

## Food Plan Review Guidance Document

Every newly proposed food operation and every currently or previously licensed operation must submit plans to Marion Public Health (MPH) whenever planning construction, building, remodeling, or installation of new facilities and/or equipment. Additionally, as licenses are not transferable, no license can be issued until plans have been submitted and approved when a change of ownership is planned. This guidance document is intended to assist you in preparing your plans and is based on the Ohio Uniform Food Safety Code. As an operator, you are encouraged to obtain a copy of the Ohio Uniform Food Safety Code for specific provisions. This code is available online at [www.odh.state.oh.us](http://www.odh.state.oh.us) and is Chapter 3717-1 Ohio Administrative Code (OAC). Additionally, Marion Public Health can provide with a copy of the Ohio Uniform Food Safety Code at no cost.

**You are required by law to obtain approval of your food plans prior to starting construction (or remodeling, or installing/providing equipment) of the job.** This requirement provides you with financial protection that the work/improvements you are doing are approved and will be allowed, prior to spending money on these items. Please allow time for the plan review. Plans will be acted upon within thirty days after the date of receipt. Please note that if plans are incomplete or insufficient, it can take longer than 30 days for plans to become approved. When plans are approved/disproved you will receive a letter stating what is still needed or that you are approved and ready for a pre-license inspection.

Food operations that work the best think about the flow of food prior to construction. A good flow of food allows for quick, easy, safe and sanitary food handling. The facility and equipment must be laid out in a manner to minimize the possibility of cross-contamination of food and equipment. It must also allow for easy cleaning as a clean kitchen promotes food safety. The flow of food will be evaluated in the process of your plan review.

The fee for your plan approval is based on the Risk Level of your proposed operation. There are four risk levels which are based on your menu and food preparation procedures. The simpler the menu and procedures, the less likely the opportunity for inadvertently causing a foodborne illness and consequently your operation will be licensed at a lower Risk Level. Examples of a low risk operation are serving pre-packaged beverages or non-time/temperature controlled for safety foods such as popcorn. An example of a high risk operation is serving raw time/temperature controlled for safety (TCS) foods such as sushi or a high risk procedure such as cooling and reheating food. You will need to contact your inspector to determine your Risk Level prior to filling out your application for plan review.

The Plumbing system is an important part of your food facility. All facilities must have a handsink, mopsink, 3 compartment sink, grease trap, backflow prevention device, and a prep sink, with some exceptions. Please note that all hand sinks in the food prep area and restroom that do not have a

combination faucet, must have a mixing valve. Also, all 3 compartment sinks must have a grease trap. If there is not a grease trap already hooked up to the 3 compartment sink, you will be required to add one. There must be air gaps on dishwashers and prep sinks, etc. Any plumbing work must be done by a state certified plumber.

Prior to a Food Service Operation or Retail Food Establishment License being issued, you will be required to provide copies of inspections/approvals from other agencies as follows:

1. If your building is not connected to a public water supply, you will need to provide approval of your transient public water system from the Ohio Environmental Protection Agency, Division of Drinking and Ground Water.
2. If your building is not tapped into a public sewer system, you will need to provide approval of your sewage treatment disposal system from the Ohio Environmental Protection Agency, Division of Surface Water.
3. You must provide any other inspections/approvals as required by the Marion Public Health Department (such as high pressure plumbing, etc).
4. Verification of Person-In-Charge or Manager Certification for food protection. Any new facility (Risk Level I, II, III, and IV) opening after March 1, 2010 will need to have at least one person-in-charge certified in food protection training at all times of operation.

As of March 1, 2017 each risk level III and risk level IV food service operation and retail food establishment will be required to have one employee, who has supervisory and management responsibility and the authority to direct and control food preparation and service, with a manager certification in food protection.

You must have your plans approved, fees paid, and pass a pre-licensing inspection prior to issuance of your Food Service Operation or Retail Food Establishment License. Please note that the Marion Public Health may place restrictions or conditions on a license. At the pre-licensing inspection, your facility must be in operable condition. Food is not required on the premises, however hot and cold holding equipment must be operating. If you have any questions, please contact Marion Public Health at (740) 387-6520.

