

**CANTON CITY HEALTH DEPARTMENT  
INFORMATION AND GUIDELINES FOR OPENING A  
FOOD SERVICE OPERATION OR RETAIL FOOD  
ESTABLISHMENT**



## FOOD SERVICE OPERATIONS AND RETAIL FOOD ESTABLISHMENTS

Opening a new food business is a major decision and a major undertaking. Getting started on the right path is a very important step in the success of your business. Before opening a new food service operation (FSO) or retail food establishment (RFE), remodeling an existing FSO / RFE, purchasing a FSO / RFE or reopening a closed FSO / RFE, you must provide the following information to:

Canton City Health Department  
Division of Environmental Health  
420 Market Ave. N  
Canton, OH 44702  
Attn: Food Service

Phone: (330) 489-3327

Fax: (330) 489-3335

Hours: Monday – Friday, 8:00 am to 4:30 pm

1. **PLAN REVIEW APPLICATION** - Complete the form labeled “An Application to Review Plans” and follow instructions on the form. Include the plan review fee with the application. Please contact the Canton City Health Department to determine the plan review fee. The plan review fee is based on whether the establishment / operation is commercial or non-commercial.
2. **MENU** - Provide a complete menu or a list of the foods to be served. This includes seasonal, off-site, and banquet / catering menus.
3. **FLOOR PLAN** - Along with the plan review application provide a floor plan, reasonably to scale, of the proposed facility with the following:

PLUMBING - Identify the location and types of:

- a. Sinks, including handwash sinks, food preparation sinks, and mop sinks.
- b. Drains.
- c. Toilets.
- d. Grease interceptors and size of grease interceptor if one is required.
- e. Backflow prevention devices.

EQUIPMENT - All equipment must be commercial grade, NSF approved, or approved by another recognized testing facility. Identify the location of the following equipment on floor plans and submit a list with the manufacturer's name, model #, and the specification sheets for the following equipment :

- a. Refrigeration and freezer equipment.
- b. Walk-in coolers and freezers.
- c. Ice machines.
- d. Cooking, reheating, and hot holding equipment, and other food equipment.

- e. Food preparation tables and a description of all food preparation surfaces (tables, etc.)
- f. Dish washing machine and/or three compartment sink and drain boards.

IN ADDITION TO THE ABOVE INFORMATION PLEASE PROVIDE:

- a. The location of employee's lockers or personal storage areas, which must be separate from food preparation, food storage, and food equipment storage areas.
- b. The location and description of dry food storage areas and shelves.
- c. A description of finishes used on floors, walls, and ceilings.
- d. The location and size of the hot water tank.
- e. The total area of the facility in square feet.
- f. The location of entrances and exits.
- g. The location of dumpsters, chemical storage areas, and maintenance storage areas.
- h. A lighting plan including the illumination measured in foot candles. Lights over food storage, preparation, display, or service areas must be shielded or shatter resistant.
- i. The location of hood and ventilation systems.

Please submit all of the above items together with your application fee. The above list is only a guide; additional information may be required. Be sure to call the Canton City Health Department in the early stages of your planning, so that we can work hand in hand with you during the planning process. Your plans must be submitted to our department before work has begun so that we can review the plans to be sure that all requirements are met. Plans are reviewed by our department within 30 days of submittal. A response letter will be sent to the contact person listed on the application. Any modifications that are made to the floor plan prior to opening must be reviewed and approved by the Canton City Health Department.

You are required to contact the Canton City Building Department at (330) 438-4704 to determine what requirements are applicable for your establishment / operation.

When construction is complete, a final inspection will be scheduled by the Canton City Building Department. A sign-off form must be signed at that time by all appropriate building department inspectors BEFORE an application for a food service or food establishment license can be issued. When the sign-off form is returned to the health department, a pre-licensing inspection will be conducted. If all requirements have been met, the applicant may apply for a food service or food establishment license. The application for a food service or food establishment license will be provided when all requirements are met. Please be aware that the Canton City Health Department may place limits or conditions on a license. The facility must be in operable condition for the pre-licensing inspection. While food is not required on premises for the pre licensing inspection, all hot and cold holding units must be operating.

Fees for a food service or food establishment license vary according to the menu, clientele, and whether the operation is commercial or non commercial. Licenses are valid until March 1<sup>st</sup> following the purchase of the license, in most cases.

Please refer to the following section of Frequently Asked Questions for further guidance or contact the Canton City Health Department at (330) 489-3327.

