



Public Health
Prevent. Promote. Protect.

Butler County
General Health District

MICROMARKET

PLAN REVIEW PACKET



Effective December 1, 2023

Return this packet by mail or in-person at:
Butler County General Health District
301 S. 3rd Street
Hamilton, Ohio, 45011
(513) 863-1770

MICROMARKET PLAN REVIEW GUIDELINES

Whether you are a new business or remodeling, welcome! This packet is for new or remodeling existing micromarket in Butler County. A micromarket is a retail food establishment that offers prepackaged non-time/temperature controlled for safety food and/or prepackaged refrigerated or frozen time/temperature controlled for safety food via self-checkout kiosks.

Important information when thinking about your business:

- Ohio Food Code can be found at: <https://codes.ohio.gov/ohio-administrative-code/chapter-3717-1>
- Butler County General Health District does not enforce zoning, electrical, fire, building or other regulations. Check with local municipalities for local regulations.
- Micromarket displays may not be more than 250 linear feet.
- Micromarkets are exempt from the requirements to have a person-in-charge.
- **Building:** The building must be connected to water/sewer and have a mop sink.
- **Equipment:** All equipment used for a retail food operation must be listed as commercial and must be certified by a recognized testing agency (e.g., NSF, ETL, UL sanitation). No household equipment is permitted. All micromarket display units that offer time/temperature controlled for safety (TCS) foods are required to have an automatic control that prevents the equipment from opening if the air temperature of the cooler exceeds 41°F for more than 30 minutes. The refrigeration units must have self-closing doors. Examples of refrigeration equipment that meet the micromarket display cooler requirements of the *Ohio Uniform Food Safety Code* can be found in Appendix A. The list is not all inclusive.
 - **Remember:** Check the label on the equipment or request a specification sheet from the vendor before purchasing—request casters for larger pieces, such as coolers, to make them easier to move for cleaning.
- **Adequate Lighting:** Lighting must be sufficient in food areas and other areas to allow for safe work conditions and to facilitate cleaning. All micromarkets must have at least 20 footcandles of light in customer self-service areas.
 - **Remember:** When submitting a lighting plan for plan review, it should include (1) type of fixtures, (2) location of fixtures, and (3) whether using plastic covers, shields, or shatterproof bulbs to protect food and equipment.
- **Smooth & Cleanable Surfaces:** All floors, walls and ceilings in food areas (service or storage) must be smooth and easily cleanable. Acceptable surfaces which are commonly used:
 - Floors: quarry tile, ceramic tile, sealed concrete, poured epoxy
 - Walls: FRP, glossy painted drywall, painted concrete
 - Ceilings: Vinyl coated ACT (drop ceiling), glossy painted drywall
 - Base Coving: tile, rubber

PLAN REVIEW PROCEDURE

1. You have already completed this step by obtaining this packet and reading it.
2. You submit this packet Micromarker Plan Review Application (pages 8- 9), fee, and a detailed set of plans to our office either by mail or in –person for review prior to construction of a new or remodeled food business. Pages 1- 7 are for you to keep for further reference
3. The plans are then reviewed to ensure compliance with all existing rules and regulations. If there are any questions about the plans, or changes that need to be discussed, we will contact you. This occurs until plans are approved.
- 4.
5. Now that your plans have been approved, construction can now begin. Applicant must contact the Butler County General Health District (513-863-1700 M-F 8 am -4pm) for a pre-licensing inspection at least 7 days in advance prior to the opening of the micromarket and must be ready to open at time of final inspection. Criteria for licensing include verification the operation was constructed according to the approved plans and all equipment matches the approved plans. Additional details and requirements will be provided on the plan approval letter. During the inspection, the sanitarian may ask for some information about the license holder and facility.
6. At the pre- licensing inspection, the operator will be told if the micromarket successfully passed or not. If licensing can occur, an application will be given to the applicant. Applicant completes the Micromarket application and pays license fee either by mail or in-person. (contact inspector for fee amount) at our building at 301 S Third St during regular business hours M-F from 8 am- 4 pm except holidays. The printed license will be sent to you in the mail. This license is good for the current food cycle (March 1 –February 28). Renewals go out in January for the next food license cycle.

MICROMARKET PLAN SUBMISSION CHECKLIST

The following is checklist for you to follow while completing your plan review application for micromarket. If all items are not completed/ provided, the plans may be rejected for lack of information or detail.

