

# CHANGE OF OWNERSHIP APPLICATION

Name of Facility: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Owner Information

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Email Address: \_\_\_\_\_ Send payment invoice here  Yes  No

## Contact Person for Plans

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Send payment invoice here:  Yes  No

Address for Approval Letter: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Plan Review Type

### PARCEL ID: \_\_\_\_\_

- Food Service Operation
- Retail Food Establishment
- No Changes
- Minor Changes

*\*For remodel, describe scope briefly:*

\_\_\_\_\_

\_\_\_\_\_

Check if plans submitted via email

Payment:  Mailed  Office  Online

Estimated Date Construction Will Begin: \_\_\_\_\_

Estimated Opening Date: \_\_\_\_\_

### INTERNAL USE ONLY

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

Received by: \_\_\_\_\_

Amount paid: \_\_\_\_\_

AR# \_\_\_\_\_

SR# \_\_\_\_\_

IN# \_\_\_\_\_

PE Code: \_\_\_\_\_

Plan Review # \_\_\_\_\_

## Type of Establishment (check all that apply)

- Restaurant or Diner
- Bakery
- Child care facility
- Meat/Fish market
- Caterer
- Pizza Shop
- Bar
- Convenience Store
- Diner/Cafe
- Long term care
- Grocery Store
- Coffee shop
- School
- Other (please specify) \_\_\_\_\_

Square Feet Devoted to Food: \_\_\_\_\_

Water Supply:  City  Other (please specify) \_\_\_\_\_

Sewage Disposal:  Sanitary Sewer  Semi Public  
If Semi-Public, is it approved by OEPA?  Yes  No

# SUBMIT PLANS & APPLICATION ELECTRONICALLY

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## You can now submit plans via email!

Send your completed change of ownership application and plan files to us at [Foodownerchange@columbus.gov](mailto:Foodownerchange@columbus.gov).

**Submission Guidelines** - Please follow these guidelines if submitting electronically.

- **Submit as PDF:** Each set of plans must be saved in PDF format and should be oriented so the document can be viewed without rotation. Electronic “bookmarks” in the PDF are helpful and encouraged.
- **Necessary Pages Only:** Please provide only those pages that are necessary to our public health review.
- **Naming & Sorting PDF Files:**
  - For small plan review projects (typically 25 pages or less) create a single PDF document with a file name that is unique and descriptive of the project itself (i.e. 123 E Main St Remodel Plans.pdf).
  - For larger projects, group and submit plans in smaller sets to facilitate the electronic plan review (i.e. 123 E Main St Remodel\_Plumbing.pdf, 123 E. Main St Remodel\_Architectural.pdf).
- **Full Size & To-Scale:** Plans must be saved at ‘fill size’ and ‘to-scale’ to ensure proper measuring of lines and areas electronically.
- **Additional Files:** Supplemental files such as menus and equipment specification sheets should be named with a unique descriptive file name.
- **No ZIP Files:** Please do not send ZIP files as they cannot be opened.
- **Completed Plan Review Application:** A completed plan review application must be included **with the plans in your email submission.**
- **Email Subject:** Subject line of email should include address of facility.

*Questions? Contact the Change of Ownership Coordinator at 614-645-0132.*

# LICENSING

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All retail food businesses in the City of Columbus and Worthington are required to have a food service operation or retail food establishment license issued by Columbus Public Health (CPH). If you plan to open a restaurant or retail food facility, remodel a facility, or change your license status (e.g. change of menu, equipment, or process), contact CPH for any questions you may have in regard to plan approval or licensing. **Please call ahead for office visits to ensure a coordinator is available.** See the CPH guide **'Starting a Food Business'** for more detailed information. It is strongly recommended that you read this guide prior to submitting your plans. Go to <https://www.columbus.gov/publichealth/programs/Food-Protection/Food-Protection-for-Businesses/> to access this guide and other information about the CPH Food Protection Program.

