

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.*

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.)

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

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).*

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.

(b) Type of sanitizer that will be used:

(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.

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.

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.*

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?

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.

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

Licensors 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

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