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ccbh.net

## Licensing

All retail food businesses in the jurisdiction of Cuyahoga County Board of Health (CCBH) are required to have a food service operation or retail food establishment license. Individuals that plan to open, remodel, or change (i.e. significantly alter menu, equipment, or processes) must contact CCBH to obtain and complete the most current plan review application and complete the licensing process.

## Getting Started

### **Step 1: Submit Plans (at least 30 days prior to construction)**

Include the following:

- Completed application
- Two (2) complete sets of facility drawings
- Menu (including all food items and beverages to be sold)
- Food safety training certificates
- Plan review fee
  - Standard Plan Review - \$500
  - Expedited Plan Review (optional) - \$1000 + Standard plan review fee

### **Step 2: Plan Review**

- CCBH will review the plans within 30 days of complete submission
  - (NOTE: If paying expedited fees, the plans will be reviewed within 3 business days of complete submission)
- During review, if additional information or changes are needed, details will be sent via email to the plans contact listed on the application

### **Step 3: Plan Approval Process**

Once approved, you will receive the following information via email:

- A formal approval letter
- Information on how to schedule your pre-licensing inspection
- A pre-licensing checklist to prepare for your inspection

### **Step 4: Pre-licensing Inspection**

Please ensure all inspections from the local fire department and building department are completed before contacting CCBH for a pre-licensing inspection.

- Contact your assigned specialist at least 7 days in advance to schedule
- Ensure all items on the pre-licensing inspection checklist have been completed

### **Step 5: Licensure and Approval to Operate**

- Once the pre-licensing inspection has been passed, submit the completed food license application and appropriate fees to CCBH (these details will be provided by the specialist).
- The business can officially open for operation

\*\* KEEP THIS PAGE FOR REFERENCE \*\*



# CUYAHOGA COUNTY BOARD OF HEALTH

## FOOD SERVICE OPERATION/ RETAIL FOOD ESTABLISHMENT

### 2026 PLAN REVIEW APPLICATION

All new or extensively remodeled food service operations (FSO) and retail food establishments (RFE) are required to submit prepared plans with specifications to the local board of health for approval before a license can be issued and food can be prepared and served.

**The following application must be completed in its entirety, with the appropriate fee, and submitted before plans will be accepted for review. When such plans are accepted by the Board of Health, they shall be acted upon within thirty (30) days of receipt.**

#### I. Facility Information

Anticipated Construction Start Date: \_\_\_ / \_\_\_ / \_\_\_      Anticipated Opening Date: \_\_\_ / \_\_\_ / \_\_\_

Facility	Name of Business			
	Street Address		City, Zip	
	Owner		Phone #	
	Email		Total Square Footage (ft <sup>2</sup> ):	
	New Construction ( ) Change of Business ( ) Remodel of a Food Business <u>Currently Licensed</u> by the Cuyahoga County Board of Health* ( )			
*If a remodel, please describe the scope of the remodel in section VIII on the last page.				
Plans	Contact Name		Phone #	
	Email Address			
	Street Address			
	City	State	Zip	

TYPE OF OPERATION:      Bar     Sit Down     Take Out     Caterer     Retail   
 Child Care     Long Term Care     School     Micro-Market

TYPE OF WATER SUPPLY:      Community     Non-Community/Well

TYPE OF SEWAGE DISPOSAL:      Sanitary Sewer     Semi-Public Septic   
 System Approved by OEPA?  Yes     No

## II. Plan Contents Checklist

The plans and specifications submitted to the Board of Health shall be legible, drawn accurately to scale, and on paper at least 11"x 17". In place of paper copies, drawings may be submitted electronically on disc or flash drive, in PDF format.

