



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Environmental Health Food Services – Plan Review Protocol
APPLICABILITY:	Environmental Health Division
CONTACT PERSON & DIVISION:	Director of Environmental Health
ORIGINAL DATE ADOPTED:	07/05/2018
LATEST EFFECTIVE DATE:	07/05/2018
REVIEW FREQUENCY:	Every 5 Years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	500-003-P

A. PURPOSE

The intent of this document is to outline the guidelines in determining the criteria for a Plan Review for a Food Service Operation (FSO) or Retail Food Establishment (RFE) and the associated fee schedule that would be required for such a review.

B. POLICY

The guidelines will be followed by any sanitarian that is contacted regarding or has received plans associated with an FSO or RFE. Assistance with these guidelines can be obtained from the Food Services Supervisor or the Director of Environmental Health.

C. BACKGROUND

N/A

D. GLOSSARY OF TERMS

N/A

E. PROCEDURES & STANDARD OPERATING GUIDELINES

1. New Facility/New Construction: All requirements of plan review must be met. Fee is required.
2. New Facility/Existing Structure: A) Structure was not previously used as a food operation: All requirements of plan review must be met. Fee is required.
3. Structure was previously used as a food operation and;
 - a. Kitchen or food production area, major appliances, or sinks, etc. were relocated, renovated, or altered so that a new flow pattern is established:
 - i. Delivery>Storage>Preparation>Cooking>Serving: All requirements of plan review must be met. Fee is required.
 - b. Flow pattern not significantly altered, and appliances remain in the same location, yet minor construction exists such as walls or separations added or removed from the kitchen and/or dining area:
 - i. A to scale floor plan must be submitted and all applicable building, electric, etc. permits must be obtained. No plan review fee is required.
 - c. Appliances are to be changed but located in the same area so that the kitchen flow pattern remains.
 - i. Operator must supply a list of NSF approved equipment with manufacturer’s name and model numbers and obtain all applicable plumbing, electric, HVAC, and fire permits and approvals if they are necessary to install equipment. No plan review fee



is required. (Note: In some instances, the operator may be asked to supply proof that the new equipment will fit into the available space, without interfering with kitchen work space or flow. This may be done by submitting a diagram on graph paper.)

- d. Minor relocation or replacement of existing equipment and/or no alterations:
 - i. No plan review is required.

Plan Review fee schedule:

Commercial			Non-commercial		
Size	Risk	Fee	Size	Risk	Fee
<0-24,999 sq. ft.	1	270.00	<0-24,999 sq. ft.	1	135.00
<0-24,999 sq. ft.	2	315.00	<0-24,999 sq. ft.	2	157.50
<0-24,999 sq. ft.	3	607.50	<0-24,999 sq. ft.	3	303.75
>25,000 sq. ft.	3	1089.00	>25,000 sq. ft.	3	544.50
<0-24,999 sq. ft.	4	787.50	<0-24,999 sq. ft.	4	393.75
>25,000 sq. ft.	4	1485.00	>25,000 sq. ft.	4	742.50

F. CITATIONS & REFERENCES

Canton City Health Code, Section 251.02 (f)

Ohio Revised Code, Section 3717.45 (B)(1)

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

- 1. Rick L. Miller, Environmental Health, Food Services Supervisor

H. APPENDICIES & ATTACHMENTS

N/A

I. REFERENCE FORMS

N/A

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.