



STARTING UP A NEW FOOD BUSINESS?



**An overview for those who want to
operate a food business in:
COSHOCOTON COUNTY**

PLANNING FOR SUCCESS

Coshocton Public Health District has developed this guide to help you and your business succeed. A well-planned facility sets your business up to produce and sell safe food. Since a plan review may involve multiple agencies, we have provided contact information to assist you in contacting the other offices that are involved in reviewing plans for your facility. Each agency that is involved in reviewing your plans will have different requirements, so contacting them early in your planning stage is crucial. All other agencies must have approved your plans and issued the necessary permits **BEFORE** Coshocton Public Health District can issue a food license.

Office	Service	Contact Information
Coshocton Public Health District	Food Plan Review and Inspections	740-622-1426
Mid-East Ohio Building Department	Building, Zoning & Planning	22 North 5th St., Zanesville 740-455-7905
Coshocton City Fire Department	Building Plan Review and Inspections	740-622-2555
Ohio Department of Commerce/Division of Liquor Control	Liquor License	614-644-2360
Ohio Department of Taxation	Vendor's License Online Application	http://business.ohio.gov
	Tax ID #	www.irs.com
Ohio Department of Agriculture	Licenses Wholesale Operations and home bakeries	614-728-6250 www.ohioagriculture.gov
	Retail Food Establishment Variances	
Ohio Department of Health	Food Service Operation Variances	614-644-7416 www.odh.ohio.gov

ABOUT THIS GUIDE

This guide is intended to assist you planning your facility as a general overview and is not all-inclusive.

Additional requirements and details can be found in the Ohio Uniform Food Code or applicable food rules, which can be found online on Ohio Department of Health, as well as, Ohio Department of Agriculture's websites.

ZONING:

Contact the appropriate zoning department to ensure that your food business meets zoning requirements, which may vary by political subdivision.

Beginning the process

Who needs to go through a plan review with Coshocton Public Health?

Most new and substantially altered food facilities go through plan review with Coshocton Public Health District (CPHD) to ensure that the facility is designed to promote safe food practices. Once you contact CPHD, an Environmental Health Specialist will be assigned to your facility and can help you determine whether or not you need to go through food plan review. Additionally, plumbing permits may be required depending on your facility's needs. **As of January 1st, 2026, a plumbing permit is now required from the Coshocton Public Health District for any plumbing work for COMMERCIAL buildings related to new construction, additions, or if the plumbing is replaced in a building or room. A permit is NOT required for minor repairs or fixture replacement.**

All commercial plumbing work must be done by a licensed plumbing contractor who is registered with the Coshocton Public Health District. A commercial plumbing application must be accompanied by architectural plans. Please contact 740-622-1426 for any further questions pertaining to plumbing permits.

Inspections will be performed by The Zanesville-Muskingum Plumbing Department
Robert Lewis, Lead Certified Plumbing Inspector | 740-454-9741 X229 | bobl@zmchd.org

What are the requirements for my facility based on?

The menu will determine the requirements of your facility. Licenses issued by CPHD include a wide range of food businesses, ranging from a small convenience store that only sells pre-packaged milk and non-perishable items to large full-service restaurants. The plan review requirements for these facilities are different because the structure, space, and equipment needed to store, prepare, and serve these foods safely would be different.

About the Process

What do I need to include on my plans?

- The scale you are using on your plans. For example, ¼" may indicate one foot on your plans.
- **TWO** sets of detailed, scaled facility plans. Along with the current plan review application and fee, please remember to also include:
 - a. The overall layout of the entire facility, which shows each separate area of the operation.
 - b. A detailed floor plan of the food operation itself, noting all equipment to be used.
 - c. A menu or list of foods offered.
 - d. Plumbing Schedule.
 - e. Electrical Schedule with Lighting Plan.
 - f. The cooking ventilation system, including all specifications and distances.
 - g. Drawings of any custom built equipment.
 - h. A schedule of finishes to be used on floors, walls, and ceilings.
 - i. A site plan that shows the location of the business, the building on site including alleys and streets, dumpsters, utilities, potable water source, sewage system, interior and exterior seating areas.
 - j. Any other items you think might assist us in the timely review of your plans.
- Information on each piece of equipment including the manufacturer and model number to be used in your food business. If you are remodeling and using any of the existing equipment, or purchase used equipment, the manufacturers and model numbers are needed for these items, along with a statement indicating existing items. Existing equipment will be evaluated on an individual basis to ensure that they meet our construction standards and are in good repair. All equipment must meet minimum standards of the National Sanitation Foundation (NSF) or an equivalent standard. This means that equipment must be of commercial grade, meet certain design, construction, and material criteria to ensure durability and ease of cleanability and maintenance.

