



## **Application to Complete Plan Review for Food Service Operation/Retail Food Establishment**

### **LICENSING**

All food businesses in Carroll County are required to have a food service operation or retail food establishment license issued by the Carroll County General Health District (CCGHD). If you plan to open a Food Service Operation (FSO) or Retail Food Establishment (RFE), have extensive facility renovations or equipment replacement, have a lapse in licensure (no payment received for a licensing period), change of ownership and/or change your license status (i.e., change of menu or food preparation and processing methods), you must submit a plan review packet. If you have any questions regarding when to submit for plan review, plan approval or licensing, please contact the Environmental Division at 330-627-4866 ext.1524, or by emailing [tbernard@carroll-lhd.org](mailto:tbernard@carroll-lhd.org).

### **GETTING STARTED**

Ohio Revised Code (ORC) 3717 requires that every food operator be licensed prior to operating in accordance with Ohio Uniform Food Safety Code 3717-1. All new food businesses, those having extensive facility renovations or equipment replacement, have a lapse in licensure, change of ownership and/or change your license status (i.e., change of menu or food preparation and processing methods), must complete the plan review process. The plans must be submitted and approved by CCGHD prior to any new facility operating or renovations taking place. If construction is started prior to plan approval by CCGHD and changes need to be made, it is the responsibility of the owner to make sure the approved plans are reflected in the facility. Once the plan review application and fee is received by CCGHD, plans must be acted upon within one year or the file will be closed. To restart the process, a new application and fee must be submitted to CCGHD.

### **DETERMINING RISK LEVEL**

In order to determine an appropriate fee for your plan review submission, a risk level needs to be determined for your facility. Please see Appendix A for risk level definitions and contact Tina Bernard at 330-627-4866 ext. 1524 or [tbernard@carroll-lhd.org](mailto:tbernard@carroll-lhd.org) for further guidance.

### **EDUCATION REQUIREMENT**

Any risk level 1, 2, 3, or 4 initially licensed on or after March 1, 2010, must have at least one person per shift in an FSO or RFE hold certification of Person in Charge (PIC) training or equivalent approved training per OAC 3701-21-25. Additionally, any risk level 3 or 4 must have at least one person hold supervisory and management responsibility over the FSO or RFE per OAC 3701-1-02 by achieving manager level certification in food protection or equivalent approved training. Please note that if an employee works at more than one FSO or RFE **at the same time** the certification cannot be shared between facilities.

### **ISSUANCE OF LICENSE**

Once the application, pre-licensing inspection and all other required material is received and approved, the application to license a FSO or RFE will be given. Once CCGHD receives the completed license application and corresponding fee, the FSO or RFE license will be issued.

## **STEPS FOR SUBMITTING A PLAN REVIEW:**

### **STEP 1 – SUBMITTAL OF FOOD PLANS**

- Complete the attached “**Plan Review Application**” pages 6-12 and submit to CCGHD.
- Submit the application along with the **Plan Review Fee** to CCGHD. Submit **two (2)** complete sets of drawings of the facility, once approved one set of plans will be returned to you.
- NOTE: Your application and fee should be submitted **at least** thirty (30) days prior to anticipated start of construction. Review of plans will not begin until payment is received.

### **STEP 2- SUBMITTAL OF OTHER PLANS**

- In addition to the Food Plans that are submitted to CCGHD, you **MUST** comply with all other state and local requirements, including but not limited to the Ohio Department of Commerce, Division of Industrial Compliance, and State Plumbing Requirements.
- Please reach out to Ohio Department of Commerce, Division of Industrial Compliance at 614-644-2223 to inquire about your facility needs.
- Please reach out to Stark County Health Department, Plumbing Division at 330-493-9904 ext. 2020 to inquire about your facility needs.

