

**BUTLER COUNTY HEALTH DEPARTMENT
301 SOUTH THIRD STREET
HAMILTON, OH 45011**

(513) 863-1770

Food Service Staff are available for questions on work days 8am-9am

**FACILITY LAYOUT AND EQUIPMENT REVIEW
3717-09**

NOTE: The health department has 30 days from the receipt of plans and plan review fees to complete the plan review process. No plan review will be performed prior to submissions of the review fees. Obtaining an initial Food Service Operation or Retail Food Establishment License is a two step process. During the plan approval stage, all the mandated information such as menu, equipment, floor plan, and basic layout are assessed for compliance prior to the approval of the facility layout and equipment review. After construction is completed and all other inspections such as electric, plumbing and building inspections have been completed, at least one pre licensing inspection is conducted. The Butler County Health Department will conduct a pre licensing inspection to verify compliance with the approved plans, discuss Ohio Uniform Food Code compliance issues, verify that the persons in charge have obtained appropriate level 1 or higher food safety training and to give the person in charge their FSO/RFE license application once all expectations have been met.

The following information is required for a Facility Layout and Equipment Review:

1. The type of operation or establishment proposed and a menu or listing of foods to be prepared, served or sold (This information is necessary for determining the License Category).
2. A floor plan showing the total area and all portions of the premises to be used for the Food Service Operation or Retail Food Establishment including the square footage.
3. Entrances and Exits.
4. An equipment list with equipment manufactures and model numbers. Note: Cut sheets are needed for all equipment and plumbing. Equipment includes any and all items used to prepare, store, maintain, or handle food. Equipment that is acceptable for use shall be approved as specified under Rule 3717-1-04.1 (KK) of the Ohio Administrative code.
5. Name your water source and type of waste water disposal. Location, number and type of plumbing fixtures, including all water supply facilities. Submit an isometric drawing of plumbing system to the Butler County Health Department Plumbing Division for review.
6. A floor plan showing the layout of fixtures and other equipment.
7. Plan of lighting, both natural and artificial, with foot-candles indicated for critical surfaces.
8. Building materials and surface finishes to be used. Critical areas should be smooth, easily cleanable and nonabsorbent.
9. Depth, length and width of the three compartment or (3) bowl sink. Note: Must use drain boards.
10. Include a phone number of the contact person on the application.
11. Contact the Butler County Plumbing Department at (513) 863-1770.
12. The licensor may place restrictions or conditions on a license limiting the types of food that may be prepared or served by the FSO or RFE based on the equipment or facilities of the proposed FSO or RFE. Limitations shall be posted on the back of the license.

BUTLER COUNTY HEALTH DEPARTMENT
PLAN REVIEW APPLICATION

Plan Review Fees:

FSO/RFE – Level 1	\$100.00
FSO/RFE – Level 2	\$150.00
FSO/RFE – Level 3	\$200.00
FSO/RFE – Level 4	\$250.00

Name of Facility (DBA): _____

Address of Facility: _____

Contact Person: _____ **Phone No:** _____

Signature of Applicant: _____ **Date:** _____

Date Payment Received: _____ **Receipt No:** _____