

(Office Use: CFSN#)

**I. GENERAL INFORMATION**

Food Facility Name	
Food Facility Address (including Zip Code)	
Contact Name	Contact Role/Title (owner, architect, etc.)
Contact Mailing Address	
Contact Email	Contact Phone

1. Type of facility (check all that apply):

- Restaurant or Cafe  
  Bar  
  Market  
  Micro Market  
  Coffee Shop  
  Bakery  
 Daycare  
  School  
  Other (please specify) \_\_\_\_\_

2. Reason for food facility review:

- New food facility construction                       Concept change  
 New food facility in existing building               Floor layout or equipment changes in existing  
 Renovation of existing food facility                      food facility  
 Same food facility re-opening after closure               Ownership Change (name change only)

Briefly describe project and/or list changes to be made:

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3. What is the TOTAL area to be used for the food service operation or retail food establishment (or the area to be renovated)?

\_\_\_\_\_ sq ft

4. What is the risk level of this facility, or proposed facility? (See risk level definition on fee page)

- Level 1      Level 2      Level 3      Level 4

5. List the location for storage of:

- a. Chemicals and Cleaning Supplies \_\_\_\_\_  
 b. Employee Personal Items \_\_\_\_\_

## II. FLOOR LAYOUT/DRAWING REQUIREMENTS

### A. Include the following drawings:

- Facility layout, with all kitchen/bar equipment and plumbing fixtures labelled or numbered, showing ALL areas of food facility (including any outdoor dining or bar areas)
- Reflected ceiling or lighting plan
- Plumbing plan(s) showing water supply and waste/drains, as well as grease interceptor. Make sure that all required sinks (mop, prep, 3-compartment, dump, hand washing) are shown and labelled.
- Site plan showing building in relation to adjoining streets/alleys. Make sure to label trash disposal site and any outdoor storage. For buildings within a large structure (for example a facility inside a stadium), provide a drawing showing facility location within the larger structure.

#### Drawings should:

- Be accurately drawn to a scale (preferably ¼ inch = 1 foot)
- Be printed (not electronic), full-size and NOT reduced in size from the original
- Include all sections of the premises related to the food facility. **The drawings should reflect the way the final space will look/be laid out.**

**\*\*If remodeling facility, only include drawings related to elements being changed or altered\*\***

## III. EQUIPMENT AND FACILITY REQUIREMENTS

### A. LIGHTING

REQUIREMENTS FOR LIGHT INTENSITY: Lighting intensity must be 1) At least ten foot candles in walk-in units and dry food storage areas. (2) At least twenty foot candles where food is consumer self-served or where fresh produce or packaged foods are sold; inside reach-ins and under counter refrigerators; above hand washing & ware washing areas; equipment and utensil storage. (3) At least fifty-foot candles in food prep areas.

Will (or does) the facility comply with the lighting requirement listed above?

Yes    No   If no, why not? \_\_\_\_\_

### B. FINISH MATERIALS

REQUIREMENTS FOR INDOOR SURFACES MATERIALS: Surfaces must be smooth, durable, and easily cleanable in areas where food service operation or retail food establishment activities are conducted. Nonabsorbent material is required in areas subject to moisture.

Specify materials and finishes for all parts of the facility by completing the table on the next page.

Room	Floor Material/Finish	Base Material	Walls Material/Finish	Ceiling Material/Finish
(Example: Kitchen, ware wash area, bar, prep area, etc.)	(Example: Quarry tile/sealed)	(Example: Quarry tile, vinyl, etc.)	(Example: FRP/smooth, stainless steel, etc.)	(Example: Gypsum board/ painted Smooth, VCT, etc.)

### C. EQUIPMENT SCHEDULE

REQUIREMENTS FOR EQUIPMENT: Equipment must be commercial and approved by a recognized food equipment testing agency. NSF is the preferred agency. **No “home use” equipment is permitted.**

Will (or does) all equipment comply with the above requirement?

Yes    No

Provide equipment specifications information and cut sheets for all equipment and plumbing fixtures present. **If remodeling, ONLY include items that are being changed/added/removed.** Use additional sheets, if necessary.

Check here if providing equipment specifications on facility drawings. (Must include all info)

ITEM #	DESCRIPTION	MANUFACTURER	MODEL #	New, Used or Existing?

## D. PLUMBING FIXTURES

### 1. HAND SINKS

**HANDWASHING FACILITIES REQUIRMENT:** A hand washing sink must be located within 20 ft AND line of sight of ALL food prep areas, food serving areas, and warewashing areas.

Will there be or is there a hand sink within 20 ft and line of sight of all:

- Food/Beverage prep areas?  Yes  No
- Food/Beverage serving areas?  Yes  No
- Warewashing areas?  Yes  No

### 2. MANUAL WARE WASH SINKS

**REQUIREMENT:** A sink with at least three compartments must be provided if ANY item requires washing. Each compartment must be sized to accommodate immersion of the largest equipment & utensils.

Will there be or is there a sink with at least three compartments, sized to the specifications listed above?

- Yes  No  N/A (No items require washing)

### 3. PREP SINK:

If prepping fresh fruits and vegetables, a prep sink is required – otherwise, all produce must be purchased pre-washed/pre-cut. Is a prep sink present?  Yes  No  N/A (No prep sink required)

### 4. WASTE SINK(S)

Will there be a separate “dump sink” for liquid waste (leftover drinks) at bars, coffee and/or serving stations?