### **STEP 3 – PLAN REVIEW AND APPROVAL BY CCGHD**

- Your application and information submitted will be reviewed by our department within thirty (30) days upon receipt, per Ohio Administrative Code (OAC) 3701-21-03 and OAC 901:3-4-07.
- A letter and/or email will be sent informing you of any additional information or changes that are required to meet code requirements. If nothing else is required, a letter and/or e-mail will be sent stating plan review has been approved.
  - **Please be aware that it may take up to 30 days to review any additional submissions.**

### **STEP 4 – CONSTRUCTION INFORMATION**

- Please submit a copy of the completed additional agency inspection forms and/or documents to CCGHD, if applicable:
  - Plumbing and inspection
  - Certificate of Occupancy
  - Local or State Fire Department
  - Approved potable water source by EPA, if applicable, or copy of municipal water bill.
  - Approved commercial sewage disposal system by EPA, if applicable, or copy of municipal sewer bill

### **STEP 5 – INSPECTION**

- Prior to opening your establishment, it must be inspected by CCGHD for a pre-licensing inspection to ensure the operation as well as the menu and methods of food preparation are consistent with the plans that were submitted.
- If the facility meets **ALL** requirements at the time of pre-licensing inspection, it will be approved to operate once a completed license application and corresponding fee is received (see Appendix B).
- The pre-licensing inspection may be completed prior to additional agency inspections being approved.

**You must include the following information in your plans:**

**General requirements:**

1. All plans must be legible and drawn reasonably to scale.
2. A detailed drawing of the area used by the business including all entrances, exits, windows, doors, interior/exterior seating. Location of business in a building such as a shopping mall or stadium and/or location of building on site, including alleys, streets, and location of support infrastructure such as dumpster location, potable water source, and sewage treatment.
3. An aerial map of location.
4. A statement indicating the seating capacity and square footage.
5. The plans must contain the exact placement of all equipment within the food facility. This includes but is not limited to sinks, cooking equipment, movable equipment, directly plumbed equipment and refrigeration units.
6. A list of all equipment with manufacturer and model numbers including backflow prevention devices when necessary. A complete list of equipment and spec sheets must be submitted along with the plans.
7. A hand sink must be installed in food preparation areas and designated with proper signage stating employees must wash hands before returning to work or similar verbiage. Sink must be equipped with soap, disposable towels, hot water and trash can.
8. All surfaces (including floors, walls, and ceiling) must be smooth, easily cleanable, and non-absorbent. A complete list of surface finishes must be submitted along with the plans.
9. A complete list of all food items that will be prepared and served with a copy of the menu, including seasonal items.
10. The number and location of all lighting fixtures. All lighting in the storage, cooking, and preparation areas must be shielded and have the minimum foot candle installed. (See lighting requirements)
11. All restroom doors that open into food preparation/cooking areas must be self-closing and restrooms must have proper ventilation. Female/unisex restrooms must have proper sanitary disposal receptacles.
12. All food storage areas must be able to accommodate storage six (6) inches or more off of the floor, and not be under water, sewer, or condensate lines.
13. Food protection shields must be installed where necessary.
14. Approved sanitizer and a way to test concentration must be on hand at all times and available where necessary.

## Plumbing Requirements:

1. The location, number, and types of all plumbing fixtures must be on the plans, including the placement of all hand sinks, toilets, food preparation sinks, dish machines, and the three-compartment sink.
2. The three-compartment sink must have drain boards on each end, or a moveable cart to be used as a drain board.
3. The location of the mop sink with appropriate mop hangers.
4. The size and location of the hot water heater.
5. The size and location of the grease interceptor.
6. Air gaps where required.

**\*If *not* hooked up to municipal water and sewage, all sewer systems and water supplies must be approved by Ohio EPA or CCGHD. If hooked up to municipal water and/or sewage, copy of bill must be submitted to CCGHD. (See additional inspections)**

**\*\*All plumbing must be approved by CCGHD plumbing inspector if applicable.**

## Equipment Requirements:

1. A list of all food equipment with the manufacturer and model numbers listed with spec sheets and back flow prevention devices if applicable. All food equipment should be approved for commercial use by a testing agency such as NSF.
2. Back flow prevention devices must be installed where necessary.
3. All refrigerators must have a working ambient air thermometer and must maintain forty-one (41) degrees or less.
4. Proper thermometers available for testing food temperatures (stem thermometer).
5. An exhaust hood with filters and/or fire suppression system may be required over certain fixtures, per Fire Department requirements.