### Food Facility Plan Review Application

**Please note: This application must be fully completed, with all questions answered and submitted with the plans and plan review fee paid before the review will be initiated.**

Date: \_\_\_\_\_

\_\_\_\_\_ New

\_\_\_\_\_ Remodel

Name of Establishment: \_\_\_\_\_

Category: Restaurant \_\_\_\_\_ Institution \_\_\_\_\_ Daycare \_\_\_\_\_ Retail Market \_\_\_\_\_ Other \_\_\_\_\_

Address: \_\_\_\_\_

Phone # at address (if available): \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Title (owner, manager, architect, etc.): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I have submitted plans/applications to the following authorities on the following dates:

\_\_\_\_\_ Zoning

\_\_\_\_\_ Plumbing

\_\_\_\_\_ Electric

\_\_\_\_\_ Fire

\_\_\_\_\_ Ohio EPA

\_\_\_\_\_ Department of Commerce

\_\_\_\_\_ Engineering

\_\_\_\_\_ Other

Hours of Operation: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_  
Sat \_\_\_\_\_ Sun \_\_\_\_\_

Number of Staff: \_\_\_\_\_  
(Maximum per shift)

Total Square Feet of Facility: \_\_\_\_\_  
Number of Floors on which operations are conducted: \_\_\_\_\_

Projected Date for Start of Project: \_\_\_\_\_

Projected Date for Completion of Project: \_\_\_\_\_

Type of Service:	Sit Down Meals	_____
(Check all that apply)	Take Out	_____
	Caterer	_____
	Mobile Vendor	_____
	Other	_____

## **Document Checklist**

### **Please enclose the following documents:**

- \_\_\_\_\_ Plan Review Fee (Please check last page of application) (Plan Review will not start until the Fee is paid)
- \_\_\_\_\_ License Fee (This will not be paid until issuance of invoice)
- \_\_\_\_\_ Application
- \_\_\_\_\_ Proposed Menu (including seasonal, off-site, and banquet menus)
- \_\_\_\_\_ A list of building materials and surface finishes to be used (**Attachment #1**)
- \_\_\_\_\_ An equipment list with equipment manufacturers and model numbers (**Attachment # 2**)
- \_\_\_\_\_ Manufacturer Specification Sheets for each piece of equipment shown on the plan
- \_\_\_\_\_ Proof of Person in Charge Training for at least one member per shift
- \_\_\_\_\_ Proof of Manager Certification Training for at least one member of facility (Not needed for Risk Levels I and II)
- \_\_\_\_\_ Private Water Source-written approval or permit
- \_\_\_\_\_ Private Sewage Disposal System-written approval or permit

### **The following Plans will need submitted (all plans drawn to scale, such as 1in = 2ft)**

- \_\_\_\_\_ Site Plan showing location of business in building; location of building on site including alleys, streets; and location of any outside equipment (dumpsters, well, septic system-if applicable)
- \_\_\_\_\_ A plan that indicates the entrances and exits
- \_\_\_\_\_ Plumbing Plan which includes location, number and types of plumbing fixtures, including all water supply facilities (3 compartment sink, optional dish washing machine, grease trap, mopsink, handsinks, vegetable prep sink, backflow prevention device)
- \_\_\_\_\_ Plan of lighting, both natural and artificial, with foot-candles indicated for critical surfaces
- \_\_\_\_\_ A Floor Plan drawn to scale of food establishment showing location of equipment, plumbing, electrical services, and mechanical ventilation

## Contents and Format of Plans and Specifications

1. Provide plans that are a minimum of 11x14 inches in size including the layout of the floor plan accurately drawn of a minimum of ¼ inch = 1 foot. This is to allow for ease in reading plans.
2. Label and locate separate food preparation sinks when the menu dictates to preclude contamination and cross-contamination of raw and ready-to-eat foods.
3. Clearly designate adequate handwashing lavatories for each toilet fixture and in the immediate area of food preparation.
4. On the plan, represent auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation. Show all features of these rooms as required by this guidance manual.
5. Include and provide specifications for:
  - a. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, and waste-water line connections;
  - b. Lighting schedule with protectors;
    - At least 110 lux (10 footcandles) at a distance of 75 cm (30 inches) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning;
    - At least 220 lux (20 footcandles):
      1. At a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption;
      2. Inside equipment such as reach-in and under-counter refrigerators;
      3. At a distance of 75cm (30 inches) above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms;
    - At least 540 lux (50 footcandles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.
  - c. Food Equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program. See next page for approved certification markings. Certification can be looked up at <http://www.nsf.org/Certified/Food/>
    - **We do not approve non-commercial food equipment.**
  - d. Source of water supply and method of sewage disposal. Provide the location of these facilities and submit evidence that state and local regulations are complied with.
  - e. A mop sink or curbed cleaning facility with facilities for hanging wet mops
  - f. Garbage can washing area/facility
  - g. Cabinets for storing toxic chemicals
  - h. Dressing rooms, locker areas, employee rest areas, and/or coat rack

## Commercially Certified Equipment

Only commercial equipment approved by a recognized food equipment testing agency, as acceptable for use in a food service operation or retail food establishment, will be accepted as specified under rule 3717-1-04.1(kk) of the Ohio Administrative Code.