# GETTING STARTED

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All new retail food businesses and those performing extensive alterations or remodeling must complete the plan review process. All new owners of an existing food facility must complete the plan review process. All facilities will be required to complete an application even if no changes are being made to the facility. If you are making changes, please contact me directly to discuss the application. Please note as of the effective date of the change of ownership, the food license is no longer valid; we do not transfer licenses. In addition, we do not have a grandfather clause so your license application may be held up due to required facility upgrades.

**NOTICE:** Any and all changes to the facility must be disclosed during the change of ownership process. Any omissions may delay the licensing of your facility.

**\*PLEASE KEEP THIS PAGE FOR YOUR REFERENCE\***

# EQUIPMENT REQUIREMENTS IN FACILITIES

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All facilities are required to have hand washing sinks, which are located in each service station, food, prep, bar and dishwashing area. Hand washing sinks are also required to be equipped with soap and disposable towels or hand dryers. These sinks are required to have signs reminding employees to wash hands. A hand washing sink located in a restroom will not fulfill hand sink requirements. The plan review coordinator will look at each work area/station when determining the number of hand sinks required in a facility.

All facilities are required to have a sink designated only for cleaning of mops and cleaning tools, and for disposal of mop water. The mop sink must include a faucet and drain and used for no other purposes. This sink should have hooks or other means to allow mops to air dry. Mop sinks shall be located on each floor with a food preparation area. Additional mop sinks may be required depending on size and layout of facility.

A 3-compartment sink designated for dishwashing is required in any operation using dishes or utensils. **However, all child care centers and bar/ bar style service areas require a 3-compartment sink even if using all disposable items.** The 3-compartment sink must be located within the same work area where food is prepared or handled. All bar and beverage preparation areas are required to have a 3 comp sink and dump sink. The sink shall have curved interior edges and at least three (3) compartments for washing, rinsing and sanitizing. The sink shall also have two (2) drain boards, one for collection of dirty dishes and the other for air drying. Each compartment of the sink must be large enough to submerge the largest piece of equipment at least half way. **Grease interceptors are not determined by our department.**

A food preparation sink is required for the processing of produce and other foods. Processing can include washing, soaking, thawing, and using ice baths for cooling. A food preparation sink must have an indirect drain, specifically an air break, to prevent backflow from a sewage system into equipment in which food is placed. Columbus Public Health does not allow food processing in a hand sink or dishwashing sink. If a food preparation sink is not available, a facility will be limited to using only prewashed produce.

As per OAC §3717-1-04.1(KK) all equipment used must be listed as commercial and must be certified by a recognized testing agency (e.g. NSF, UL EPH). No household equipment is permitted.

All floors, walls and ceilings in food areas (service, storage or preparation) must be smooth and easily cleanable as defined in OAC §3717-1-06(A). Carpet is acceptable only in areas for packaged food storage. Acceptable surfaces which are commonly used include:

- Floors: quarry tile, ceramic tile, sealed concrete, poured epoxy
- Walls: stainless steel, fiber-reinforced plastic (FRP), glossy painted drywall, painted concrete block
- Ceilings: vinyl coated acoustic ceiling tile (drop ceiling), glossy painted drywall
- Base Coving: tile, rubber

The only surfaces allowed behind the grill line or cooking equipment under a hood are stainless steel or ceramic tile with sealed grout. This does not apply if the equipment underneath a hood does not produce a large amount of heat.

**To schedule a walk thru of your facility or if you have questions please call 645-0132.**

# PLAN REVIEW COMPONENTS

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The plans submitted to CPH must be legible, in English and include the following information. Lack of complete information may delay plan approval and/or the opening of your business.