## Lighting Requirements:

1. Minimum of 10 Foot Candles at a distance of thirty (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.
2. Minimum of 20 Foot Candles 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. Also, inside equipment such as a reach-in and under-counter refrigerator, and at a distance of 30 inches above the floor in areas for hand washing, ware washing, equipment storage, utensil storage and toilet rooms.
3. Minimum of 50 Foot Candles at a surface where a food employee is working with food, utensils, or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.

## **Additional Inspections:**

1. Newly constructed FSO or RFE or a facility that has been closed twelve (12) months or longer will be required to have these additional agency inspections completed. Additionally, any FSO or RFE that has **NOT** been closed (12) months or longer but will have extensive facility renovations, extensive equipment replacement, lapse in licensure, change in ownership and/or license status may be required to have these additional agency inspections completed:

- Plumbing and inspection: 330-627-4866 ext. 1522 or 330-493-9904 ext. 2020
- Certificate of Occupancy: 614-644-2223
- Local or State Fire Department: Varies per location.
- Approved potable water source by Ohio EPA: 330-963-1200
- Approved commercial sewage disposal system from Ohio EPA: 330-963-1200
- Pre-Licensing inspection done by CCGHD: 330-627-4866 ext. 1524.

**\*Some inspections may be waived per consultation by the Carroll County General Health District.**

**\*If your facility will remain in operation while completing the plan review process, per discretion of CCGHD, the process MUST be completed to full extent within six (6) months or have prior arrangements made with CCGHD. Failure to do so may result in further enforcement.**

Food Safety Program Plan Review Fee Schedule		Commercial or Non-Commercial				
		Number of seats (Interior/Exterior)				
Plan Review – Commercial/Non-Commercial Risk Level 1 < 25,000 sq. ft.	<b>\$109.00</b>	Total Square Footage of Food Area				
Plan Review – Commercial/Non-Commercial Risk Level 1 > 25,000 sq. ft.	<b>\$175.00</b>					
Plan Review – Commercial/Non-Commercial Risk Level 2 < 25,000 sq. ft.	<b>\$138.00</b>	Amount Due				
Plan Review – Commercial/Non-Commercial Risk Level 2 > 25,000 sq. ft.	<b>\$185.00</b>					
Plan Review – Commercial/Non-Commercial Risk Level 3 < 25,000 sq. ft.	<b>\$253.00</b>					
Plan Review – Commercial/Non-Commercial Risk Level 3 > 25,000 sq. ft.	<b>\$602.00</b>					
Plan Review – Commercial/Non-Commercial Risk Level 4 < 25,000 sq. ft.	<b>\$317.00</b>					
Plan Review – Commercial/Non-Commercial Risk Level 4 > 25,000 sq. ft.	<b>\$642.00</b>					
Expedited Plan Review-Commercial/Non-Commercial <i>*Effective March 15, 2023</i>	<b>\$1,000.00</b>					
Please Check One	<input type="checkbox"/> Change Of Ownership	<input type="checkbox"/> Menu Change/Change of Risk Level	<input type="checkbox"/> Remodel of Existing Facility	<input type="checkbox"/> New Build	<input type="checkbox"/> Equipment Replacement	<input type="checkbox"/> Lapse in Licensure
Food Service Operation/Retail Food Establishment Name						
Food Service Operation/Retail Food Establishment Street Address						
City		Zip Code		Parcel ID		

### Plan Information

Contact Name		
Mailing Address for Plan Approval Letter		Email Address
City	State	Zip Code
Phone Number	Cell Phone	Fax Number

### License Holder Information

License Holder		
Mailing Address		Email Address
City	State	Zip Code
Phone Number	Cell Phone	Fax Number
Hours of Operation		
Seasonal: Yes or No		

## PLAN REVIEW CHECKLIST

**The following information must be included as part of your plan review. Please complete the checklist and submit it with the application.**

Please indicate if you have included the listed components in your plan, or if a component is not applicable to your establishment