**WHERE APPLICABLE, ITEMS "A" through "R" LISTED BELOW MUST BE REPRESENTED IN TWO (2) IDENTICAL SETS OF DRAWINGS SUBMITTED TO THE BOARD OF HEALTH. Check the line next to each letter if applicable. If not applicable indicate with "(n/a)":**

- A.  Two (2) identical sets of plans or Two (2) discs with PDF formatted drawings
- B.  Floor plan depicting all equipment, plumbing fixtures, and general layout of all areas used for food prep (with length x width scale)
- C.  Direct/indirect plumbing designation for all plumbing fixtures and equipment drains (see page 8)
- D.  Location and capacities of hot water tank or tankless hot water heater
- E.  Location and capacity of grease interceptor (see page 7)
- F.  Location of 3 compartment sink(s) (with drain boards) and/or dish machine(s)
- G.  Location of handwashing sink(s) throughout the facility (including restrooms)
- H.  Location of food preparation sink(s)
- I.  Location of utility sink(s) (must be located on the same floor as kitchen)
- J.  Entrances and exits
- K.  Seating and seating capacity (including outdoor seating)
- L.  Location and types of all light fixtures (must be  $\geq 50$  foot candles in food prep areas)
- M.  Building materials and surface finishes (see page 6)
  - a.  Floors
  - b.  Walls
  - c.  Ceilings
  - d.  Base coving
- N.  Countertops and cabinetry
- O.  Ventilation/HVAC specifications
  - a.  Hood for grill line (ANSI approved suppression system)
  - b.  Hood for high temperature dish machines
- P.  All outer openings (windows, doors) are protected (screens, door sweeps, or other barriers present)
- Q.  Location of storage space for food products, chemicals, disposable products, and employee items (include manufacturer's make and model numbers for shelving)
- R.  Site plan to include building exterior, location of dumpster, and surrounding streets
- S.  Location of facility within a larger building (e.g. a food service in a shopping mall)

### Other items required for plan review submittal:

- Menu or food list, including all foods and beverages
- Total area to be used for the food service in square feet
- List of all equipment including make or brand and model numbers-not serial numbers (see page 5)

### Plan Review Submittals Requiring a Hazard Analysis Critical Control Point (HACCP) Plan and/or Variance:

- Acidified white rice (i.e. sushi)
- Pasteurizing fresh juice onsite for retail sale
- Vacuum packaging (including cook-chill, sous vide, etc.)
- Smoking for preservation or curing
- Offering live shellfish from a display tank
- Fermentation or pickling
- Other

**REMINDER: Plans that are missing information will be considered incomplete and the approval process will be delayed. After 30 days, incomplete plans may be disapproved. A new application, fee, and resubmittal of plans will then be required.**

### III. Equipment

**All equipment must be commercial-grade**, and recognized by a listing agency such as the National Sanitation Foundation (NSF), Intertek Sanitation Testing Services (ETL-Sanitation), or UL Sanitation (UL-SAN, or UL-EPH). Equipment designed for household use will not be approved.

**Make and model numbers of equipment are required. Please do not submit equipment serial numbers or write existing.**

Complete the equipment table below unless your submittal already contains one with the same information. Please create a key using numbers or letters in the left column and then use the numbers or letters on the drawing to indicate where the equipment is located. All equipment must be shown on drawings.

## IV. Surface Finishes

All room surface finishes on floors, walls and ceilings in restrooms, service stations, food preparation areas (including buffets, kiosks, bars, warewashing areas, etc.) must be constructed of smooth, durable, non-absorbent, non-porous, and easy to clean material.

**Examples of acceptable flooring finishes:** Tile (quarry, ceramic, glazed masonry, vinyl), poured seamless epoxy, sealed concrete, or other equally durable and impervious material. All floor covering must be laid on a firm foundation with coved floor-to-wall joints. Coving floor-to-wall joints makes cleaning easier and prevents accumulation of food debris, which attract pests.

**Examples of acceptable wall finishes:** Fiber-reinforced panels (FRP), stainless steel or aluminum panels, glazed tile, glazed cement block, drywall coated with high gloss paint, semi-gloss paint, or with epoxy approved for commercial kitchens.

**Examples of acceptable ceiling finishes:** Plastic-coated tiles, plastic laminated panels, drywall painted with high-gloss or semi-gloss paint.

**Note: Acoustic ceiling tiles or “popcorn”-finished ceilings will not be approved.**

**Complete the surface finish table below unless your submittal already contains one with the same information.**

## **V. Plumbing**

**Ensure all plumbing fixtures and lines are represented in drawings.**

### **Water Supply**

An adequate supply of running hot and cold water under pressure must be supplied from an approved potable water source. Hot water tanks or tankless hot water heaters are sized according to the State of Ohio Plumbing Code. Consult your local Building Department for further information.