## FREQUENTLY ASKED QUESTIONS

### WHEN IS A PLAN REVIEW REQUIRED?

A plan review is required if any of the following occurs:

- Construction or installation of a new FSO or RFE
- Installation / providing of new equipment in a FSO or RFE.
- Significant alteration of an existing FSO or RFE.

### WHAT IS THE DIFFERENCE BETWEEN A FOOD SERVICE OPERATION (FSO) AND A RETAIL FOOD ESTABLISHMENT (RFE)?

Food facilities are licensed as a Food Service Operation (FSO) or as a Retail Food Establishment (RFE). FSO's are defined in the Ohio Uniform Food Safety Code as follows:

- "(a) Means a place, location, site, or separate area where food intended to be served in individual portions is prepared or served for a charge or required donation. As used in this definition, "served" means a response made to an order for one or more individual portions of food in a form that is edible without washing, cooking, or additional preparation and "prepared" means any action that affects a food other than receiving or maintaining it at the temperature at which it was received;
- (b) Includes a catering food service operation, a food delivery sales operation, a mobile food service operation, temporary food service operation, seasonal food service operation, and a vending machine location; and
- (c) Does not include those operations exempted in section 3717.42 of the Revised Code."

RFE's are defined in the Ohio Uniform Food Safety Code as follows:

"means a premises or part of a premises where food is stored, processed, prepared, manufactured, or otherwise held or handled for retail sale. Except when expressly provided otherwise, retail food establishment includes a mobile retail food establishment, seasonal retail food establishment and temporary retail food establishment. It does not include those operations exempted in section 3717.22 of the Revised Code.

As used in this definition:

- (a) "Retail" means the sale of food to a person who is the ultimate consumer of the food.
- (b) "Prepared" means any action that affects a food, including receiving and maintaining it at the temperature at which it was received. "

If it is not clear which category your facility falls under, contact the Canton City Health Department for

further guidance.

### WHAT RISK LEVEL DO I FALL UNDER?

Food facilities are licensed according to their risk to public health and the potential of a foodborne illness occurring from that facility. The risk level ranges from 1 to 4 with a risk level 1 representing the lowest risk. Food facilities with higher risk levels will be inspected more frequently.

Risk Level 1 poses potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates. Examples of risk level 1 activities include but are not limited to those facilities that sell coffee, self service fountain drinks, prepackaged non-potentially hazardous beverages; pre-packaged refrigerated or frozen potentially hazardous foods, pre-packaged non-potentially hazardous foods, and baby formula.

Risk Level 2 poses a higher potential risk to the public than risk level 1 due to hand contact or employee health concerns but the possibility of pathogenic growth is minimal. Examples of risk level 2 activities include handling, heat treating, or preparing non potentially hazardous food, holding for sale or serving potentially hazardous food at the same proper holding temperature at which it was received, and heating individually packaged, commercially processed potentially hazardous foods for immediate service.

Risk Level 3 poses a higher potential risk to the public than risk level 2 due to the potential for cooking food at improper temperatures, cooling foods improperly, hot and cold holding food at improper temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption, and processing a raw food product requiring bacterial load reduction procedures in order to sell it as ready-to-eat. Examples of risk level 3 activities include: handling, cutting or grinding of raw meat products; cutting or slicing ready-to-eat meats and cheeses; assembling or cooking potentially hazardous food that is immediately served, held hot or cold, or cooled; operating a heat treatment dispensing freezer; reheating in individual portions only; and heating of a product from an intact hermetically sealed package and holding it hot.

Risk Level 4 poses a higher potential risk to the public than risk level 3 due to any of the following activities: handling or preparing food using a procedure with multiple steps including reheating of a product or ingredient requiring multiple temperature controls to eliminate bacterial growth; offering raw or undercooked meat, poultry, fish, or shellfish or a food product with any of these as an ingredient as ready-to-eat; using freezing as a method to destroy parasites; serving primarily high risk clientele which includes immunocompromised or elderly individuals in a healthcare or assisted living facility; or using time in lieu of temperature as a public health control for potentially hazardous food; or using a food handling procedure that is not addressed, deviates, or requires a variance. Examples of risk level 4 activities include reheating bulk quantities of leftover potentially hazardous food more than once every seven days or food service operations that transport potentially hazardous food such as caterers.

### HOW LONG WILL A PLAN REVIEW TAKE?

Once plans have been submitted, the health department must respond within 30 days with an approval, changes that must be made to your plans, or a request for additional information.