COMPONENT	INCLUDED	NOT APPLICABLE
Menu		
Consumer Advisory Provided for Raw or Undercooked Foods		
Aerial Map		
Site Plan		
Floor Plan, Drawn to Scale		
Location of Entrances and Exits		
Grease Trap Location		
Dumpster Location		
Food Preparation Sink with Air Gap		
Ventilation Hoods		
ANSI Fire Suppression System Over Grease Producing Equipment		
Location of all Hand Sinks (inclusive of restrooms)		
Location of all Equipment-Fixed Equipment, Movable Equipment, Directly Plumbed Equipment		
Location of the 3-Compartment Sink/Drainboards		
Air Drying Racks		
Location of the Dish Machine		
Location of the Mop Sink/Mop Hangers		
Dry and Liquid Storage Location(s)		
Chemical Storage Location(s)		
Personal Belonging Area		
Location of Washer and Dryer		
Completed Equipment List with Spec Sheets		
Completed Interior Finishes List		
Self-Closing Restroom Doors		
Lighting Plan		
Proof of Non-Commercial Status		

**Please answer all of the following questions:**

<b>ESTABLISHMENT TYPE</b> <b>(Check all that apply)</b>	<input type="checkbox"/> Restaurant or Diner	<input type="checkbox"/> Long Term Care Facility
	<input type="checkbox"/> Meat/Fish Market	<input type="checkbox"/> Child Care Facility
	<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Pizza Shop
	<input type="checkbox"/> Coffee Shop	<input type="checkbox"/> School
	<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Bar
	<input type="checkbox"/> Bakery	<input type="checkbox"/> Micro-Market
	<input type="checkbox"/> Caterer	<input type="checkbox"/> Other (please specify below)
	<input type="checkbox"/> Carryout	
	<input type="checkbox"/> Drive Thru	

**Facility Information:**

**Notes/Observations:**

What is your water supply source (municipal or well)? If Public Water System, please provide OEPA #	
What is your sewage system (municipal or septic system/other)?	
What is the holding capacity of your hot water heater?	
Who is responsible for trash pick-up? Where is the dumpster located?	
Is there a contract for professional pest management?	
Will you be utilizing Reduced Oxygen Packaging for Sous Vide or Cook/Chill? <b>If YES, you MUST submit a formal HACCP Plan for approval prior to opening.</b>	
Will you be canning product in the facility?	
Do you offer raw or undercooked product?	
Do you offer pasteurized eggs or other products?	
Are you providing product to a vulnerable population? Ex. Infants, children, elderly	
Will you offer seasonal menu items?	
How will you hot hold and cold hold items?	



How will you cool product/leftovers?	
Will you reheat product? If yes, how will you reheat product?	
How will you wash produce?	
How will you thaw product?	
Does your kitchen 3 compartment sink discharge into a grease trap? Who is responsible for pumping the grease trap?	
Does your walk-in units, dry/liquid storage, ware washing, food preparation areas, reach in units, and restrooms meet the minimum lighting requirement below? <b>10ft Candles: Walk-in coolers and storage</b> <b>20ft Candles: Restrooms</b> <b>20ft Candles: Ware washing</b> <b>50ft Candles: Food preparation areas</b>	
Are your ice machines/bins and prep sink properly air gapped?	
Is the dish machine hot water sanitizing or chemical sanitizing? If hot water sanitizing, do you have an irreversible temperature measuring device?	
Is fixed equipment properly sealed to surrounding wall area?	
Have you had a local fire inspection?	
Have you submitted and received approval from the designated plumbing program?	
Do you have a copy of the existing certificate of occupancy? If the facility is new, you must obtain a new certificate of occupancy.	
Will your facility offer a food delivery service? Ex. Door Dash/Grub Hub? If so, how will you keep items hot/cold that are waiting to be picked up?	
Does your facility offer beer/liquor? Have you obtained proper permits from Liquor Control?	
Do you make baked goods at home? Do you have a Home Bakery License from Ohio Department of Agriculture (ODA)?	
Do you need any registrations from ODA? Warehouse, bottling, canning, wholesale?	
Will you cater?	
Will you transport food to another location?	

**Interior Finishes:**

Complete the following chart to indicate all interior finishes. All surface finishes must be durable, smooth, easily cleanable, and nonabsorbent. Please contact our office at 330-627-4866 ext. 1524 with questions regarding acceptable finishes.