The following are examples of marks used by some of the approved testing agencies:



### National Sanitation Foundation (NSF)

- NSF International’s primary focus is on creating and maintaining sanitation standards for the food service industry.
- An NSF symbol with a “C” to the bottom left and a “US” to the bottom right denotes that the product has been certified to meet both Canadian and U.S. safety and sanitation requirements.



### Underwriters Laboratories (UL)

- This symbol appears on products that are certified to meet specific environmental and public health standards. If it shows the word “Classified” above the UL mark, then the product also complies with [NSF/ANSI](#) regulations.



### Canadian Standards Association (CSA)

- A CSA sanitation mark is found on products that have been tested and found to meet all applicable [NSF/ANSI](#) sanitation requirements.



### Edison Testing Laboratories (ETL Intertek)

- The ETL Sanitation mark is awarded to food service equipment that has been rigorously tested against national sanitation requirements [NSF/ANSI](#).
- This mark ensures that the equipment is fit for use during food production as the manufacturer has not only passed the initial testing, but remains in compliance by completing periodic follow-up inspections.

**PLEASE CIRCLE/ANSWER THE FOLLOWING QUESTIONS**

**Food Preparation Review**

Check categories of Time/Temperature Controlled for Safety (TCS) food to be handled, prepared, and served.

<u>Category</u>	<u>(YES)</u>	<u>(NO)</u>
1. Thin meats, poultry, fish, eggs (hamburger; sliced meats; fillets)	( )	( )
2. Thick meats, whole poultry (roast beef, whole turkey, chickens, hams)	( )	( )
3. Cold processed foods (salads, sandwiches, vegetables)	( )	( )
4. Hot processed foods (soups, stews, rice/noodles, gravy, chowders, casseroles)	( )	( )
5. Bakery goods (pies, custards, cream fillings, & toppings)	( )	( )

**FOOD SUPPLIES:**

1. How will Dry Goods be stored off the floor?

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**COLD STORAGE:**

1. Is adequate and approved freezer and refrigeration available to store frozen foods frozen, and refrigerated foods at 41°F (5°C) and below?

2. Will raw meats, poultry, and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods?

If YES, how will cross-contamination be prevented?

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3. Is there a bulk ice machine available?

**THAWING FROZEN TCS FOOD:**

Please indicate by checking the appropriate boxes how frozen time/temperature controlled for safety (TCS) foods will be thawed in each category. More than one method may apply. Also, indicate where thawing will take place.

<b>Thawing Method</b>	<b>Thick Frozen Foods*</b>	<b>Thin Frozen Foods*</b>
Refrigeration	<input type="checkbox"/>	<input type="checkbox"/>
Running Water Less than 70°F (21°C)	<input type="checkbox"/>	<input type="checkbox"/>
Microwave (as part of cooking process)	<input type="checkbox"/>	<input type="checkbox"/>
Cooked from Frozen State	<input type="checkbox"/>	<input type="checkbox"/>
Other (describe)	<input type="checkbox"/>	<input type="checkbox"/>

\*Frozen foods: approximately one inch or less = thin, and more than an inch = thick

**COOKING:**

1. Will food product thermometers be used to measure final cooking/reheating temperatures of TCS foods?

What type of temperature measuring device: \_\_\_\_\_

2. List types of cooking equipment.

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**HOT/COLD HOLDING:**

1. How will hot TCS foods be maintained at 135°F (60°C) or above during holding for service? Indicate type and number of hot holding units.

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2. How will cold TCS foods be maintained at 41°F (5°C) or below during holding for service? Indicate type and number of cold holding units.

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**REHEATING:**

1. How will TCS foods that are cooked, cooled, and reheated for hot holding be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds. Indicate type and number of units used for reheating foods.

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2. How will reheating food to 165°F for hot holding be done rapidly and within 2 hours?

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**COOLING:**

Please indicate by checking the appropriate boxes how TCS foods will be cooled to 41°F (5°C) within 6 hours (135° to 70°F in 2 hours and 70°F to 41°F in 4 hours). Also, indicate where the cooling will take place.

Cooling Method	Thick Meats	Thin Meats	Thin Soups/Gravy	Thick Soups/Gravy	Rice/Noodles/Beans/Cheese
Shallow Pans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice Baths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduce Volume or Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rapid Chill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PREPARATION:**

1. Please list categories of foods prepared more than 12 hours in advance of service.

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2. Will food employees be trained in good food sanitation practices?

