



## **Columbiana County Health District**

P.O. Box 309 – 7360 State Route 45 – Lisbon, Ohio 44432

**Phone:** 330-424-0272 – **General Fax:** 330-424-1733 – **Nursing Fax:** 330-424-1843

**Email:** cchd@columbiana-health.org **Web:** www.columbiana-health.org

### **Plan Review Checklist**

A set of floor plans must be submitted to the Columbiana County Health Department for approval. These plans must be submitted and approved before any construction or remodeling has begun, and also must demonstrate that the applicable provisions of Chapter 3717-1 of the Administrative Code can be met. The plans and specifications must be legible, drawn reasonably to scale, and shall include:

Please indicate that the following are completed with a check mark:

- Water system and septic system must be approved if private system
- Site plan (entire building with dumpster placement)
- Proposed menu list
- Equipment list with make and model numbers
  - Must have thermometers in all cold holding storage areas
  - Exhaust hood might be required based on equipment used
- Facility floor plan (kitchen)
  - Check with city, village or townships with building or zoning permits
  - Entrances and exits
  - Lighting plan with minimum 50 foot candles in food prep areas
  - Food and food equipment must be kept at least 6 inches off the floor
- Restrooms must have ventilation and self-closing doors
- Floors, walls and ceilings must be smooth and easily cleanable with floor-and-wall junctures sealed or with baseboard coving

Plumbing Plan submitted to Plumbing Inspector

- Grease interceptor
- Handwashing sink(s)
- 3-compartment warewashing sink
- Food preparation/washing sink (must have indirect drain)
- Service (mop) sink

Before Opening

- A signature sheet for final plumbing, electrical, structural must be obtained
- Fire inspection passed
- A prelicensing inspection must be conducted by the Columbiana County Health Department

#### **EDUCATION REQUIREMENT**

Ohio Revised Code requires that at least one person in charge per shift of a food facility must hold an approved person-in-charge (PIC) certification prior to license.

NAMES and date of employees trained \_\_\_\_\_

## **Ohio Administrative Code Rule 3701-21-02.3 Risk level of food service operations. Effective: September 1, 2024**

The licenser will determine the risk level based on the highest risk level activity of the food service operation in accordance with the following criteria:

(A) **Risk level I** poses potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates. Examples of risk level I activities include, but are not limited to, an operation that offers for sale or serves:

- (1) Coffee, self-service hot beverage dispenser drinks, self-service fountain drinks, prepackaged non-time/temperature controlled for safety beverages;
- (2) Pre-packaged refrigerated or frozen time/temperature controlled for safety foods;
- (3) Fresh, unprocessed fruits and vegetables;
- (4) Pre-packaged non-time/temperature controlled for safety foods; or
- (5) Baby food or formula. A "food delivery sales operation" as defined in division (H) of section 3717.01 of the Revised Code will be classified as a risk level I.

(B) **Risk level II** poses a higher potential risk to the public than risk level I because of hand contact or employee health concerns but minimal possibility of pathogenic growth exists. Examples of risk level II activities include, but are not limited to:

- (1) Handling, heat treating, or preparing non-time/temperature controlled for safety food;
- (2) Holding for sale or serving time/temperature controlled for safety food at the same proper holding temperature at which it was received;
- (3) Heating individually packaged, commercially processed time/temperature controlled for safety foods for immediate service; or
- (4) Hand dipping of commercially manufactured ice cream.

(C) **Risk level III** poses a higher potential risk to the public than risk level II because of the following concerns: proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption, or processing a raw food product requiring bacterial load reduction procedures in order to sell the product as ready-to-eat.

Examples of risk level III activities include, but are not limited to;

- (1) Handling, cutting, or grinding raw meat products;
- (2) Cutting or slicing ready-to-eat meats and cheeses;
- (3) Assembling, partially cooking, or cooking time/temperature controlled for safety food that is immediately served, held hot or cold, or cooled;
- (4) Operating a soft serve ice cream or frozen yogurt machine;
- (5) Reheating in individual portions only; or
- (6) Heating of a product, from an intact, hermetically sealed package and holding the product hot.

