



DARKE COUNTY GENERAL HEALTH DISTRICT PLAN REVIEW APPLICATION

Please enclose the following documents:

_____ **Proposed Menu**

- Include seasonal, off-site, outdoor grilling, and/or banquet menus

_____ **Site Plan**

- Show the location of business in building; location of building on site including alleys, streets; and location of any outside equipment (dumpsters, well, septic system-if applicable)
- Show the location of outside equipment (dumpster, garbage rooms, grease traps, trash cans, sewage disposal, water supply- if applicable)
- On the plan represent auxiliary areas such as storage rooms, garbage rooms, toilets, basement and/or cellars used for storage or food preparation. Show all features of these rooms as required by this guidance manual.
- Entrances, exits, loading/ unloading areas and docks; interior & exterior seating areas

_____ **Plan Drawn to Scale of Food Establishment**

- Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of 1/4 inch = 1 foot.
- Show the location of all food equipment labeled on the plan with its common name. (Submit drawings of self-service hot and cold holding units with sneeze guards)
- Label and locate A separate food preparation sink when the menu dictates to preclude contamination and cross-contamination of raw and ready-to-eat foods.
- Provide the room size, aisle space, space between and behind equipment and the placement of the equipment of the floor plan.
- Clearly designate adequate hand washing lavatories for each toilet fixture and in the immediate area of food preparation.
- Location of mop sink or curbed cleaning facility with facilities for hanging mops are required.
- Location of all electrical and mechanical equipment

_____ **Level One (Food Handler) Training in Food Protection – submit ALL**

- Is mandated training for the person in charge (PIC) **per shift** of a risk level I, II, III, and IV food service operation or retail food establishment as of March 1, 2010. Visit www.darkecountyhealth.org or the OSU extension office for training opportunities.

_____ **Level Two (Food Manager) Training in Food Protection – submit ALL**

- Is mandated training for one employee in a risk level 3 or 4. Visit servsafe.com for online testing options, or visit the OSU extension office for in person training opportunities.

_____ **Plumbing Schedule**

- Plumbing schedules including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generator equipment with capacity and recovery rate, back flow prevention, sewer and water tie in from source, and wastewater line connections.

_____ **Lighting Schedule**

- Include drawings of location of each light fixture with foot candles indicated.

_____ **Electrical**

Switch boxes, electrical control panels, wall mounted cabinets, etc. installed out of the cooking/dishwashing areas. Electrical units which are installed in areas subject to splash from necessary cleaning operations or food preparation should be water-tight and washable.

_____ **Equipment Schedule**

- Include Manufacturer Specification Sheets for **all** pieces of equipment shown on the plan.



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COOKING/COOLING:

1. Do you have the necessary equipment to prepare all items listed on your menu? YES () NO ()
2. Are thermometers available to probe cooked products to verify temperatures? YES () NO ()
3. Will you be serving any undercooked eggs/meat? YES () NO ()
 - a. If yes, the menu submitted must have consumer advisory

Indicate how PHF's will be cooled to 41F (135F to 70F in 2 hours and 70F to 41F in 4 hours)

COOLING METHOD	THICK MEATS	THIN MEATS	THIN SOUPS/ GRAVY	THICK SOUPS/ GRAVY	RICE/ NOODLES
Shallow Pans					
Ice Baths					
Reduce Volume or Size					
Rapid Chill					

REHEATING:

1. Will Potentially Hazardous Foods be reheated after they're cooked and cooled? YES() NO ()
 - a. If yes, will you reheat in bulk (), individual portions (), or both ()
 - i. Will you heat in bulk more than once a week? YES () NO () N/A ()
 - b. If yes, will the PHF's that are reheated for hot holding be reheated so that all parts of the food reach a temperature of at least 165F for 15 seconds within 2 hours? YES () NO ()

FINISH SCHEDULE

Indicate materials in the following areas (shall be smooth, easily cleanable, non-absorbent)

	FLOOR	COVING	WALLS	CEILING
Kitchen				
Bar				
Food Storage				
Chemical Storage				
Toilet Rooms				
Warewashing Area				
Walk-In				



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LIGHTING SCHEDULE

Please fill in the table below with the minimum amount of food candles available in each area.

AREA	FOOT CANDLES
Walk in Refrigeration Units	
Dry Food Storage	
Food Preparation Area	
Warewashing Area	
Salad Bar or Buffet	

DISHWASHING FACILITIES

Will sinks or a dishwasher be used for warewashing? Dishwasher () Three compartment sink ()

Will there be more than one dishwasher or three compartment sink? YES () NO ()

1. Dishwasher

a. Type of sanitization used (choose one that applies):

i. **Hot water** ()

1. Temperature of Wash Cycle _____ Temperature of Rinse Cycle _____

2. Do you have a maximum temperature registering device? YES()NO()

ii. **Chemical** ()

1. Chemical Name _____ Concentration in ppm _____

2. Is a test kit provided to measure the ppm of the sanitizer? YES() NO()

b. Do all dish machines have temperature/pressure gauges that are accurate? YES () NO ()

2. Three compartment sink

a. Does the largest pot/pan fit into each compartment of the sink? YES () NO ()

b. If no, what is the procedure for manual cleaning and sanitizing?

c. What are the dimensions (length, width, height) for each bowl in the sink?

