



Food Service Operation And Retail Food Establishment Plan Review Application 2026

Plan Review Fee Schedule	
Regular Plan Review Small (<25,000 sq. ft.)	\$250.00
Expedited Plan Review Small (Reviewed in 3 business days)	\$375.00
Plan Review Fee Large (>25,000 sq. ft.)	\$375.00
Expedited Plan Review Large (Reviewed in 3 business days)	\$562.00

*Please make all checks payable to "Portage County Health District"

Plan Review Process Overview



Step 1

Fill out a plan review application when:

- Opening a new food facility or;
- Performing substantial alterations or;
- Change of ownership

Step 2

- The applicant downloads the plan review application from www.portagehealth.net in the "Forms" section **or**
- The applicant contacts the Portage County Health District (PCHD) to obtain a plan review application.

Step 3

- The applicant submits a completed plan review application to PCHD with appropriate fee
- PCHD reviews the plans within the allotted time.

Approved

Disapproved

Written approval will be sent in the mail

Resubmit with acceptable revisions to PCHD.

Construction may begin according to the approved plans

Plans approved. Written approval will be sent in the mail

Upon near completion of construction, the applicant contacts PCHD to schedule a pre-licensing inspection.

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If inspection passes applicant may submit license fee and signed application.

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Portage County Combined General Health District

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www.portagehealth.net



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Portage County Health District 330-296-9919
Fax 330-297-3597
Portage County WIC 330-297-9422
Columbiana County WIC 330-424-7293

FOOD SERVICE OPERATION/RETAIL FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

New Facility: Alteration: Change of Owner: (Check One) FSO (Check One) RFE
 Regular Plan Review Expedited Plan Review Anticipated Risk Level _____

Operation Name _____

Address _____

City _____ State _____ Zip _____

City/Village/Township _____

Phone Number _____

Contact Person (for plan review approval response)

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ E-mail Address _____

Total Size of Operation (excluding seating area) _____ sq. ft.

Type of Operation (check all that apply)

School/day care
 Catering facility
 Dine-in restaurant
 Grocery store

Drive-thru
 Bar
 Carry-out restaurant
 Micro Market

Assisted living facility
 Convenience store
 Gas station
 Other

Hours of Operation

Sunday _____ Wednesday _____ Saturday _____
Monday _____ Thursday _____
Tuesday _____ Friday _____

The Plan Review Process:

All plans submitted for review must include the appropriate fee (which can be found on page one or our website at www.portagehealth.net). Once plans and payment are received by the Portage County Health District, the assigned inspector has 30 days to review the plans. A plan review can be expedited for an additional fee. The expedited plan review time is three business days.

If the inspector needs more information, he/she will request the appropriate information from the contact person provided in this application. If more information is requested, the 30-day clock stops until the requested information is provided. The clock will not resume until all requested information is submitted. At this time the 30-day clock resets regardless of plan review type (regular or expedited). Please note that all efforts will be made to expedite the plan review process. Once plans are approved, a letter will be sent to the contact person to confirm approval of the plans. At no time can any alteration or construction occur until the plans are approved. If this is a new facility please check with Portage County Water Recourses to see if a grease trap/interceptor is required. Ensure documentation is kept for review by PCHD during pre-licensing inspections.

Portage County Health District will not schedule a pre-license inspection until a **Certificate of Occupancy** is issued by the local building authority. A pre-licensing inspection will then be scheduled to determine if a license will be issued. Following the checklist below will help ensure a quick plan review and approval process.

Prior to commencing construction/renovation, submit plans that include:

- Site Plan:** Location of business in a building such as a shopping mall or stadium; location of building on site, including alleys, streets, and location of any outside support infrastructure such as dumpsters, potable water source, and sewage treatment system; topographic lines; interior and exterior seating areas.
- Menu:** A copy of the proposed menu- Along with a written notification statement posted within the facility for unpackaged foods that contain major food allergens as ingredients. **FOR FSOs ONLY.**
- Consumer Advisory:** If foods are to be served raw or undercooked, an advisory must be present on the menu. Each food that is raw or undercooked must be marked with an Asterisk (*) on the menu.
- Facility layout:** A detailed drawing/schematic or architectural plan. The plans must be clearly legible, accurate, and include entrances and exits. The floor plan must show all fixtures and equipment.
- Equipment specifications (NSF or equivalent):** All equipment shall be commercial grade and must be pre-approved by the Licenser. Provide equipment specifications with manufacturer and model numbers (or provide digital links to equipment specifications).
- Plumbing:** Plumbing must be approved by a plumbing inspector. Proof of this must be provided to the Licenser. For grease trap sizing, contact the wastewater authority wherein the facility is proposed.
 - Back flow preventers must be installed on equipment as necessary and must be shown in equipment specifications.
- 3-compartment sink:** A three compartment sink shall be provided to manually wash, rinse, and sanitize all equipment and utensils. Hot water must be at least 110°F. Sink compartments must be large enough to allow complete immersion of the largest equipment and utensils. If equipment or utensils are too large for the ware washing sink, a ware washing machine or alternative cleaning method shall be used.
 - kitchen
 - bar

Food prep sink: If food preparation, food thawing, or produce washing will occur, a prep/culinary sink is required. A prep/culinary sink must have an air gap (indirect drain) on the wastewater line.