### **Backflow Prevention**

Potable water supplies must be protected from cross-connections. Water inlets must incorporate a backflow prevention device such as a vacuum breaker or other type of mechanical device that prevents backsiphonage. Water outlets should incorporate an air gap to completely eliminate the potential for a cross-connection. An air gap at least twice the diameter of the drain pipe is required. Page 8 will require details on the type of backflow prevention used.

### **Grease Interceptor (Grease Trap)**

All waste lines from three compartment sinks used to wash and sanitize wares which have come into contact with animal products (including meat, poultry, fish, milk, dairy products) must incorporate a grease interceptor. Other plumbing systems may be required to be tied into the grease interceptor. CCBH requires grease interceptors for all food operations that handle exposed food unless deemed unnecessary by the local Building Department. Proper grease trap sizing is determined by the Ohio Plumbing Code. Please consult your local Building Department for further information.

### **Handwashing Sink**

Handwashing sinks must be provided for every restroom, service station, food preparation area (including buffets, kiosks, bars, warewashing areas, etc.) and must not be more than 25 linear feet from the mentioned work stations. Additional, handwashing sink(s) must be provided whenever this distance is broken by a threshold with a door, high traffic areas, or handwashing is not easily accessible for other reasons. Restroom handwashing sinks will not fulfill requirements for handwashing sinks in the food service.

All handwashing sinks must be equipped with water at a temperature of at least 85°F, soap, hand drying provisions such as a hand dryer or disposable paper towels, handwashing signage and a trash can.

Splash guards are required on handwashing sinks next to food preparation surfaces, food prep sinks, 3-compartment sinks, single-use articles, adjacent food contact surfaces or food storage shelves.

### **Food Preparation Sink (Vegetable Sink)**

CCBH does not allow washing produce, thawing, or cooling practices to occur in a hand sink or warewashing sink. Sinks used for washing produce, thawing, and/or cooling must be air-gapped at the plumbing outlet/waste line.

### **Three-Compartment Sinks and Commercial Dish Machines (Warewashing)**

A warewashing method is required for any operation that sells or serves unpackaged food. Sink systems used for washing dishes must include three separate compartments for washing, rinsing, and sanitizing. The three compartment sink or dish machine should be equipped with two drain boards (for storage of dirty dishes prior to washing and for placement of clean dishes for air drying). Both styles of warewashing should have a method to test the sanitization method (either chemical testing strips or a maximum registering thermometer).

### **Utility Sink (Mop Sink, Service Sink)**

All facilities are required to have a sink designated for cleaning of mops and cleaning tools, and for disposal of mop water. The utility sink must include a faucet and drain. This sink should have hooks or other means to allow mops to air dry.

**I have read and understand the requirements for water supply, backflow prevention, grease interceptors, plumbing (hand sinks, food preparation sinks, warewashing methods, and utility sink). My facility will be in compliance with the requirements. Please check the appropriate box.**

Yes     No

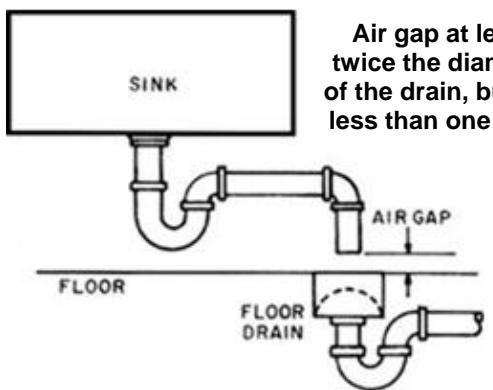
## VI. Air Gaps and Backflow Prevention Devices

Indicate on the table below which method of backflow prevention will be provided at both the plumbing inlets and outlets:

