



# CHECKLIST

## Food Facility Review (FFR)

Restaurant & Retail Food Service Operations

Before submitting your packet use this check list to ensure your application is complete. Incomplete applications may cause a delay. Applications are processed first in, first reviewed. **CHECK ALL BOXES BELOW AND SIGN THAT ALL ITEMS ARE INCLUDED IN THE APPLICATION PACKET.**

- APPLICATION** Complete all sections of the Cincinnati Health Department FFR application.
- MENU** For a food service operation, a menu of all items that will be served in your food facility. For a retail food operation, (i.e. grocery store) a general list of food items to be sold, include self-serve beverages such as coffee, slushies, etc.
- FACILITY LAYOUT DRAWINGS All sections of the premise.** Refer to the comprehensive list on page three.
- EQUIPMENT SCHEDULE** Manufacturer specification sheets of all equipment, plumbing fixtures and custom made equipment.
- PERMIT REVIEW FEE** payable to - Treasurer, City of Cincinnati (check or money order accepted).
- SUBMIT THE APPLICATION IN PERSON** along with all required information to:

Permit Center  
805 Central Ave, Centennial II, Suite 500  
Cincinnati, OH 45202

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