(D) **Risk level IV** poses a higher potential risk to the public than risk level III because of concerns associated with: handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth. Examples of risk level IV activities include, but are not limited to:

- (1) Reheating bulk quantities of leftover time/temperature controlled for safety food more than once every seven days;
- (2) Operating a heat treatment dispensing freezer;
- (3) Catering as defined in 3717.01 (G) of the Revised Code;
- (4) Offering as ready-to-eat a raw time/temperature controlled for safety animal food or a food with these raw ingredients;
- (5) Using freezing as a means to achieve parasite destruction;
- (6) Preparing food for a primarily high risk clientele including immuno-compromised or elderly individuals in a facility that provides either health care or assisted living;
- (7) Using time as a public health control for time/temperature controlled for safety food;
- (8) Non-continuous cooking of raw time/temperature controlled for safety animal food;
- (9) Performing activities requiring a HACCP plan; or
- (10) Activities requiring a variance for the process.

(E) Mobile food service operations based on the highest risk level activity in accordance with the following criteria:

- (1) **Low risk** poses a potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, hand contact, hand washing, and employee health concerns but minimal possibility of pathogenic growth exists and includes the following activities:
  - (a) Holding for sale or service pre-packaged refrigerated or frozen time/temperature controlled for safety foods in equipment that complies with paragraph (KK)(3) of rule 3717-1-04.1 of the Administrative Code; and
  - (b) Offering for sale or serving pre-packaged non-time/temperature controlled for safety foods;
- (2) **High risk** poses a higher potential risk to the public than low risk because of concerns associated with: proper receiving, holding, and cooking temperatures; proper cooling procedures; processing a raw food product requiring bacterial load reduction procedures in order to sell or serve it as ready-to eat; handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw time/temperature controlled for safety meat, poultry product, fish, or shellfish or a food with raw time/temperature controlled for safety items as ingredients; or using time in lieu of temperature as a public health control for time/temperature controlled for safety food. Examples of high-risk activities include, but are not limited to:
  - (a) Assembling or cooking time/temperature controlled for safety food that is immediately served, held hot or cold, or cooled;
  - (b) Operating a heat treatment dispensing freezer;
  - (c) Reheating bulk quantities or individual portions of leftover time/temperature controlled for safety food;
  - (d) Heating of a product, from an intact, hermetically sealed package and holding it hot; or
  - (e) Operating as a mobile catering food service operation as defined in 3701-21-01(L) of the Administrative Code.

## **Ohio Administrative Code Rule 901:3-4-05 Risk level of retail food establishments. Effective: February 12, 2024**

The licenser shall determine the risk level based on the highest risk level activity of the retail food establishment in accordance with the following criteria:

(A) **Risk level I** poses potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates.

(1) Examples of risk level I activities include, but are not limited to, an operation that offers for sale or serves:

- (a) Coffee, self-service hot beverage dispenser drinks, self-service fountain drinks, prepackaged non time/temperature controlled for safety food beverages;
- (b) Pre-packaged refrigerated or frozen time/temperature controlled for safety food;
- (c) Fresh unprocessed fruits and vegetables;
- (d) Pre-packaged non-time/temperature controlled for safety food; or
- (e) Baby food or formula.

(2) A "food delivery operation" as defined in division (H) of section 3717.01 of the Revised Code shall be classified as risk level I.

(3) A "micro market" as defined in paragraph (B) of rule 3717-1-01 of the Administrative Code shall be classified as a risk level I.

(B) **Risk level II** poses a higher potential risk to the public than risk level I because of hand contact or employee health concerns but minimal possibility of pathogenic growth exists. Examples of risk level II activities include, but are not limited to:

- (1) Handling, heat treating, or preparing non-time/temperature controlled for safety food;
- (2) Holding for sale or serving time/temperature controlled for safety food at the same proper holding temperature at which it was received;
- (3) Heating individually packaged, commercially processed time/temperature controlled for safety food for immediate service; or
- (4) Hand dipping of commercially manufactured ice cream.

(C) **Risk level III** poses a higher potential risk to the public than risk level II because of the following concerns: proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption, or processing a raw food product requiring bacterial load reduction procedures in order to sell the product as ready-to-eat.

