



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	Environmental Health Food Services – Plan Review Protocol
APPLICABILITY:	Environmental Health Division
CONTACT PERSON & DIVISION:	Director of Environmental Health
ORIGINAL DATE ADOPTED:	01/24/2019
LATEST EFFECTIVE DATE:	06/20/2023
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 EHS/EHSIT 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**

EHS – Environmental Health Specialist

EHSIT – Environmental Health Specialist in Training

**E. PROCEDURES & STANDARD OPERATING GUIDELINES**

No person, firm, association, organization, corporation, or government operation shall construct, install, provide, equip, or extensively alter a food service operation until the facility layout and equipment specifications have been submitted to and approved in writing by the licensor.

All requirements of the Commercial Plan Review Questionnaire must be met with the required fee.

1. Relocating existing food preparation equipment, food storage, toilet facilities, sinks, walk-in coolers/freezers, bars, or warewashing to a different area within the facility.
2. Installing additional or new food preparation equipment, food storage, toilet facilities, sinks, walk-in coolers/freezers, bars, or warewashing to a newly constructed area within the facility.
3. Complete replacement of existing equipment in food preparation, toilet facilities, sinks, walk-in coolers/freezers, bars, warewashing, or primary hot water generator within the facility.
4. Complete replacement of floor, wall, or ceiling surfaces in food preparation, equipment, toilet facilities, sinks walk-in coolers/freezers, bars, or warewashing areas.
5. Installing new food preparation equipment that results in a risk level change/menu update or the installation of an exhaust hood and fire suppression system.



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6. Adding retail space to an FSO or food service area to an RFE.
7. Change in Ownership.

**Plan Review fee schedule:**

Plan Review fee schedule is a flat rate of \$275.00 for commercial facilities and \$137.50 for non-commercial facilities.

**F. CITATIONS & REFERENCES**

OAC section 3701-21-03

OAC section 901:3-4-07

**G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Rick L. Miller, Environmental Health, Food Services Supervisor
2. Valerie Fletcher, Environmental Health, Environmental Health Specialist in Training

**H. APPENDICIES & ATTACHMENTS**

Attachment 1: Commercial Plan Review Questionnaire

**I. REFERENCE FORMS**

N/A

**J. REVISION & REVIEW HISTORY**

Revision Date	Review Date	Author	Notes
06/20/2023	06/20/2028	Valerie Fletcher	Updated language and to 2023 plan review procedures.

**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.