**Please include the following:**

**Site plan**

- Show designated area for garbage and grease dumpsters
- Show the location of the building and surrounding streets

**Proposed Menu or list of food and beverage items (\*all facilities must submit)**

**Facility Floor Plan, drawn to scale, to include**

- Location of dry goods, chemical, and personal belongings storage
- Location of entrances and exits
- Location of hand sinks available in food prep areas and restrooms
- Location of 3-compartment dish washing sink
- Location of dish machine (indicate high or low temperature)
- Location of food preparation/vegetable washing sink (must have indirect drain)
- Location of utility sink/mop sink
- Location of grease interceptor
- Location of equipment

**Equipment list, include make & model numbers. (\*Commercial equipment only)**

# FOOD HANDLING PROCESS

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Answer all questions that pertain to your facility.

Will fruits and vegetables be washed in the establishment?  Yes  No  Not applicable

Will you do any of the following? (Check all that apply)

- Sushi  Cook-chill  Time instead of temperature control  Reheat in bulk  
 Reduced-oxygen packaging  Serve highly susceptible population  Smoking or curing  
 Catering (this is not delivery only services)  Serve raw or undercooked menu items

Do you plan to prepare foods off site?  Yes  No *If yes, describe...*

## EDUCATION REQUIREMENT

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As of March 1, 2010 the Ohio Revised Code requires that at least one person in charge per shift of a food service operation or retail food establishment must have attended the Person-in-Charge training or an equivalent approved training prior to the business being licensed.

As of March 1, 2017, all facilities with a risk level 3 or risk level 4 food license are required to have at least one person with a valid manager certification in food protection who has supervisory and management responsibilities and authority to direct and control food preparation and service per Ohio Administrative Code §3717-1-02.4(A)(2).

## PLAN REVIEW SUBMISSION

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This application is complete and accurate to the best of my knowledge. Columbus Public Health does not have a grandfather clause for equipment. Facilities that remodel and go through the plan review process are subject to facility updates to bring the facility up to current standards. I understand that incomplete plans may delay the plan approval process. **I have carefully read the entire application. I am submitting a set of plans, a menu and the plan review fee. I understand it may take up to 30 days for review. A separate license fee will be collected at the final inspection.**

Signature of applicant: \_\_\_\_\_

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

**Submit Plans To:** [Foodownerchange@columbus.gov](mailto:Foodownerchange@columbus.gov)

*An invoice will be emailed upon receipt for payment of the plan review. Please contact our office if not received within 2 business days.*

**Questions?** Phone: 614-645-0132 Fax: 614-645-7155

# INTERIOR FINISHES

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Use the following chart to indicate all interior finishes (unless already included in plans).

**This information is included in plans submitted.**

Room Name	Floors	Walls	Ceilings	Coving
<i>Example: Kitchen</i>	<i>Quarry tile</i>	<i>FRP</i>	<i>Vinyl acoustical tile</i>	<i>6" quarry tile</i>

All surfaces must be smooth and easily cleanable. Contact CPH if you have questions regarding whether specific surfaces are approved for use in a food service operation.

# FEE SCHEDULE

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Please make checks payable to the Columbus City Treasurer.

<b>PLAN REVIEW FEES</b>	<b>&lt;25,000 square feet</b>	<b>&gt;25,000 square feet</b>
Change of Ownership	\$220.50	\$220.50
Expedited Plan Review	\$1000.00 + plan review fee	\$1000.00 + plan review fee

*The plan review fee must be submitted with application. If you wish to pay online check the appropriate box and an invoice will be provided to you with instructions.*

<b>FSO &amp; RFE LICENSE FEES</b>	<b>Commercial</b>		<b>Non-Commercial</b>	
	<b>&lt;25,000 ft<sup>2</sup></b>	<b>&gt;25,000 ft<sup>2</sup></b>	<b>&lt;25,000 ft<sup>2</sup></b>	<b>&gt;25,000 ft<sup>2</sup></b>
Risk Class 1	\$212.00	\$276.00	\$106.00	\$138.00
Risk Class 2	\$230.00	\$286.00	\$115.00	\$143.00
Risk Class 3	\$376.00	\$835.00	\$188.00	\$366.00
Risk Class 4	\$458.00	\$880.00	\$229.00	\$440.00

*The license fee will be collected at the final inspection. Please do not send it to our office.*