

Food Service Application Process

1. Submit your plans

You will receive an email from the Environmental Health Specialist who will be reviewing your plans.

Upon receiving completed plan review application and supporting documents, CCPH will begin reviewing the plans. CCPH has up to 30 days to review and respond to your application. We will do our best to follow your schedule for opening.

If there are any questions about your plans or changes that need to be discussed, we will contact you by phone or email.

You can check the status of your plans online. You will be notified by mail or email when plans are approved.

2. Pre-Licensing Inspection

After plans have been approved and all work is complete, you will need to contact CCPH for a pre-licensing inspection.

3. Obtaining your Food License Permit

Bring the following documents to CCPH to obtain your food license:

- Pre-licensing inspection report
- Occupancy permit
- Completed food license application
- Money order or credit card for license fee

CONTACT US



PERMIT CENTRAL 2275
Bauer Road, Suite 300
Batavia, OH 45103
513-732-7499

OFFICE HOURS

Monday-Friday
8:30 a.m. – 4:30 p.m.



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PLAN REVIEW

**How to submit
plans for food service**



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Why is CCPH involved?

Clermont County Public Health (CCPH) reviews facility plans to make sure that the layout can accommodate your proposed menu. Requirements will vary based on your menu. CCPH must make sure that you have the space and equipment needed to store, prepare, and serve those foods safely.



Who must submit plans?

New facilities:

New construction and facilities that have never been licensed as a food operation in the past.

New ownership

Reopening closed food facilities

Facility being remodeled or altered

Mobile food unit



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What do I need?

All facilities except for mobile food units.

1. Food Plan Review application
2. Plan review fee
3. Menu or list of foods to be prepared served and sold
- 4*. Four sets of legible plans/facility layout drawn reasonably to scale (e.g. 1/4 inch = 1ft., 1/8 inch = 1ft. etc.) to include:
 - The type of operation or establishment proposed (bakery, convenient store etc.);
 - The total square footage to be used for the food service operation or retail food establishment;
 - A site plan that includes:
 - Location of business in a building such as a shopping mall or stadium;
 - Location of building on site, including utilities, any outside accessory structures and seating areas;
 - Interior and exterior seating areas;
 - Entrances and exits;
 - Location, number and types of plumbing fixtures, including all water supply facilities;
 - Lighting plan;
 - A floor plan showing the fixtures and equipment;
 - Building materials and surface finishes to be used;
 - An equipment list with manufacturer's name and model numbers;

* For a facility in the City of Milford, only two sets of plans need to be submitted.

Note: Prior to ownership change, operators must contact CCPH to complete the Food Facility – Ownership Change Application.

Mobile food unit

What do I need?

1. Mobile plan review application
2. Menu or list of foods to be prepared, served and sold.
3. One set of legible plans/facility layout drawn reasonably to scale (e.g. 1/4 inch = 1 ft., 1/8 inch = 1 ft., etc.) to include:
 - A floor plan showing the fixtures and equipment;
 - Storage areas of utilities, perishable food items, and non-perishable food items;
 - Location, number and types of plumbing fixtures, including all water supply facilities;
 - Method and size of liquid and solid waste disposal. (The size of the waste water tank must be 15% larger than the potable water tank);
 - Lighting plan;
 - Building materials and surface finishes to be used;
 - Equipment list with manufacturer's name and model numbers.



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