Hand sinks: Handwashing sinks must be conveniently located in, but not limited to: all food prep areas; restrooms; areas such as the dishwashing room. A handwashing sink must always be stocked with: cleanser (soap); paper towels; a handwashing sign that reads “Employees must wash hands”; cold and hot water (at least 85° F).

kitchen bathrooms
 bar dishwashing room

Mop sink: A mop sink must be available for the disposal of mop water. It shall be sealed tightly to the wall. Mops must be stored between uses in a manner that allows them to air dry.

Toilet facilities: Toilet facilities must be stocked with toilet paper and all handwashing supplies. The women’s restroom must contain a covered waste receptacle. If the restroom opens directly into a food prep area, the door must be self-closing.

Adequate water supply: The facility must have adequate hot water, cold water, and water pressure.

Dish machines: If used, dish machines must be one of the following:

hot water sanitizing
 chemical sanitizing

Surface finishes: Materials for indoor floor, wall, and ceiling surfaces, under normal use shall be: smooth, durable, and easily cleanable (for areas where food activities are conducted); closely woven and easily cleanable carpet (for carpeted areas); nonabsorbent (for areas subject to moisture such as food preparation areas, walk-in refrigerators, ware washing areas, toilet rooms, and areas subject to flushing or spray cleaning methods).

floors
 walls
 ceilings

Screens/air curtains: Screens and/or air curtains must be provided on all doors and windows that are kept open.

Food storage: Adequate storage must be available for all dry, frozen, cold foods, and hot foods. Foods must be stored at least six inches off the floor. Chemicals must be segregated and stored away from foods.

dry cold chemicals
 frozen hot

Garbage/refuse disposal: Garbage must be disposed of properly.

Inside (denote locations of garbage containers and recycling bins)

(denote locations of garbage containers and recycling bins.)

Dumpsters must:

be stored on hard, impermeable surfaces that are graded to drain (denoted by topo lines)

be equipped with drain plugs

- Lighting:** Lighting shall be adequate to perform duties in each area as described below.
 - At least ten-foot candles (one hundred eight lux) at a distance of thirty inches (seventy-five centimeters) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning.
 - At least twenty-foot candles (two hundred fifteen lux):
 - At a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption.
 - Inside equipment such as reach-in and under-counter refrigerators; and
 - At a distance of thirty inches (seventy-five centimeters) above the floor in toilet rooms and in areas used for handwashing, ware washing, equipment storage, or utensil storage; and
 - At least fifty-foot candles (five hundred forty lux) at a surface where a food employee is working with food, utensils, or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.
 - Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment, utensils, or linens; or unwrapped single-service or single-use articles.
- Employee lounge/storage of personal items:** Employee personal items must be stored away from food. Employees may only drink beverages with lids and straws while working. Eating in the kitchen is prohibited. Plans must indicate areas(s) where employees will eat, take breaks, and store personal items.

When the plans have been approved, construction/installation may commence.

Once the facility is near completion please contact the inspector who completed the plan review. A pre-license inspection will not be scheduled until the following are documents are obtained by PCHD. The facility should be fully stocked, functional, and thoroughly cleaned.

- Water supply system (one of the following)
 - Municipal (contact local agency)
 - Ohio Environmental Protection Agency (330-963-1200)
 - Portage County Health District (Private Water System) (330-296-9919)
- Sewage disposal system (one of the following)
 - Water Resources (contact local agency)
 - Ohio Environmental Protection Agency (330-963-1200)
- Building Department (contact local agency)
 - Certificate of Occupancy
 - Building Approval
 - Electrical Approval
 - Plumbing Approval
- Ohio Department of Agriculture (for wholesale sales, canning, bottling & other applicable processes)

The following items must be in place and in order at the time of inspection:

- Ensure that the facility is constructed according to plans that were approved by the Portage County Health District. Any changes not fully indicated on the plans are subject to disapproval.
- Provide documentation that a Person-in-Charge has adequate knowledge of food safety and will be on site during all hours of operation. The required documentation can be received from the Ohio Department of Health.

The following checklist should be used as a guide and is a **MINIMUM** list of what is required to be available during the pre-license inspection.

- Have the following stocked and available
 - Sanitizer (one of the following)
 - chlorine
 - quaternary ammonia (quat)
 - Test strips (must match sanitizer)
 - chlorine
 - quaternary ammonia (quat)
 - Probe thermometer (at least 0-220°F range)
 - Disposable gloves (latex free)
 - Hair coverings
 - Refrigerator thermometers
 - All equipment running properly and in good repair/adjustment.
 - A thoroughly clean facility.

For Portage County Health District Use Only

Regular Plan Review _____

Expedited Plan Review _____

Check/Cash _____ Receipt # _____

Credit Card _____ Receipt # _____