of floor area** involved in the alteration for **each scope of work** applicable to the building,
 3. The square footage fee shall be based on the **minimum 100 square feet** for **each scope of work** that does not require alteration,
 4. \$65 fee for certificate of use and occupancy,
 5. \$5.00 fee for Ohio Board of Building Standards per each scope of work
- **Inspections:**

Regardless if the application included alterations or not, the applicant must call for inspection for each trade applicable to the building. Inspectors shall verify that the existing and/or altered building components are in compliance with the approved plans and applicable building codes for the proposed new use group(s).
- **Special clarification:**

For change of occupancy in existing building, the property owner may wish to occupy the existing building for the new use group without any alterations. However, in view of many fire and life safety issues concerning the change of occupancy, the building official has determined that the existing building components shall be evaluated, verified, and drawings shall be prepared by an Ohio registered design professional. These plans shall be

submitted to DIC for review and approval for all change of occupancy applications **regardless** if the new use occupancy is more or less hazardous than the existing use occupancy. Because of the complexity of verifying code compliance in existing buildings, the analysis and drawing preparation **cannot be performed by the owner or their contractors**. This information must be verified and submitted by an Ohio registered design professional in accordance with section 106.2.1 OBC. Please note that once the plan review process is completed, the building official may determine that alterations are required to bring the existing building components up to the current code requirements. **It is highly recommended to consult with the building official prior to purchasing or leasing a building or tenant space.**

Revised 04/02/2019