Method of training:

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3. Number(s) of employees: \_\_\_\_\_

4. How many employees have obtained Person-In-Charge or Manager Certification for food protection? \_\_\_\_\_

5. How will you schedule to have at least one employee trained in food protection per shift?

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6. Will disposable gloves and/or utensils and/or food grade paper be used to prevent handling of ready-to-eat foods?

7. Is there a written policy to exclude or restrict food workers who are sick or have infected cuts or lesions?

Please describe:

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9. Will ingredients for cold ready-to-eat foods such as tuna, mayonnaise, and eggs for salads and sandwiches be pre-chilled before being mixed and/or assembled?

If not, how will ready-to-eat foods be cooled to 41°F?

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10. Will all produce be washed on-site prior to use?

Is there a planned location for washing produce?

Describe:

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If not, describe the procedure for cleaning and sanitizing multiple use sinks between uses.

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11. Describe the procedure used for minimizing the length of time TCS foods will be kept in the temperature danger zone (41°F - 135°F) during preparation.

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12. If needed, provide a HACCP plan for specialized processing methods, such as vacuum packaged food items prepared on-site or otherwise required by the regulatory authority.

13. Will the facility be serving food to a highly susceptible population?  
If yes, how will the temperature of foods be maintained while being transferred between the kitchen and service area?

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**14. Catering/offsite/satellite:**

Complete if establishment will cater foods to another location. List menu items to be catered:

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Maximum number of catered meals per day will be: \_\_\_\_\_

How will hot food be held at proper temperature during transportation and at the remote serving location? \_\_\_\_\_

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How will cold food be held at proper temperature during transportation and at the remote serving location? \_\_\_\_\_

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What types of vehicles will be used to transport food?

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**INSECT AND RODENT CONTROL:**

Please check the appropriate boxes.

	<b>YES</b>	<b>NO</b>	<b>NA</b>
1. Will all outside doors be self-closing and rodent proof?	( )	( )	( )
2. Are screen doors/windows provided on all entrances open to the outside?	( )	( )	( )
3. Will all pipes & electrical conduit chases be sealed; ventilation systems exhaust and intakes protected?	( )	( )	( )
4. Will air curtains be used? If yes, where?_____	( )	( )	( )

**GARBAGE AND REFUSE:**

1. Will a dumpster be used? Number_____ Size_____ Frequency of Pickup_____	( )	( )	( )
2. Will garbage cans be stored outside?	( )	( )	( )
3. Describe surface and location where dumpster/compactor/garbage cans are to be stored. _____ _____ _____			
4. Describe location of grease storage receptacle. _____ _____ _____			
5. Is there any area to store returnable damaged goods? If so, where?_____	( )	( )	( )

**WATER SUPPLY:**

1. Is water supply Public ( ) or Private ( )?
2. If Private, has source been approved?  
Please attach copy of written approval and/or permit.
3. Is ice made on Premise ( ) or purchased commercially ( )?  
If made on premise, are specifications for the ice machine provided?  
Describe provision for ice scoop storage:

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Provide location of ice maker or bagging operation \_\_\_\_\_

4. What is the capacity of the hot water generator?  
\_\_\_\_\_
5. Is the hot water generator sufficient for the needs of the establishment? \_\_\_\_\_
6. How are the backflow prevention devices inspected & serviced?  
\_\_\_\_\_  
\_\_\_\_\_

**SEWAGE DISPOSAL:**

1. Is building connected to a municipal sewer?
2. If NO, is private disposal system approved?  
Please attach copy of written approval and/or permit.
3. Are grease traps provided?  
If so, where? \_\_\_\_\_  
Provide schedule for cleaning and maintenance

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Please note: Every 3 compartment sink is required to have a grease trap. NO EXCEPTIONS!

**SINKS:**

1. Is a mop sink present?  
If NO, please describe facility for cleaning of mops and other equipment:

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2. If the menu dictates, is a food preparation sink present?

**GENERAL:**

1. Are all toxics for use on the premise or for retail sale (this includes personal medications) stored away from food preparation and storage areas?

2. Are containers constructed of safe materials to store food products?

Indicate type:

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3. Is a break room/area available for employee use?

If no, where will employee items be stored?

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**DISHWASHING FACILITIES:**

1. Will sinks or a dishwasher be used for warewashing?

( ) Dishwasher

( ) Three Compartment Sink

2. Dishwasher

Type of sanitization used:

Hot Water (provide temp.) \_\_\_\_\_

Chemical type \_\_\_\_\_

Is ventilation provided?

