



## **2026 VENDING PLAN REVIEW APPLICATION**

A vending machine is defined as a self-service device that automatically dispenses on the insertion of currency, token, card, key, by electronic transaction, or similar means a predetermined unit serving of food, either in bulk or in package, without having to be replenished after each use.

**Before your new vending machine license can be issued, the following details are required for review:**

- 1. Machine Specification:** Provide the make and model number of your machine. Vending machines must be certified by either NAMA (National Automatic Merchandising Association) **or** NSF (National Sanitation Foundation)/ANSI-25 (American National Standards Institute). If the vending machine does not have at least one of these specific certifications, it will not be approved for use. *If you are unsure, we recommend contacting our office prior to purchasing any equipment.*

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- 2. Product List:** What type of food items will be offered in your vending machine? Please be specific (ex: prepackaged sandwiches and salads, frozen entrees, hot coffee, unpackaged popcorn, etc.)

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- 3. Source:** Where will the food items/ingredients be purchased/received from?

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- 4. Storage:** Will any food or beverage items be stored or prepared outside of this vending location? If so, please provide the address and facility information below. *Additional licensure may be required by the local health department or Ohio Department of Agriculture (ODA).*

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5. **Cleaning/Sanitizing:** If your machine is preparing, assembling, or dispensing unpackaged food or beverage, please provide the following information:

(a) Please describe the cleaning and sanitizing procedures for any food contact surfaces and components. A written cleaning procedure may be attached if additional space is needed.

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(b) Type of sanitizer that will be used:

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(c) Where will machine components be washed, rinsed, and sanitized? (ex: On site in three compartment sink, ODA commissary, etc.)? Please provide the address and facility information below.

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6. **Plumbing:** Does your machine require a water hookup for operation? If so, please confirm that a backflow prevention device will be present at the water inlet.

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7. **Location:** Specify the location of your vending machine(s) within in the facility (ex: Dock A, second floor break room, etc.). *Vending machines located in separate buildings or spaced more than 150ft apart require separate licenses.*

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8. **Health and Safety Lockouts:** Please describe any health/safety lockout mechanisms that will be present on your machine (ex: temperature lockouts, waste water floats, etc.). How will these lockout functions be demonstrated/tested during inspection?

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9. **Inspection Contact:** Who will be the inspection point of contact for this vending location? Please provide their name, a phone number, and email address.

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# Application for a License to Conduct a Vending Machine Location

## Instructions:

1 . Complete the applicable section. (Make any corrections if necessary.)

2 . Sign and date the application.

3 . Make a check or money order payable to:

4 . Return check and signed application by\* :

to :

Cuyahoga County Board of Health  
5550 Venture Drive  
Parma, OH 44130

**\*There is a mandatory penalty fee of 25 % of the renewal fee for operating a vending machine location after the deadline (Chapter 3717 of the Ohio Revised Code).**

Before license application can be processed the application must be completed and indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing/renewing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Vending Company		
Phone # (      )	Fax # (      )	E-mail
Address		
City	State	ZIP

Location name	Location address (include City and ZIP)	LHD use only	
		Audit number	License number

I hereby certify that I am the license holder, or the authorized representative, of the vending machine location(s) indicated above.	
Signature	Date

## Licensor to complete below

License fee	+ Late fee	+ State amount	= Total amount due
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Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date	page	of
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**APPLICATION CONTINUATION FOR LICENSE TO CONDUCT A VENDING MACHINE LOCATION**