- Read guidelines, plan review procedure, & flow chart of the plan review process. Please refer to flow chart for timing questions.
- Completed Plan Review Application
 - All required policies/procedures
 - Plan Review fee
- Proposed menu or list of foods to be sold with food sources
- Provide plans that are a minimum of 11x14 inches in size including the layout of the micromarket, accurately drawn to scale
- Micromarket floor plan, drawn reasonably to scale, and must include:
 - Square footage of micromarket
 - Linear footage of micromarket displays
 - Entrances and exits
 - Location and layout of all proposed pieces of equipment
 - Any exterior storage areas or locations where food or equipment will be stored
- A site plan that includes:
 - Location of business in building such as shopping mall or factory break area
 - Location of building on site including alleys, streets and location of any outside support infrastructure such as dumpsters
- Lighting schedule showing the location of all overhead lighting
 - At least 220 lux (20 foot candles) inside equipment and in all customer self-service areas
 - All lights must have protective shields;
- Finish schedule of floors, walls and ceilings in all areas
- An equipment list with equipment manufacturers and model numbers, cut sheets are needed for all equipment and plumbing. All micro market display units that offer time/temperature controlled for safety food shall have an automatic control that prevents the equipment from opening if the ambient air temperature of the cooler exceeds 41°F for more than 30 minutes. The coolers must be equipped with self-closing doors

FINAL INSPECTION CHECKLIST

The following must be completed and available for review during the pre-licensing inspection. Failure to provide required information may result in a delay in opening.

Construction

- The micromarket is constructed according to the approved plans

Equipment

- All equipment is commercial grade, and has been approved by the Board of Health
- All equipment is correctly installed and working properly
- All refrigeration is holding 41°F or below, and all refrigerators have working thermometers
- Health timers tested to ensure automatic shutoff of refrigeration and freezers functioning
- Backflow preventers (if required) installed and have been inspected by Plumbing Division

Administrative

- Signed application and payment for license fee has been submitted

Running Your Micromarket

Here are some important questions the sanitarian might ask during your pre-licensing inspection about how you will safely handle food. These questions may also be asked during future inspections.

Services...

- Who will provide your trash pickup?
- Do you have a certified pest control operator?
- Is your facility secure, and is your food supply safe?
- Do you use approved supplies?
- Does your food come from approved sources?

Facilities...

- Do you have the storage space needed for dry goods?
- Are floors, walls and ceilings constructed with smooth and easily cleanable material?

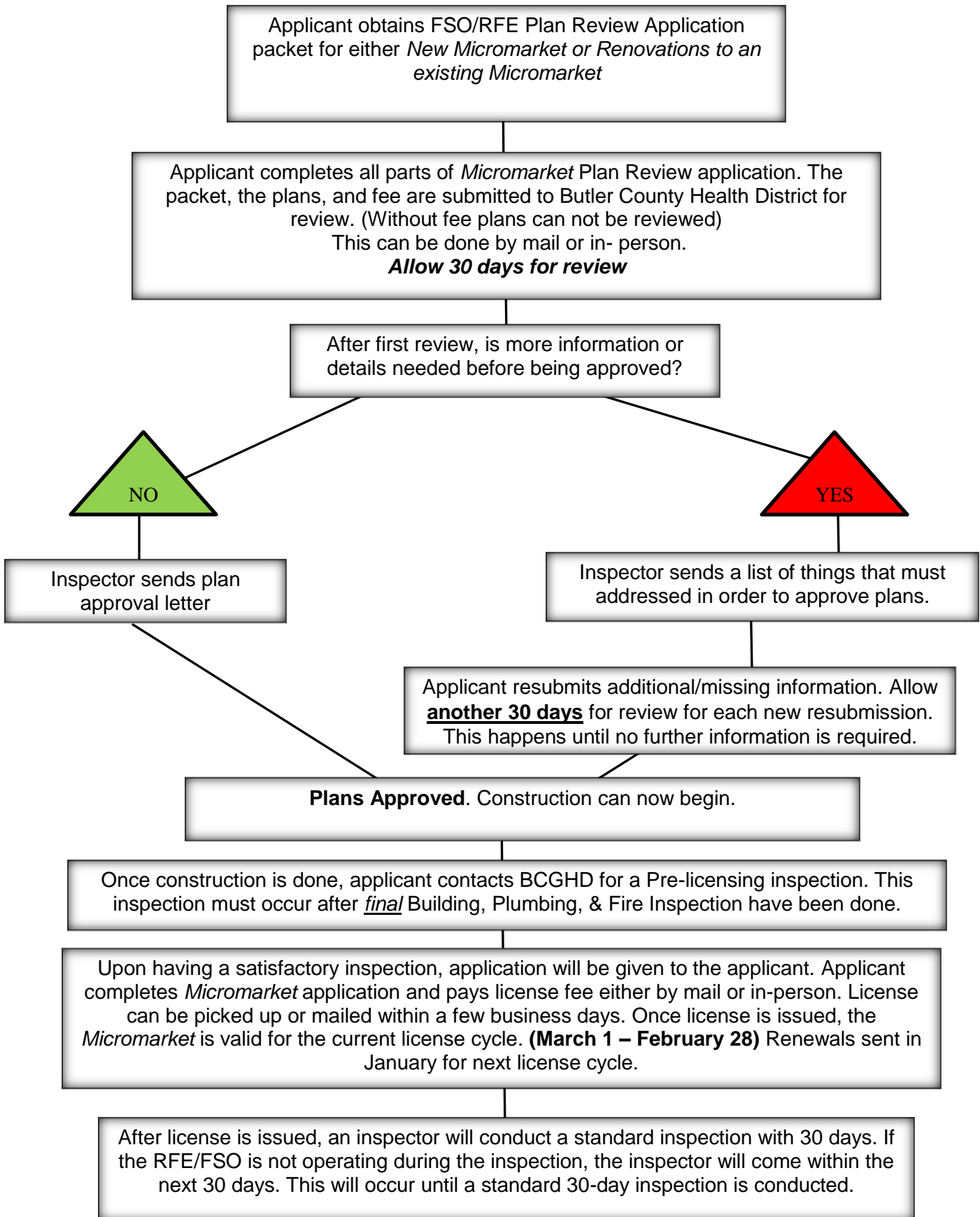
Equipment...