- Yes  No  N/A (No liquid waste generated)

Will there be or is there the required curbed mop/utility sink present onsite?

- Yes  No

## E. INSECT AND RODENT CONTROL

Will all outside doors be self-closing and rodent proof?

- Yes  No If no, why not? \_\_\_\_\_

Will any windows or doors at the facility be kept open?

- Yes (see below)  No

If yes, please indicate how opening(s) will be protected against the entry of insects and rodents:

- Sixteen mesh to one inch (sixteen mesh to 25.4 millimeters) screens
- Properly designed and installed air curtains
- Other effective means (Please specify) \_\_\_\_\_

Will all pipes and electrical conduit chases be sealed, as wells as ventilation system exhaust and intakes protected?

Yes     No

## F. GARBAGE AND REFUSE

**REQUIREMENTS FOR OUTDOOR STORAGE SURFACE FOR REFUSE:** The area must be constructed of nonabsorbent material such as concrete or asphalt and shall be smooth, durable, and sloped to drain.

1. What will be or is used to store trash outdoors?

Dumpster: (Number \_\_\_\_\_ Size \_\_\_\_\_)     Cans: (Number \_\_\_\_\_ Size \_\_\_\_\_)

2. Describe surface material where dumpster, compactor and/or garbage cans will be stored, as well as **approximate location of storage in relation to building.**

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## IV. APPLICATION CHECKLIST

The following items should be submitted together with this fully completed application (pages 1-5). Missing items WILL delay review.

**Facility Layout Drawings (1 copy of each required drawing)** – **\*\*IMPORTANT\*\*** Refer to page 2 for a complete list of requirements for the format of your drawings, and what to include. Separate plans must be submitted even if other sets have been submitted for other permits.

**Equipment Specification sheets** – Submit manufacturer specification sheets for all equipment (including used and custom-made equipment) and plumbing fixtures. Label sheets.

**Menu** and/or list of all items to be served or sold in your food facility.

**Food Facility Review Fee** – If mailing, include check or money order only, made payable to “Treasurer, City of Cincinnati”. If bringing in person, various means of payment are accepted at the Permit Center. See last page of application for plan review fee to include.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Application & documentation must be mailed or brought in person (no electronic submissions) to:

City of Cincinnati Permit Center  
805 Central Ave, Ste 500  
Cincinnati, OH 45202

(Hours: Mon – Fri, 7:30 am to 4:00 pm, Phone: 513-352-3271)



## FOOD FACILITY REVIEW INFORMATION (please retain for your records)

New and altered businesses selling food must submit an application to the City of Cincinnati Health Department (CHD) for facility layout review before the business is licensed to operate. Scenarios that may require a food facility review include (but are not limited to): new construction; renovations (structural and/or installation of new equipment); operation change - converting the building use and/or the type of food service; facilities that have never been licensed as a food service; facilities making minimal changes such as floor layout alteration or equipment placement; facilities that have not operated in over a year as a food service, and ownership changes.

### REVIEW PROCESS:

- 1) **PREPARE** your application and required documentation. Carefully review the requirements listed in the application itself.
- 2) **SUBMIT** your application, documentation, and fee to the address listed on the application. Use the following chart(s) for help determining your review fee:

REVIEW FEES for facilities < 10,000 sq. feet (License Fee is paid at a later date)			
	New Construction, Renovations, Major Changes & New Food Service	Minimal changes to existing food service operation or retail food establishment	Change of Ownership (no other changes)
*Risk Levels 1	<b>\$200</b>	<b>\$100</b>	<b>\$100</b>
*Risk Levels 2,3,4	<b>\$400</b>	<b>\$200</b>	<b>\$100</b>

REVIEW FEES for facilities ≥ 10,000 sq. feet (License Fee is paid at a later date)			
	New Construction, Renovations, Major Changes & New Food Service	Minimal changes to existing food service operation or retail food establishment	Change of Ownership (no other changes)
*Risk Levels 1	<b>\$300</b>	<b>\$150</b>	<b>\$100</b>
*Risk Levels 2,3,4	<b>\$600</b>	<b>\$300</b>	<b>\$100</b>

*RISK LEVEL DEFINITIONS
<b>Risk level 1</b> – Facilities that sell only prepackaged foods and beverages, drip coffee and self-service fountain drinks.
<b>Risk level 2, 3, 4</b> – Facilities with open food (including ice) such as bars, restaurants, daycares, and grocery stores that prepare and assemble food.

- 3) **REVIEW** - Your food facility plan reviewer will contact you within 30 working days after receiving your application and all necessary information with questions, issues, or to indicate whether your plans have been approved. NOTE: Changes to the layout or application after CHD approval will require resubmission.
- 4) **CONSTRUCTION** – Begin construction or alterations only AFTER you are notified your plans and food facility review application have been approved (and you have completed all other steps, i.e. secured appropriate permits, etc.).
- 5) **INSPECTION** – Before operating (or using altered space if remodeling), an in-person inspection of the facility is required. Contact the plan reviewer when all construction is complete and all other trade inspections have passed