### WHEN CAN I BEGIN CONSTRUCTION / RENOVATION?

A written approval from the health department is required before construction or renovation is commenced. Therefore, construction or renovation cannot begin until the plan review is complete.

### WHAT ARE THE BASIC REQUIREMENTS TO ALLOW FOR PROPER HYGIENE AND SANITATION?

A handwash sink must be provided in the following locations: food preparation areas, dishwashing areas, and in all restrooms. Handwash sinks may only be used as handwash sinks. Each handwash sink should be equipped with handwashing signs instructing all employees to wash their hands using hot water of at least 100F, hand soap, paper towels / hot air dryer, and a waste container. Restrooms used by females must be provided with a covered waste receptacle for sanitary napkins.

A three compartment sink with two drainboards is required to allow for proper washing, rinsing, sanitizing and air drying utensils and equipment. Be sure that each sink compartment is large enough to accommodate the largest equipment and utensils that are used. Alternatively, a commercial NSF certified dishwasher may be used.

Provide a utility sink or a curbed floor mop sink with a floor drain and mop hooks to allow mops to properly air dry.

### WHAT ARE THE BASIC FOOD AND FOOD EQUIPMENT REQUIREMENTS?

All stationary equipment that is not easily moveable must be sealed to the floor or must be mounted on legs at least six inches off the floor. And, all stationary equipment must be spaced on all sides to allow for easy cleaning; spaced not more than 1/32" or 1mm from walls, ceilings or equipment; or sealed to equipment or walls if the equipment is exposed to moisture.

Stationary table top equipment should be: mounted on legs with a minimum clearance of four inches between the base of the equipment and the table top, sealed to the tabletop, or the equipment should be tiltable.

All food equipment must be certified by the National Sanitation Foundation (NSF) or other recognized testing agency. This information should be available through the manufacturer of the equipment. You may also refer to the NSF website at [www.nsf.org](http://www.nsf.org). All food equipment must be smooth, easily cleanable, and non-absorbent.

Cold holding units must be commercial (NSF approved) and be able to hold below 41F at all times. A thermometer must be located within each cold holding unit to accurately monitor the temperature within the unit.

Hot holding units that will effectively maintain hot foods at 135F or above at all times shall be provided.

All food and beverages must come from an approved source.

### WHAT ARE THE BASIC PLUMBING REQUIREMENTS?

Restrooms must be equipped with self closing doors if the restrooms open into a food prep area.

Food preparation sinks must be indirectly drained.

Grease interceptors should be appropriately sized and installed in accordance with the state plumbing codes if a grease interceptor is required.

Provide backflow prevention devices and a sufficient number of floor drains.

Contact the Canton City Building Department at 424 Market Ave. N, 3<sup>rd</sup> Floor, Canton, OH 44702, Phone # 330-438-4704 for more information on these and other plumbing and building requirements.

#### WHAT ARE THE BASIC SURFACE REQUIREMENTS?

Food contact surfaces and food preparation areas must be smooth, non-absorbent, durable, and easily cleanable. Stainless steel is recommended for most surfaces.

Walls, floors, and ceilings must also be smooth, non absorbent, durable, and easily cleanable. FRP (Fiberglass Reinforced Plastic) or stainless steel are recommended on walls located behind sinks, cookware, and other areas that are frequently exposed to splashing.

#### WHAT ARE THE BASIC PHYSICAL FACILITY REQUIREMENTS?

Contact the Building Department at 330-438-4704 and the Zoning Department at 330-438-4726 to ensure that all applicable Building and Zoning Department requirements are met.

Provide adequately sized dry storage facilities that allow room for growth as the food operation develops.

Walls and floor junctures of kitchen and other food prep areas must be covered.

Provide sufficient lighting: 50 foot-candles in food prep areas; 20 foot candles at buffets, salad bars, and inside equipment such as refrigerators, restrooms, utensil storage, handwashing, and dishwashing areas; 10 foot candles are required in dry storage areas.

Contact the local Fire Department and the Building Department regarding requirements for the installation of hood ventilation and fire suppression systems.

In areas where there is exposed food; clean equipment, utensils, or linens; or where there are unwrapped single-service or single-use articles, all light bulbs located must be shielded or shatter resistant.