**\*If the location is not applicable, put N/A in the box.**

LOCATION/ROOM	FLOORS	WALLS	CEILINGS	COVING
<b>Example:</b> Dry Storage Room	Sealed Concrete	FRP	Vinyl acoustical tile	6” quarry tile
Kitchen				
Bar				
Dry Storage Room				
Liquid Storage Room				
Dishwashing Area				
Walk-in Refrigerators and Freezers				
Restrooms				
Mop Service Area				
Service Areas/Buffets/ Salad Bars				
Retail Space				
Other _____				
(name)				
Other _____				
(name)				

**Equipment List:**

Provide the following information for all equipment you will be using in your facility. All equipment must be commercial grade and certified by an approved agency such as NSF or ETL. Our office has the authority to approve or disapprove equipment based on certification standards.

Description	Certification Agency	Manufacturer	Model Number	Backflow Prevention Device
<b>Example:</b> Convection Oven	NSF	ABC Manufacturing Co.	A-111-11	ASSE 1024

**\*Use another sheet of paper if extra space is needed.**  
**\*Any ETL certified items must also have “Sanitation” on the sticker to be considered commercial.**

This application is complete and accurate to the best of my knowledge. I understand that incomplete plans may delay the plan approval process. I am submitting two sets of plans, completed application, and the plan review fee. I understand that this plan review application and/or approval from CCGHD does not satisfy any other state or local requirements. By signing this application, I understand that I accept full responsibility for this application, compliance with ORC 3717, OAC 3717-1, and all other state and local requirements.

**NOTE: CCGHD will make all attempts to accommodate your timeline for the pre-licensing inspection, but please plan in advance! If you are not ready to schedule your inspection when plan review approval is issued, please contact us at least 2 weeks ahead of your desired inspection date. Call 330-627-4866 ext. 1524 or email [tbernard@carroll-lhd.org](mailto:tbernard@carroll-lhd.org) to schedule an appointment.**

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

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

**Submit Plans To:** Carroll County General Health District  
 Environmental Division  
 301 Moody Ave. SW  
 P.O. Box 98  
 Carrollton, OH 44615

**Questions:** Phone: 330-627-4866 ext. 1524  
 Fax: 330-627-9120  
[tbernard@carroll-lhd.org](mailto:tbernard@carroll-lhd.org)

**For Office Use Only**

Paid By	Date
Payment Method	Risk Level
Primary Reviewer	Payment Processed By

## Appendix A

### 3701-21-02.3 Risk level of Food Service Operations

The licensor shall determine the risk level based on the highest risk level activity of the food service operation in accordance with the following criteria:

(A) Risk level I poses potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates. Examples of risk level I activities include, but are not limited to, an operation that offers for sale or sells:

- (1) Coffee, self-service fountain drinks, prepackaged non- time/temperature controlled for safety beverages;
- (2) Pre-packaged refrigerated or frozen time/temperature controlled for safety foods;
- (3) Pre-packaged non- time/temperature controlled for safety foods; or
- (4) Baby food or formula.

A "food delivery sales operation" as defined in division (H) of section [3717.01](#) of the Revised Code shall be classified as a risk level I.

(B) Risk level II poses a higher potential risk to the public than risk level I because of hand contact or employee health concerns but minimal possibility of pathogenic growth exists. Examples of risk level II activities include, but are not limited to:

- (1) Handling, heat treating, or preparing non- time/temperature controlled for safety food;
- (2) Holding for sale or serving time/temperature controlled for safety food at the same proper holding temperature at which it was received; or
- (3) Heating individually packaged, commercially processed time/temperature controlled for safety foods for immediate service.

(C) Risk level III poses a higher potential risk to the public than risk level II because of the following concerns: proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption, or processing a raw food product requiring bacterial load reduction procedures in order to sell it as ready-to-eat. Examples of risk level III activities include, but are not limited to:

- (1) Handling, cutting, or grinding raw meat products;
- (2) Cutting or slicing ready-to-eat meats and cheeses;
- (3) Assembling or cooking time/temperature controlled for safety food that is immediately served, held hot or cold, or cooled;
- (4) Operating a heat treatment dispensing freezer;
- (5) Reheating in individual portions only; or

(6) Heating of a product, from an intact, hermetically sealed package and holding it hot.