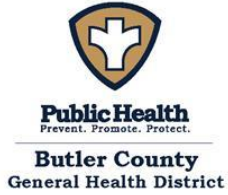
- Do you have sufficient capacity in your coolers and freezers? Can you prevent overstocking and make certain to allow for proper air circulation?
- Have you purchased thermometers for all coolers? Do you have a thermometer for taking internal temperatures of food?
- Is the equipment approved by a recognized testing agency? Do the coolers holding time/temperature controlled for safety foods have an automatic locking mechanism on it? Do they have self-closing doors?

Processes...

- How will you ensure that a "first in, first out" system is used for foods?
- Will you keep temperature logs? Who will be responsible? When will you take temperatures?

FSO/RFE PLAN REVIEW PROCESS FLOW CHART





MICROMARKET PLAN REVIEW APPLICATION

INTERNAL USE ONLY

RFE Class 1 \$150.00

Facility ID; _____

RECEIPT # _____

DATE REC: _____

Date: _____

MICROMARKET LOCATION INFORMATION

Name of Facility: _____

Address of Facility: _____
CITY STATE ZIP

APPLICANT/OWNER INFORMATION

Company/Owner: _____

Mailing Address: _____
CITY STATE ZIP

Contact Name: _____

Phone (best available): _____ Email: _____

CONSTRUCTION INFORMATION

Total Square Footage of Micromarket: _____

Proposed Date for Start of Project: _____ Projected Date of Completion: _____

MENU

Menu is attached

List of all foods prepared:

FACILITIES

PLUMBING FIXTURES	
Will there be hand sink(s)? If so, what is location?	YES <input type="checkbox"/> NO <input type="checkbox"/> Location: _____
Where is the Mop/Utility sink(s) location? <i>Required</i>	Location: _____
Will there be a Coffee/K-Cup machine?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, what type of backflow prevention? <i>Air gap, ASSE #, indirect drain, etc.</i>	Type: _____
Will there be an Ice machine	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, what type of backflow prevention? <i>Air gap, ASSE #, indirect drain, etc.</i>	Type: _____
FRESH AND WASTE WATER	
Is the water supply public or private?	PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/>
If private, has the source been approved by the EPA? Attach a copy of written approval and/or permit, if applicable.	YES <input type="checkbox"/> NO <input type="checkbox"/> Copy Attached <input type="checkbox"/>
Is the building connected to a municipal sewer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If no, is the building connected to an EPA-approved private treatment system? Attach a copy of written approval and/or permit if applicable.	YES <input type="checkbox"/> NO <input type="checkbox"/> Copy Attached <input type="checkbox"/>
FINISHES <i>All finishes in service and storage areas must be smooth and easily cleanable.</i>	
What materials are the floors?	Type: _____
What materials are the walls?	Type: _____
What materials is the ceiling?	Type: _____
FOOD	
What is the name of the commissary supplying the Micromarket?	
Where is the location of the commissary supplying the Micromarket?	
Is the commissary licensed and inspected by the Ohio Department of Agriculture?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will the micromarket sell produce with edible peels? Example: apples, pears, peaches	YES <input type="checkbox"/> NO <input type="checkbox"/>