3. Do all dish machines have templates with operating instructions?

4. Do all dish machines have temperature/pressure gauges as required that are accurately working?

5. Does the largest pot and pan fit into each compartment of the pot sink?

6. What type of sanitizer is used?

( ) Chlorine

( ) Iodine

( ) Quaternary Ammonium

( ) Hot Water

( ) Other

**HANDWASHING/TOILET FACILITIES:**

1. Is there a handwashing sink in each food preparation and warewashing area?
2. Do all handwashing sinks, including those in the restrooms, have a mixing valve or combination faucet?
3. Do self-closing metering faucets provide a flow of water for at least 15 seconds without the need to reactivate the faucet?
4. Is hand cleanser available at all handwashing sinks?
5. Are hand drying facilities (paper towels, air blowers, etc.) available at all handwashing sinks?
6. Are covered waste receptacles available in each restroom?
7. Is hot and cold running water under pressure available at each handwashing sink?
8. Are all toilet room doors self closing?
9. Area all toilet rooms equipped with adequate ventilation?
10. Is a handwashing sign posted at each handwash station?

**SMALL EQUIPMENT REQUIREMENTS:**

Please specify the number, location, and types of each of the following:

- Slicers \_\_\_\_\_
- Cutting Boards \_\_\_\_\_
- Can Openers \_\_\_\_\_
- Mixers \_\_\_\_\_
- Floor Mats \_\_\_\_\_
- Other \_\_\_\_\_

**This application is complete and if the plans and specifications are approved, I will construct this facility in full compliance with them and in conformance to the Ohio Uniform Food Safety Code.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Signature of Applicant (if different from above)

\_\_\_\_\_  
Printed Name of Applicant (if different from above)

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**Approval of these plans and specifications by this Regulatory Authority does not indicate compliance with any other code, law, or regulation that may be required—federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A preopening inspection of the establishment with equipment in place & operational will be necessary to determine if it complies with the local and state laws governing food service establishments.**



**Building Materials and Surface Finish List:**

(Attachment #1)

Applicant must indicate which materials (quarry tile, stainless steel, 4” plastic coved molding, etc.) will be used in the following areas.

	FLOOR	COVING	WALLS	CEILING	COUNTERTOPS
Kitchen					
Bar					
Food Storage					
Other Storage					
Toilet Rooms					
Dressing Rooms					
Garbage & Refuse Storage					
Mop Service Basin Area					
Ware Washing Area					
Walk-in Refrigerators and Freezers					



*For your convenience, we have included a list of contacts and agencies that you may need to contact when applying for your new food license:*

**Plumbing Inquiries**

Marion Public Health Plumbing Dept.  
181 S. Main St. Marion, OH 43302  
**740-692-9118**

**Marion City Fire Department**

Capt. Mike Makowski  
186 S. Prospect St. Marion, OH 43302  
**740-382-0040**

**Marion Township Fire Department**

Chief- Benjamin C. Meddles  
1228 E. Fairground St. Marion, OH 43302  
**740-382-4255**

**Marion County Auditor's Office**

233 W. Center St, Marion, OH 43302  
**(740) 383-5254**

**Marion City Zoning Department**

Malcolm Smith  
233 W. Center St, Marion, OH 43302  
**740-383-4114**

**Marion City Engineering Department**

Jim Bischoff  
233 W. Center St, Marion, OH 43302  
**740-387-2240**

**Individual Departments by Township**

<http://www.co.marion.oh.us/engineer/index.php/township-officials>

**Ohio Department of Commerce**

<http://www.com.state.oh.us/>

**Division of Liquor Control**

6606 Tussing Rd. Reynoldsburg, OH 43068  
**614-644-2360**

**Division of Industrial Compliance**

6606 Tussing Rd. PO Box 4009  
Reynoldsburg, OH 43068  
**614-644-2223**

**Division of State Fire Marshall**

8895 East Main St. Reynoldsburg, OH 43068  
**614-644-2223**

**Ohio Environmental Protection Agency**

<http://www.epa.state.oh.us>

**Northwest District Office**

347 N. Dunbridge Rd. Bowling Green, OH 43068  
**419-352-8461**

**For Water Supply:**

[www.epa.state.oh.us/ddagw/DrinkingandGroundWaters](http://www.epa.state.oh.us/ddagw/DrinkingandGroundWaters)

**For Sewage:**

[www.epa.state.oh.us/dsw/SurfaceWater](http://www.epa.state.oh.us/dsw/SurfaceWater)