How long does this process take?

CPHD will review plans within 30 days. If information is missing, CPHD will notify you, and the plans will be put on hold until further information is received. CPHD will have another 30 days to review additional submitted information before approval. Therefore, it is best to ensure all information is sent at once to eliminate unnecessary delays.

When can I begin construction or work on my facility?

Construction of the facility may begin when all approvals have been obtained. If construction begins prior to plan review approval, it's possible to require changes to work that has already been started.

A FLOW CHART

Initiation

- New facility, new owner, or a facility undergoing substantial alterations contacts CPHD.

Submission and Review

- Plans are submitted (on the required forms) to CPHD, with the plan review application and fee.
- Submitted plans are then reviewed within 30 days by CPHD.

Approval or Denial

- Approval: If plans are approved, applicant can begin making changes or constructing their facility.
- Denial: If plans are denied, you will be notified with the reason of the denial and need to resubmit plans with appropriate changes to be approved.

Pre-licensing inspection

- Contact CPHD to schedule a pre-licensing inspection once the work on your facility is complete.
- The pre-licensing inspection will evaluate if your facility is ready to license.
- CPHD cannot do pre-licensing inspections until you have approvals from all other regulatory agencies.

Obtain a Food License and Operate your Food Business

- Submit completed license application and payment to CPHD and receive your food business license.
- Once you have your food license, you may operate your food business.
- Within the first 30 days of being licensed, an Environmental Health Specialist will pay a visit to inspect your facility.

Elements of a Food Business

Finishes

Impervious and easily cleanable finishes in food businesses are vital to ensuring ease of cleanability and maintenance in a facility. A “finish schedule” is a list of finishes to be used on the floors, walls, and ceilings of all areas of the food facility. Finishes should be appropriate to the room or area where they are used. Additionally, appropriate finishes can help pest-proof your facility. If paint is to be used in any food preparation, storage, dishwashing, utility, or restroom area, it must be non-toxic and high gloss. Surfaces behind cooking appliances should be of a heat and grease-resistant material and easily cleanable, such as glazed tile or stainless steel. Wall and ceiling surfaces must be smooth and impervious and may be glazed tile, stainless steel, aluminum, smooth sealed plaster, smooth tight wood, vinyl clad panels, or some easily cleanable surface. When wood or plaster is used, the surfaces should be finished with a light-colored washable and durable paint. Soft wood, absorbent wallboard, wallpaper, and other similar materials do not make satisfactory finishes. For example, an acoustical panel ceiling can be absorbent and is therefore not allowed in kitchens. Floors in storage, food preparation, and utensil cleaning areas as well as restrooms should be marble, terrazzo, linoleum, grease resistant asphalt tile, quarry tile, or other equally impervious material. Terrazzo and marble are considered especially appropriate, since they do not absorb grease and moisture. Concrete is acceptable only when it has been treated to minimize porosity. Wood flooring is the least desirable material. All floor coverings should be laid on a firm foundation, and floor to wall joints should be coved.

Baseboard

Baseboards protect the junction between the floor and the wall, covering uneven edges to allow for easy cleaning. Cove base molding must be provided for all food preparation, dishwashing, and restroom areas.

Equipment and utensils in a food business

Equipment in a food business must be able to handle a much more strenuous environment than household food equipment is designed to handle. For this reason, all equipment in a food business must be commercial grade and certified by a recognized testing agency (for example, NSF international). Labels and specification sheets can provide you with information about the equipment you may be purchasing. You will want to include on your plan all equipment and specifications and a statement, when applicable, that equipment meets the standards of a recognized testing agency. Utensils must be easily cleanable.

Equipment for food storage:

On your plans, you will want to indicate how you will store hot foods (135°F or above), cold food (41°F or below), frozen food (0°F or below), dry food and food on display.

Refrigeration space:

The amount of refrigerated space needed depends on the number of meals served, type of service, marketing practices and delivery schedules. The following scale can be used to estimate the space needed in an average full-menu restaurant; it does not provide for beverage cooling or frozen foods.

