



Basic Steps to Follow to Open a Food Facility

Construction may only begin after all applicable permits have been attained and the plans have been approved in writing by the health district. A food license for the facility will not be issued until a Certificate of Occupancy has been obtained.

1. Obtain any necessary zoning approvals from the township, village or city.
2. If not on a city water supply, the well may need to be approved for public consumption by the Ohio Environmental Protection Agency (OEPA) at 937-285-6357.
3. If not on a city sewer system, a sewage system must be approved either by the Logan County Health District (937-651-6206) or the OEPA.
4. The building (structural, electrical, HVAC) must be approved for occupancy and any proposed changes by the Logan County Building Authority at 937-592-7473.
5. Plumbing construction approval of commercial buildings is from the Logan County Health District Plumbing Inspector at 937-651-6195.
6. The local fire authority must be contacted for a site visit to determine that the facility is in compliance with the state fire code.
7. A food facility plan review application with a scaled diagram showing all equipment (listed by manufacturer name and model number) and plumbing fixtures, a lighting plan and a menu of foods to be sold must be submitted to the Logan County Health District (loganhealth.org > Food Safety Program > Food Facility Plan Review Application). After the plans are reviewed the facility's Risk Level and license fee can be determined.
8. All new food facilities are required to have each person-in-charge (manager) obtain a level one certification in food protection. Also, at least one person involved in food management must obtain a level two certification in food protection.

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