Equipment	Air Gap At Least Twice Diameter of Drain Pipe (Plumbing Outlet)	ASSE Backflow Prevention Device (Plumbing Inlet)	Not Applicable
Walk- in Freezer Condensate Line			
Walk- in Cooler Condensate Line			
Cold Pan/Table			
Buffet			
Steam Table			
Steamer			
Combi Oven			
Tilt Skillet			
Water Filler			
Espresso Machine			
Coffee or Tea Brewer			
Kettle Filler			
Dipper Well			
Three-Compartment Sink			
Warewash Sprayer Hose			
Dish Machine			
Ice Machine Bin			
Ice Machine Inlet			
Blender Station			
Beverage Station			
Drip Tray			
Soda Station Inlet			
Food Prep/Vegetable Sink			
Mop Sink Hose			
Multiflow Dispenser (soda gun)			
Other: _____			

Consult the most current State of Ohio Plumbing Code and your local Building Department for further information and/or requirements.

Example of an indirect drain with air gap (Plumbing Outlet/Waste Line):



Example of backflow prevention (Plumbing Inlet):



## VII. Risk Level Activities

Will you do any of the following food handling activities? (Check all that apply):

### Risk Level I

- Selling only commercially pre-packaged food items

### Risk Level II

- Handling or re-packaging shelf stable food items
- Offering bulk displays of unwrapped, shelf-stable food items
- Serving hot/cold food items received from another licensed facility

### Risk Level III

- Wash or handle fresh fruits and vegetables
- Handle, cut, or grind raw meat products
- Cut or slice ready-to-eat meats or cheese
- Serving soft-serve desserts or milkshakes
- Assemble, heat, or cook time/temperature controlled for safety foods

### Risk Level IV

- Reheat food in bulk for hot holding more than once per week
- Acidification of White Rice (Ex. sushi rice)
- Time as a Public Health Control
- Non-Continuous Cooking (Ex. par-cooking wings)
- Reduced-Oxygen Packaging (Cook/Chill, Sous Vide, etc.)
- Serving a Highly Susceptible Population
- Serving Raw or Undercooked Menu Items
- Fermentation or Pickling
- Smoking or Curing for preservation
- Off-site catering

### Other:

- Using Food Additives on site (Ex. THC, Hemp, Kava, Blue Lotus, Charcoal, Liquid Nitrogen, etc.)
- Distributing food items to other licensed locations for sale or service
- Bottling/canning

## VIII. Scope of Remodel (If applicable)

If remodeling a food business currently licensed by the Cuyahoga County Board of Health, briefly describe the scope of the remodel, including all affected areas of the facility (Note: All outstanding violations cited on previous reports must be corrected as part of the scope of any remodel):

## IX. Education

As of March 1, 2010, Risk Level I, II, III, and IV Food Service Operations and Retail Food Establishments are required to have at least one person in charge per shift. These persons in charge must have attended a Person-in-Charge Training Course approved by Ohio Department of Health prior to the business being licensed.

As of March 1, 2017, Risk Level III and IV Food Service Operations and Retail Food Establishments are required to have at least one employee with supervisory and management responsibility and the authority to direct and control food preparation and service. This employee must have an Ohio Manager Certification in Food Protection that has been granted by Ohio Department of Health prior to the business being licensed.

I have read and understand the requirements for education as described above. Copies of education certificates will be turned in for review prior to the pre-licensing inspection.

Please check the appropriate box.

Yes     No

## X. Signature

This application is complete and accurate to the best of my knowledge. I am submitting a complete plan review application, two sets of identical plans, complete menu, food safety certifications, and the appropriate fee as determined above. I understand that it may take up to 30 days for review. I understand that as a new business- or an existing business undergoing remodeling- that the plan review process requires my facility to meet all current code requirements. I also understand that I must complete all work, pass inspections from the city's fire and building department, and pass a pre-licensing inspection with Cuyahoga County Board of Health prior to being permitted to pay for a license and open my business.

I understand that incomplete plans will delay the opening of my facility.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## XI. Attachments

Include or attach the following items with this completed application:

- Two complete and identical sets of plans
- Complete menu/food list, including beverages
- Food Safety certificates
- Standard Plan Review Fee
- Expedited Plan Review Fee (if applicable)

## SUBMIT COMPLETED APPLICATIONS TO:

Cuyahoga County Board of Health  
5550 Venture Dr.  
Parma, OH 44130