Bowl one: _____ Bowl two: _____ Bowl three: _____

d. Are their drain boards on both ends of the sink? YES () NO ()

i. If no describe where dirty dishes will be stored before/after they are cleaned _____

e. What type of sanitizer is used?

Chlorine () Quaternary ammonium () Iodine ()

i. Concentration in ppm _____

SINKS/HANDWASHING/TOILET FACILITIES

Handwashing sinks are required to be every 15 feet in a food preparation and warewashing area.

The distances may not overlap. For example, in a 30-foot area, there shall be 2 handwashing sinks

1. Is a mop sink present? They are REQUIRED YES () NO ()

2. If the menu dictates, is a food preparation sink present? YES () NO ()

3. Is there a handwashing sink in each food preparation and warewashing area? YES () NO ()



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WATER SUPPLY

1. Is water supply PUBLIC () SEMI-PRIVATE (), OR PRIVATE ()?
 If PUBLIC, name of municipality? _____
 If SEMI-PRIVATE, please attach copy of EPA approval letter.
 If PRIVATE, has the source been approved by the Health Department? YES / NO / PENDING
 If no, the health department will come out to do a water sample. The cost is \$160.45
2. Is ice made on premises () or purchased commercially ()?
3. How will the ice scoop be stored: () In the ice with handle extended () Separate compartment

SEWAGE DISPOSAL

1. Is building connected to a municipal sewer? YES () NO ()
 If no, is a private disposal system approved? YES () NO () PENDING ()
Please attach copy of written approval and/or permit from the Ohio EPA.
2. Are grease traps provided? YES () NO ()
 Contact the plumbing inspector/village to see if you need one at tmiller@miamicountyhealth.net.

INSECT AND RODENT CONTROL

- | | YES | NO | NA |
|---|-----|-----|-----|
| 1. Will all outside doors be self-closing and rodent proof? | () | () | () |
| 2. Will all traps be enclosed? | () | () | () |

GARBAGE AND REFUSE

- | | YES | NO | NA |
|--|-----|-----|-----|
| 1. Will a dumpster be used? | () | () | () |
| a. Size _____ b. Frequency _____ c. Contractor _____ | | | |
| d. Surface to be stored on _____ e. Location _____ | | | |
| 2. Will a grease storage receptacle be used? | () | () | () |
| c. Number _____ Size _____ Frequency of Cleaning _____ Company _____ | | | |



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Please note if all information is not provided or the packet is not fully completed it will increase the amount of time it takes to review your plans or they may be disapproved due to a lack of information. Once turned in, the health department has 30 days to look over the plans. Please reach out if you need assistance. I can be contacted at **937-548-4196 x 203** or at **nathan.epperly@darkecountyhealth.org**

This application is complete including all information needed from page 2 of this packet and if the plans and specifications are approved, I will construct this facility in full compliance with them and in conformance to the Ohio Food Safety Code. Please sign below if you agree with the previous statement.

Signature of Owner	Printed Name of Owner	Date
Signature of Applicant (if different from above)	Printed Name of Applicant (if different from above)	Date

THE CURRENT LICENSING FEES FOR 2026 ARE:

(THESE FEES ARE ONLY APPLICABLE FOR THE 2025 LICENSING YEAR AND DO CHANGE YEARLY)

COMMERCIAL	LOCAL	+	STATE	=	TOTAL FEE
I (less than 25,000 sq. ft.)	\$297.98	+	\$28.00	=	\$325.98
II	\$337.10	+	\$28.00	=	\$365.10
III	\$654.82	+	\$28.00	=	\$682.82
IV	\$833.24	+	\$28.00	=	\$861.24
I (more than 25,000 sq. ft.)	\$435.70	+	\$28.00	=	\$463.70
II	\$459.18	+	\$28.00	=	\$487.18
III	\$1,656.48	+	\$28.00	=	\$1,684.48
IV	\$1,756.64	+	\$28.00	=	\$1,784.64
NON-COMMERCIAL					
I (less than 25,000 sq. ft.)	\$148.99	+	\$14.00	=	\$162.99
II	\$168.55	+	\$14.00	=	\$182.55
III	\$327.41	+	\$14.00	=	\$341.41
IV	\$416.62	+	\$14.00	=	\$430.62
I (more than 25,000 sq. ft.)	\$217.85	+	\$14.00	=	\$231.85
II	\$229.59	+	\$14.00	=	\$243.59
III	\$828.24	+	\$14.00	=	\$842.24
IV	\$878.32	+	\$14.00	=	\$892.32
VENDING					
Each location	\$10.48	+	\$6.00	=	\$16.48



2026 FOOD PLAN REVIEW FEES

COMMERCIAL

I (LESS THAN 25,000 SQ. FT.)	\$89.39
II	\$101.13
III	\$196.44
IV	\$249.97

I (GREATER THAN 25,000 SQ FT.)	\$130.71
II	\$137.75
III	\$496.94
IV	\$526.99

NON-COMMERCIAL

I (LESS THAN 25,000 SQ. FT.)	\$44.69
II	\$50.56
III	\$98.22
IV	\$124.98

I (GREATER THAN 25,000 SQ. FT.)	\$65.35
II	\$68.87
III	\$248.47
IV	\$263.49



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FINAL INSPECTION CHECKLIST

(To be filled out by health department at pre licensing inspection)

The following must be completed and/or available for review during the inspection.

