



Basic Steps to Follow to Open a New Food Facility

Construction may only begin after all applicable building and plumbing permits have been attained and the plans have been approved in writing by the health district. A food license application will not be processed until a Certificate of Occupancy is issued by the Logan County Building Authority (LCBA).

1. Obtain any necessary zoning approvals from the township, village or city.
2. If a city water supply is not accessible, a well may need to be approved for public consumption by the Ohio Environmental Protection Agency (OEPA, 937-285-6357).
3. If a city sewer system is not accessible, a sewage system must be approved either by the OEPA or the Logan County Health District (937-651-6206).
4. All new or existing structural, electrical, and HVAC systems must be approved prior to occupancy by the Logan County Building Authority (937-592-7473).
5. Plumbing construction approval for commercial buildings comes from the Logan County Health District's Plumbing Inspector (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 and fee must be submitted to the Logan County Health District (loganhealth.org > Food Safety Program > Food Facility Plan Review Application). A scaled diagram showing all surface finishes, equipment manufacturer names and model numbers, plumbing fixtures, a lighting plan with foot candles and a menu of foods to be sold is required for the plans to be reviewed. Following passage of the final food inspection by the LCHD the food license can be purchased.
8. All new food facilities are required to have each person-in-charge (manager) obtain food handler certification. For Risk Level 3 and 4 facilities at least one person must obtain manager certification in food protection.

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