(D) Risk level IV poses a higher potential risk to the public than risk level III because of concerns associated with: handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw time/temperature controlled for safety meat, poultry product, fish, or shellfish or a food with these raw time/temperature controlled for safety items as ingredients; using freezing as a means to achieve parasite destruction; serving a primarily high risk clientele including immuno-compromised or elderly individuals in a facility that provides either health care or assisted living; or using time in lieu of temperature as a public health control for time/temperature controlled for safety food or performs a food handling process that is not addressed, deviates, or otherwise requires a variance for the process. Examples of risk level IV activities include, but are not limited to:

(1) Reheating bulk quantities of leftover time/temperature controlled for safety food more than once every seven days; or

(2) Caterers or other similar food service operations that transport food.

### **901:3-4-05 Risk level of Retail Food Establishments**

The licensor shall determine the risk level based on the highest risk level activity of the retail food establishment in accordance with the following criteria:

(A) Risk level I poses potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates. Examples of risk level I activities include, but are not limited to, an operation that offers for sale or sells:

(1) Coffee, self-service fountain drinks, prepackaged non-time/temperature controlled for safety food beverages;

(2) Pre-packaged refrigerated or frozen time/temperature controlled for safety food;

(3) Pre-packaged non-time/temperature controlled for safety food;

(4) Baby food or formula.

A "food delivery operation" as defined in division (H) of section [3717.01](#) of the Revised Code shall be classified as risk level I.

A "micro market" as defined in paragraph (B) of rule [3717-1-01](#) of the Administrative Code shall be classified as a risk level I.

(B) Risk level II poses a higher potential risk to the public than risk level I because of hand contact or employee health concerns but minimal possibility of pathogenic growth exists. Examples of risk level II activities include, but are not limited to:

(1) Handling, heat treating, or preparing non-time/temperature controlled for safety food;

(2) Holding for sale or serving time/temperature controlled for safety food at the same proper holding temperature at which it was received; or

(3) Heating individually packaged, commercially processed time/temperature controlled for safety food for immediate service.

(C) Risk level III poses a higher potential risk to the public than risk level II because of the following concerns: proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption or processing a raw food product requiring bacterial load reduction procedures in order to sell it as ready-to-eat. Examples of risk level III activities include, but are not limited to:

- (1) Handling, cutting, or grinding raw meat products;
- (2) Cutting or slicing ready-to-eat meats and cheeses;
- (3) Assembling or cooking time/temperature controlled for safety food that is immediately served, held hot or cold, or cooled;
- (4) Operating a heat treatment dispensing freezer;
- (5) Reheating in individual portions only; or
- (6) Heating of a product from an intact hermetically sealed package and holding it hot.

(D) Risk level IV poses a higher potential risk to the public than risk level III because of concerns associated with: handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw potentially hazardous meat, poultry product, fish, or shellfish or a food with these raw potentially hazardous items as ingredients; using freezing as a means to achieve parasite destruction; serving a primarily high risk clientele including immuno-compromised or elderly individuals in a facility that provides either health care or assisted living; or using time in lieu of temperature as a public health control for time/temperature controlled for safety food, or performs a food handling process that is not addressed, deviates, or otherwise requires a variance for the process. Examples of risk level IV activities include, but are not limited to:

- (1) Reheating bulk quantities of leftover time/temperature controlled for safety food more than once every seven days; or
- (2) Caterers or other similar food service operations that transport time/temperature controlled for safety food.

