

Hamilton County Public Health, Division of Environmental Health
Plan Review Application - Micro Market
Project Information

Facility Name	Operator Name
Facility Address	Operator Address
Facility Zip Code	Operator City, State Zip
Facility Phone Number	Operator Phone Number
Estimated Day of Opening	Date Submitted

Project Contact Person	Project Contact Title
Project Contact Phone Number/email	

I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from Hamilton County General Health District (dba Hamilton County Public Health) may nullify final approval.

Owner/Operator/Representative Name	Owner/Operator/Representative Signature	Date

Approval of these plans and specifications by Hamilton County General Health District does not indicate compliance with any other code, law, or regulation that may be required for construction (local, state, or federal). Ensure all applicable permits and inspections are obtained.

Section I: Checklist

Prior to construction of a micro market, a set of plans shall be submitted to Hamilton County Public Health, Division of Environmental Health, for review. Plan review applications can take up to 30 days for review. Incomplete applications can delay approval and subsequent facility operation. Indicate if items are included or not in space provided at left.

Included/NA	Items To Be Included in Plan Review
	1. Menu or list of foods to be sold.
	2. List of equipment stating manufacturer and model number. All equipment must be approved by a recognized food equipment testing agency (e.g. NSF, UL, ETL); equipment used for cold holding TCS food shall be approved for use by a recognized agency for use in a micro market.
	3. A floor plan of the operation showing the following items: entrances and exits to the area, locations of any plumbing fixtures, and the locations of equipment.
	4. A lighting schedule or statement of achieved lighting levels in all food preparation and storage areas throughout facility (food preparation areas require minimum of 50 foot candles, storage areas require a minimum of 10 foot candles).
	5. A completed Plan Review Application.
	6. Plan Review Application and Fee submitted to: Hamilton County Public Health, 250 William Howard Taft, 2nd Fl, Cincinnati, OH 45219.

Section II: Permits

Please use the space below to fill in all necessary permit numbers

Building	Plumbing	Electrical
Other		

Section III: Plumbing

1. Fill out the below chart with information as it pertains to the facility:

Sink/Plumbing Fixture Type	Quantity/NA	Backflow/Siphonage Prevention In Place?		Type (e.g. air gap, ASSE #, Indirect Drain, etc...)
		Yes	No	
Hand Sink		Yes	No	
Mop Sink		Yes	No	
K-Cup/Coffee Dispenser		Yes	No	

2. Is the water supply municipal or private (such as well water). Note: attach approvals if private.

Municipal	Private
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3. Is the waste water system municipal or private (such as septic). Note: attach approvals if private.

Municipal	Private
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Section IV: Finish Schedule

4. Fill out the below chart with the types of building materials used in the various areas. Note: use caulk/sealant in the appropriate areas (i.e. high splash - silicone caulk; behind hood/grills - high temperature caulk); ensure all floor-wall junctures have a minimum of 4 inch cove base molding. See "Approved Finishes Table" below for more information.

Area	Floor	Wall	Ceiling
Sales Floor			
Walk-ins (Coolers/ Freezer)			
On-Site Food Storage			

Section V: Food Safety/Sources

5. Provide the name and address of the commissary that will supply the micro market's food:

6. Is the commissary licensed and inspected by the Ohio Department of Agriculture or federal counterpart?

Yes	No
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7. Will the cold foods be transported using refrigerated/freezer vehicles (or at least vehicles with cold holding equipment)?

Yes	No
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8. Will the micro market sell produce (ex: apples, bananas, or oranges)? Note: All produce with an edible peel shall be pre-washed and wrapped to prevent contamination of the food.

Yes	No
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9. How often will the micro market be serviced?

10. Will the micro market be designed so that the health timers can be tested on a regular basis? Note: All equipment shall be checked on a regular basis to ensure locking mechanisms on TCS food coolers can be checked.

Yes	No
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