# Meals Served Daily	Recommended Capacity
75 -150	16-32 cubic feet
150-250	32-53 cubic feet
350-500*	74-106 cubic feet

* A walk-in refrigerator is usually recommended for food operations this size and larger. It is in addition to the reach-in refrigerator needed in all operations.

Cooking facilities and exhaust generating equipment

All rooms must have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes. For example, a high-temperature dishwasher or a grill line would require a **ventilation hood**. When you submit your plans, you will want to include detailed drawings and specifications for the cooking ventilation system, including the positioning of equipment under your hood, if applicable. If gas appliances are used and are mobile, the use of quick-disconnects along with casters that are approved by a recognized commercial food equipment testing agency are required. All gas equipment requires some sort of ventilation hood. Some facilities require a **fire suppression system** for food equipment that generates grease-laden vapors. There are different types of fire suppression systems, for example, type I and type II hoods. The Mid-Ohio Building Department can assist you in determining what type of system is appropriate for your facility.

Planning equipment placement for cleanability

Equipment must be installed so that the area under, over, behind, and between pieces of equipment and walls are easy to clean. All equipment must be on casters, installed on 6" legs (NSF-approvable or equivalent), or sealed to the floor, walls, and adjacent equipment with rubber silicone for cleanability.

The following table can be used as a guide for spacing equipment:

Equipment Length	Space from Walls and Equipment
4' or less	6"
4'-8'	12"
8' or more	18"

Lighting

Lighting is important to ensuring safe working conditions as well as making sure that employees can see well enough to clean. At least 50 foot-candles of light must be provided on work surfaces. At least 20 foot-candles must be provided on self-service bars, buffets, inside equipment, and above handwashing and dishwashing equipment, and in utensil and toilet rooms. All storage areas must have at least 10 foot-candles of light. Lighting must be shielded, or shatter-proof bulbs must be used. For this reason, you must indicate what kinds of lighting fixtures will be used, and their locations.

Menu

The menu will determine what kind of equipment and facilities will be required of your food business. You will need to submit a menu, or, if it has not been printed, indicate the general types of foods that will be served.

Employee accommodations

Designated areas where employees may take breaks or store their personal belongings helps prevent the accidental contamination of food or equipment. Personal items should not be kept in food areas. Eating, drinking (except as specified in 3717-1-02.3(A)), and using tobacco should only be done in designated areas where contamination of food, equipment, and utensils will not result.

A FOCUS ON CLEANING

Casters can promote optimum cleaning because you can move the piece of equipment easily, giving you full access to underneath.

Restrooms

Include the number and location of restrooms on your plans. Zanesville-Muskingum can help you determine how many fixtures must be provided. All hand sinks must be provided with soap, and either disposable paper towels or an air drying device. Waste containers must be provided for disposal of trash. If the restroom is used by females, a covered waste container must be provided. The doors of the restrooms must be self-closing if they open into a food preparation, equipment and utensil washing, or storage area. Each restroom must be adequately ventilated.

Chemical storage

Cleaning compounds, toxic materials, and flammables must be stored in a safe manner in your facility. Each of these three general classes of chemicals must be stored physically separate from each other. They must be stored away from, and not above any food, food equipment, utensils and single service items, or dishwashing facilities. Additionally, chemicals cannot be stored on the floor.

Dry storage

The dry storage area of a food business is the area where packaged food, dishes, equipment, bulk foods, canned goods, and other items may be stored. To ensure that the area can be cleaned properly and to prevent the contamination of foods or equipment, items must be stored 6" off of the ground. This includes in walk-in coolers and freezers. Shelving must be nonabsorbent, smooth, and easily cleanable. Foods must always be stored in food grade containers to ensure that they do not become contaminated.

UTENSIL STORAGE:

On your plans, include how all utensils will be stored to protect them from dirt, dust, splash, and overhead leakage.

Utensils and equipment should be reasonably well protected from contamination. Otherwise, the effect of cleaning and bactericidal treatment is erased.

Storage of utensils will vary, depending upon the type and size of food service operation planned. In general, here are some tips:

1. Provide a definite storage space for each type of utensil, so that the rule "a place for everything and everything in its place" can be followed.
2. Provide adequate storage areas for utensils. The utensils should be convenient to the area where they will be used.
3. Do not store the utensils on the floor.
4. Provide hooks for large utensils such as pots and pans. Hooks should be well away from splash and spray.
5. For frozen dessert scoops, provide a dipper well with running water.