**Appendix B**  
**Food Service/Retail Establishment License Fees**

<b>COMMERCIAL RISK LEVEL</b>	<b>LOCAL</b>	<b>STATE</b>	<b>TOTAL FEE</b>
Commercial Risk Level 1 < 25,000 sq. ft.	<b>\$198.50</b>	\$28.00	<b>\$226.50</b>
Commercial Risk Level 1 > 25,000 sq. ft.	<b>\$305.00</b>	\$28.00	<b>\$333.00</b>
Commercial Risk Level 2 < 25,000 sq. ft.	<b>\$229.00</b>	\$28.00	<b>\$257.00</b>
Commercial Risk Level 2 > 25,000 sq. ft.	<b>\$323.50</b>	\$28.00	<b>\$351.50</b>
Commercial Risk Level 3 < 25,000 sq. ft.	<b>\$475.00</b>	\$28.00	<b>\$503.00</b>
Commercial Risk Level 3 > 25,000 sq. ft.	<b>\$1,250.50</b>	\$28.00	<b>\$1,278.50</b>
Commercial Risk Level 4 < 25,000 sq. ft.	<b>\$613.00</b>	\$28.00	<b>\$641.00</b>
Commercial Risk Level 4 > 25,000 sq. ft.	<b>\$1,328.00</b>	\$28.00	<b>\$1,356.00</b>
Mobile	<b>\$191.50</b>	\$28.00	<b>\$219.50</b>
Vending	<b>\$35.00</b>	\$6.00	<b>\$41.00</b>
Temporary Food License <i>*(1 - 5 days)</i>	<b>\$132.50</b>	N/A	<b>\$132.50</b>
Temporary Food License Late Fee-25% of Local Fees	<b>\$33.13</b>	N/A	<b>\$33.13</b>
<b>NON - COMMERCIAL RISK LEVEL</b>	<b>LOCAL</b>		
Non-Commercial Risk Level 1 < 25,000 sq. ft.	<b>\$99.25</b>	\$14.00	<b>\$113.25</b>
Non-Commercial Risk Level 1 > 25,000 sq. ft.	<b>\$152.50</b>	\$14.00	<b>\$166.50</b>
Non-Commercial Risk Level 2 < 25,000 sq. ft.	<b>\$114.50</b>	\$14.00	<b>\$128.50</b>
Non-Commercial Risk Level 2 > 25,000 sq. ft.	<b>\$161.50</b>	\$14.00	<b>\$175.50</b>
Non-Commercial Risk Level 3 < 25,000 sq. ft.	<b>\$237.50</b>	\$14.00	<b>\$251.50</b>
Non-Commercial Risk Level 3 > 25,000 sq. ft.	<b>\$625.25</b>	\$14.00	<b>\$639.25</b>
Non-Commercial Risk Level 4 < 25,000 sq. ft.	<b>\$306.50</b>	\$14.00	<b>\$320.50</b>
Non-Commercial Risk Level 4 > 25,000 sq. ft.	<b>\$664.00</b>	\$14.00	<b>\$678.00</b>
Non-Commercial Temporary Food License <i>*(1-5 days)</i>	<b>\$66.25</b>	N/A	<b>\$66.25</b>
Non-Commercial Temporary Food License Late Fee-25% of Local Fees	<b>\$16.56</b>	N/A	<b>\$16.56</b>
Late Fee (of local fees)	<b>25%</b>	N/A	<b>25%</b>
<b>PLAN REVIEW – COMMERCIAL/NON-COMMERCIAL</b>	<b>LOCAL</b>		
Plan Review –Risk Level 1 < 25,000 sq. ft.	<b>\$109.00</b>	N/A	<b>\$109.00</b>
Plan Review –Risk Level 1 > 25,000 sq. ft.	<b>\$175.00</b>	N/A	<b>\$175.00</b>
Plan Review –Risk Level 2 < 25,000 sq. ft.	<b>\$138.00</b>	N/A	<b>\$138.00</b>
Plan Review –Risk Level 2 > 25,000 sq. ft.	<b>\$185.00</b>	N/A	<b>\$185.00</b>
Plan Review –Risk Level 3 < 25,000 sq. ft.	<b>\$253.00</b>	N/A	<b>\$253.00</b>
Plan Review –Risk Level 3 > 25,000 sq. ft.	<b>\$602.00</b>	N/A	<b>\$602.00</b>
Plan Review –Risk Level 4 < 25,000 sq. ft.	<b>\$317.00</b>	N/A	<b>\$317.00</b>
Plan Review –Risk Level 4 > 25,000 sq. ft.	<b>\$642.00</b>	N/A	<b>\$642.00</b>
Expedited Plan Review Fee	<b>\$1,000.00</b>	N/A	<b>\$1,000.00</b>

**\*Food Fees adopted 12/20/23 (Resolution 23-096)**

**\*Food Fees adopted 3/15/23 (Resolution 23-011-Expedited Plan Review Fee)**