Examples of risk level III activities include, but are not limited to:

- (1) Handling, cutting, or grinding raw meat products;
- (2) Cutting or slicing ready-to-eat meats and cheeses;
- (3) Assembling, partially cooking, or cooking time/temperature controlled for safety food that is immediately served, held hot or cold, or cooled;
- (4) Operating a soft serve ice cream or frozen yogurt machine;
- (5) Reheating in individual portions only; or
- (6) Heating of a product from an intact hermetically sealed package and holding the product hot.

(D) **Risk level IV** poses a higher potential risk to the public than risk level III because of concerns associated with: handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth. Examples of risk level IV activities include, but are not limited to:

- (1) Reheating bulk quantities of leftover time/temperature controlled for safety food more than once every seven days;
- (2) Operating a heat treatment dispensing freezer;
- (3) Catering food service operations as defined in division (G) of section 3717.01 of the Revised Code;
- (4) Offering as ready-to-eat a raw time/temperature controlled for safety animal food or a food with these raw ingredients;
- (5) Using freezing as a means to achieve parasite destruction;
- (6) Preparing food for a primarily high risk clientele including immune-compromised or elderly individuals in a facility that provides either health care or assisted living;
- (7) Using time as a public health control for time/temperature controlled for safety food;
- (8) Non-continuous cooking of raw time/temperature controlled for safety food;
- (9) Performing activities requiring a HACCP plan, as defined in paragraph (B)(52) of rule 3717-1-01 of the Administrative Code; or
- (10) Activities requiring a variance for the process.

(E) The licensor shall determine the risk level of mobile retail food establishment based on the highest risk level activity of mobile retail food establishments in accordance with the criteria listed in paragraphs (E)(1) to (E)(2) of this rule:

(1) **Low risk** poses a potential risk to the public in terms of sanitation, food labeling, sources of food, and food storage practices in the mobile. Low risk activities include:

- (a) Holding for sale or service pre-packaged refrigerated or frozen time/temperature controlled for safety foods; and
- (b) Offering for sale or serving pre-packaged non-time/temperature controlled for safety foods.

(2) **High risk** poses a higher potential risk to the public than low risk because of concerns associated with: proper receiving, holding, and cooking temperatures; proper cooling procedures; processing a raw food that has undergone parasite or bacterial load reduction procedures in order to sell or serve it as ready-to-eat; handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw time/temperature controlled for safety meat, poultry product, fish, or shellfish; or a food with these raw time/temperature controlled for safety items as ingredients; or using time in lieu of temperature as a public health control for time/temperature controlled for safety food. Examples of high-risk activities include, but are not limited to:

- (a) Assembling or cooking time/temperature controlled for safety food that is immediately served, held hot or cold, or cooled;
- (b) Operating a heat treatment dispensing freezer;
- (c) Reheating bulk quantities or individual portions of leftover time/temperature controlled for safety food;
- (d) Heating a food from an intact, hermetically sealed package and holding it hot; or
- (e) Operating as a mobile catering food service operation as defined in paragraph (L) of rule 3701-21- 01 of the Administrative Code.

## Government Agencies

Each food service operator (or authorized representative) is responsible for submitting all necessary plans and specifications to the following government agencies:

### Food Service Operation or Retail Food Establishment

#### Columbiana County Health Department

7360 State Route 45, P.O. Box 309  
Lisbon, Ohio 44432  
Ph: 330-424-0272

### Water Supply & Sewage Disposal System

(If municipal systems are  
not available)

#### Ohio EPA, Northeast Office

2110 East Aurora Road  
Twinsburg, Ohio 44087-1969  
Ph: 800-686-6330  
Ph: 330-963-1200  
Fax: 330-487-0769  
Website: <https://epa.ohio.gov/help-center>

Contact:

Water supply, Sewage disposal

### Plumbing

#### Columbiana County Health Department

7360 State Route 45, P.O. Box 309  
Lisbon, Ohio 44432  
Ph: 330-424-0272 Ext. 117

County Plumbing Inspector: Leon Estes

### Building

#### Ohio Department of Commerce Division of Industrial Compliance Bureau of Building Code Compliance

6606 Tussing Road, PO Box 4009  
Reynoldsburg, Ohio 43068-9009  
Toll Free: 1-800-523-3581  
Office Phone: 1-614-644-2622  
Office Fax: 1-800-220-7477  
Email: [IC@com.state.oh.us](mailto:IC@com.state.oh.us)  
Dispatcher: 1-800-822-3208  
Website: <https://com.ohio.gov>