#### WHO IS RESPONSIBLE FOR THE OPERATION OF THE FSO OR RFE?

The license holder is the person ultimately held liable for protecting public health by operating a safe and sanitary facility. The license holder is responsible for ensuring that there is a Person In Charge (PIC) at the facility at all times of operation. The PIC is responsible for maintaining the FSO or RFE in compliance with all applicable food service codes outlined in the Ohio Administrative Code (OAC) and the Ohio Revised Code (ORC). Additionally, the PIC must train all employees or volunteers as necessary to maintain compliance with all applicable food service codes. Please refer to OAC 3717-1-02.4 for a more detailed description of the PIC responsibilities.

In accordance with OAC 3701-21-25(I), the PIC of a new FSO or RFE must complete an approved level 1 certification in food protection training or a similar certification program approved by the health department. Contact the health department for further details.

#### WHERE CAN I GET A COPY OF THE OHIO UNIFORM FOOD SAFETY CODE?

A copy of the Ohio Uniform Food Safety Code is available online at [www.odh.state.oh.us](http://www.odh.state.oh.us). It is also found in Chapter 3717-1 of the Ohio Administrative Code.

WHAT FEES ARE ASSOCIATED WITH FSO's OR RFE's?

2015 RECEIPTING OF FOOD SERVICE AND FOOD ESTABLISHMENT LICENSES

Type	Register Code	Risk	PLU 177 *Local Fee	PLU 178 *State Fee	*Total Fee	PLU 179 Penalty	Total w/Penalty
Commercial	FP local 177	1	242.00	28.00	270.00	60.50	330.50
Commercial	FP state 178	2	275.00	28.00	303.00	68.75	371.75
Commercial	FP pen. 179	3	561.00	28.00	589.00	140.25	729.25
Commercial	>24,999 sq. ft.	3	862.50	28.00	890.50	178.10	1068.50
Commercial	<0-24,999 sq. ft.	4	715.00	28.00	743.00	178.75	921.75
Commercial	>24,999 sq. ft.	4	937.25	28.00	965.25	234.31	1199.56
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Non-Commercial	FP local 177	1	121.00	14.00	135.00	30.25	165.25
Non-Commercial	FP state 178	2	137.50	14.00	151.50	34.38	337.38
Non-Commercial	FP pen. 179	3	280.50	14.00	294.50	70.13	364.63
Non-Commercial	<0-24,999 sq. ft	4	357.50	14.00	371.50	89.38	460.88
Non-Commercial	>25,000 sq. ft	4	468.63	14.00	482.63	117.16	599.79
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Commercial & Non-Commercial Temporary Food Service ( <u>per event</u> )			60.00	0.00	60.00	0.00	60.00
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Plan Review Fee (New Operation)	Commercial		200.00	Non-Commercial		100.00	
Plan Review Fee (Existing Operation)	Commercial		100.00	Non-Commercial		50.00	



An Application to Review Plans: (check one only)  FSO  RFE

Instructions

LIMITED  CATERING

- 1) Complete application in formation below
- 2) Contact the Food Service Division of the health department, (330) 489-3327, to determine \*fee costs.
- 3) Sign and date the application
- 4) Return this application with fee and plans to: Canton City Health Department  
Attn: Food Service  
420 Market Avenue, North  
Canton, Ohio 44702-1544

\*New or extensive alterations of existing food service operations/retail food establishments require a plan review fee charge.

Operation Name		
Location Address		
Owner Name		
Owner Address		
Phone	Fax	E-mail

Local Contact Person (For Correspondence)

Name		
Address		
Phone	Fax	E-mail

New  Remodeled/Altered Total Sq. Ft. \_\_\_\_\_

Projected date for starting construction \_\_\_\_\_

Projected date for completing construction \_\_\_\_\_

I am the authorized owner or representative of the food service operation or retail food establishment above:

Signature	Date
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Risk category  Class I  Class II  Class III  Class IV

New Construction	Class I	Class II	Class III	Class IV
Commercial	\$200.00	\$200.00	\$200.00	\$200.00
Non-Commercial	\$100.00	\$100.00	\$100.00	\$100.00

Remodeled/Altered	Class I	Class II	Class III	Class IV
Commercial	\$100.00	\$100.00	\$100.00	\$100.00
Non-Commercial	\$50.00	\$50.00	\$50.00	\$50.00

Applicable plan review Fee \$ \_\_\_\_\_

Office Use only

Date Plans Received \_\_\_\_\_ Date Plans Approved \_\_\_\_\_

Date Plans Reviewed \_\_\_\_\_ Plan Number \_\_\_\_\_