Failure to provide required information may result in a delay in opening.

- The facility is constructed according to the submitted plans
- All equipment is commercial grade, and has been approved by the health department
- All equipment is correctly installed and working properly
- All cold holding units are 41°F or below
- All refrigerators have working thermometers
- All surfaces have been cleaned & sanitized and are ready to use
- All finishes are smooth, non-porous, easily cleanable
- Proper foot candles of light on work surfaces, walk-ins, service areas and restrooms
- Doors to the outside shall be provided with vermin-tight thresholds or sweeps
- Construction tools and equipment removed and all work is complete
- All sinks are secured and sealed to wall and have hot (85°F) and cold water supply
- Openings where utility lines pass through cabinets, floors, walls, and ceilings are sealed
- All hand sinks are properly stocked with soap, paper towels, garbage can, and signage
- Covered waste receptable in women's or unisex restroom(s)
- Mop hanger installed above mop sink
- Approved sanitizer on site, with appropriate test strips
- Dumpster or trash receptables on premise in the approved location
- Manager's Certification in Food Protection certificate from Ohio Department of Health
- Approved employee health policy and body fluid clean up procedure on site
- Final Approval from the Fire Department and Plumbing Department
- Final Certificate of Occupancy received from the Building Department
- Signed application and payment for the license to operate and plan review fee submitted



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901-3-4-05 & 3701-21-2.3

Risk Level of Retail Food Establishments & Food Service Operations

Risk level 1: Main concerns are sanitation, labeling, food sources, storage, and/or expiration dates

Examples of risk level 1 activities include, but are not limited to:

- (1) Pre-packaged non-potentially hazardous foods (PHF's) (chips, candy, soda etc.)
- (2) Non-potentially hazardous beverages (fountain soda, coffee, slushie, etc.)
- (3) Pre-packaged refrigerated and/or frozen PHF (ice cream, frozen meals, cheese, etc.)
- (4) Selling Baby food or formula for retail sale
- (5) Fresh unprocessed fruits and vegetables
- (6) Micromarket

Risk level 2: Includes risk level 1 and concerns related to hand contact, employee health, and pathogenic growth.

Examples of risk level 2 activities include, but are not limited to:

- (1) Baking of any baked goods that do not need to be held cold or hot
- (2) Bulk displays of unwrapped non-PHF's (candies, nuts, etc.)
- (3) Preparing and/or serving only non-PHF's (popcorn, breads, spice/soup mixes, etc.)
- (4) Re-packaging of non-PHF's prepared elsewhere (putting nuts or popcorn in new containers)
- (5) Maintaining PHF's at the same temperature that it was received (receiving a hot food item (prepared meals, pizza, etc.) and maintaining it at 135F or above)
- (6) Foods prepackaged in individual portions from a licensed food operation and served cold/heated individually and immediately served
- (7) Manufacturing and bagging of ice for retail sale
- (8) Hand dipping frozen desserts

Risk level 3: Includes risk level 1 & 2 and concerns of proper cooking/holding temperature, cooling procedures, contamination, holding time before consumption, processing raw food product requiring procedures to sell as RTE

Examples of risk level 3 activities include, but are not limited to:

- (1) Processing of produce or heating a plant food (boiled peanuts, cooking vegetables, etc.)
- (2) Heating of milk for coffee or teas
- (3) Heating from an intact hermetically sealed package (canned goods) and held hot
- (4) Cutting or grinding of meat products, slicing deli meat or cheeses
- (5) Cook/serve, cook/cool, cook/hot hold, cook/cool/cold hold, cook/add raw ingredients
- (6) Reheating individual portions (scoop cold soup into a single serve bowl & reheating to serve)
- (7) Operating a soft serve or frozen yogurt dispenser

Risk level 4: Includes risk level 1, 2, & 3 and concerns of food going through several prep steps involving temperature control, offering raw ready-to-eat meat, poultry, fish, or shellfish, or any process which deviates from the food code

Examples of risk level 4 activities include, but are not limited to:

- (1) Cook/cool/reheat/hot hold or any means of reheating in bulk more than once a week
- (2) Time in lieu of temperature
- (3) Freezing of fish to destroy parasites before sale or service
- (4) Catering (transporting PHF's, staying to serve food, and ensuring proper temperatures)
- (5) Serving a primarily high-risk clientele (nursing homes, hospitals, assisted living, etc.)
- (6) Offers as a menu item raw potentially hazardous meat, poultry, fish, or shellfish
- (7) Performing an activity that requires a variance