Chief Building Official/Plans Examiner Supervisor  
Ph: 614-644-3492

**Fire Department****State Fire Marshal – Ohio Dept. of Commerce**

Ohio Fire Academy  
8895 East Main Street  
Reynoldsburg, Ohio 43068  
Ph: 614-752-8200

**Or** contact your local fire department

**Other Permits (Zoning)****City of Columbiana**

Municipal Building  
28 West Friend Street  
Columbiana, Ohio 44408  
Ph: 330-482-2173 Option 2  
Deputy City Administrator  
/Deputy Zoning Inspector

Elevate Building Solutions  
440 Pennsylvania Avenue  
Salem, Ohio 44460  
Ph: 330-537-1536  
Website: [www.elevatebuildings.com](http://www.elevatebuildings.com)

**Village of Leetonia**

300 East Main Street  
Leetonia, Ohio 44431  
Ph: 330-427-6721 Ext. 104  
Fax: 330-427-8088  
Email: [zoning@leetonia.org](mailto:zoning@leetonia.org)  
Zoning Officer

**Fairfield Township**

3062 Fairfield School Road  
Columbiana, Ohio 44408  
Ph: 330-853-7132  
Email: [zoning@fairfieldtownshipohio.com](mailto:zoning@fairfieldtownshipohio.com)  
Zoning Inspector

**Perry Township**

Administration Building  
2198 North Ellsworth Avenue  
Salem, Ohio 44460  
Ph: 330-277-7279  
Email: [perrytwpzoning2198@gmail.com](mailto:perrytwpzoning2198@gmail.com)  
Zoning Inspector

**Village of Lisbon**

203 North Market Street  
Lisbon, Ohio 44432  
Ph: 234-396-0112  
Fax: 330-424-0717  
Email: [zoning@lisbonvillage.org](mailto:zoning@lisbonvillage.org)  
Zoning Inspector  
Zoning Clerk  
Ph: 330-424-5503 Ext. 1860  
Fax: 330-424-0717  
Email: [info@lisbonvillage.org](mailto:info@lisbonvillage.org)

## EXAMPLES OF ACCEPTABLE SURFACE FINISHES

### KITCHEN:

- FLOORS - QUARRY TILE, SEAMLESS SEALED CONCRETE, LINOLEUM, COMMERCIAL GRADE VINYL TILE
- WALLS - FRP BOARD, GLAZED SURFACES, DRYWALL W/EPOXY PAINT, STAINLESS STEEL, ALUMINUM, BLOCK FILLED AND EPOXY PAINT, SEALED PLASTER
- CEILINGS - MYLAR PANELS, DRYWALL W/EPOXY GLAZE, PLASTIC LAMINATE

### DRY STORAGE:

- FLOORS - QUARRY TILE, SEALED CONCRETE, COMMERCIAL GRADE VINYL TILE
- WALLS - WALL PANELS, GLAZED SURFACES, BLOCK FILLED AND EPOXY PAINT, FRP PANELS
- CEILINGS - MYLAR PANELS, DRYWALL W/EPOXY GLAZE, PLASTIC LAMINATE

### WAREWASHING:

- FLOORS - QUARRY TILE
- WALLS - FRP PANELS, STAINLESS STEEL, GLAZED TILE
- CEILINGS - MYLAR PANELS

### COOKING:

- FLOORS - QUARRY TILE, SEAMLESS SEALED CONCRETE
- WALLS - STAINLESS STEEL, ALUMINUM
- CEILINGS - FIBERBOARD PLASTIC COATED, DRYWALL W/EPOXY GLAZE, PLASTIC LAMINATE

### RESTROOMS:

- FLOORS - VINYL TILE, QUARRY TILE, LINOLEUM, CERAMIC TILE
- WALLS - GLAZED CERAMIC TILE, DRYWALL W/PAINT, FRP PANEL