

# MICROMARKET

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## PLAN REVIEW APPLICATION AND GUIDELINES



**Public Health**  
Prevent. Promote. Protect.

**Butler County**  
General Health District

Butler County General Health District  
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Hamilton, Ohio 45011  
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[www.bcoho.us](http://www.bcoho.us)

*Prevent disease and injury, promote health and wellness,  
protect the environment, and achieve health equity*

## MICROMARKET PLAN REVIEW GUIDELINES

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.

Micromarket displays may not be more than 250 linear feet.

Micromarkets are exempt from the requirements to have a person-in-charge.

**Commercial 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.

**PRO TIP:** 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.

**PRO TIP:** 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. All new micromarkets that have never been licensed as a micromarket in the past must submit a detailed set of plans to this office for review along with a completed Micromarket Plan Review Application prior to construction of the micromarket.
2. After we have received your set of plans, application and payment for the plan review fee, BCGHD will begin reviewing the plans 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 (generally by phone or e-mail). A formal letter regarding the status of the plans will be sent to the plan review contact noted on the application within thirty (30) days.
3. After plans have been approved and all work is complete you will need to contact the Butler County General Health District for a pre-licensing inspection. Criteria for licensing must include that the micromarket was constructed according to the approved plans and all equipment in the operation is the same as listed in the plans. During the inspection, the sanitarian may ask for some information about the license holder and facility.
4. The operator may obtain a license to operate upon successfully passing the pre-licensing inspection and completion of the Application for a License to Conduct a Retail Food Establishment and submission of the required fee. **Current plan review fee is \$100 for the 2021 license year.** The printed license will be sent to you in the mail. License renewal is once a year and payment for licenses must be received by March 1 of every year. Late fees are assessed after March 1.
5. Plans may be submitted electronically provided they are easily readable.

## 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?



# MICROMARKET PLAN REVIEW APPLICATION

**INTERNAL USE ONLY**

RFE

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:

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# **FACILITIES**

<b>PLUMBING FIXTURES</b>	<input type="checkbox"/> N/A
Hand sink(s)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Mop/Utility sink(s) location	
Coffee/K-Cup machine	YES <input type="checkbox"/> NO <input type="checkbox"/>
Type of backflow prevention: <i>Air gap, ASSE #, indirect drain, etc.</i>	
Ice machine	YES <input type="checkbox"/> NO <input type="checkbox"/>
Type of backflow prevention: <i>Air gap, ASSE #, indirect drain, etc.</i>	
<b>FRESH AND WASTE WATER</b>	<input type="checkbox"/> N/A
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? <b><i>Attach a copy of written approval and/or permit, if applicable.</i></b>	YES <input type="checkbox"/> NO <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? <b><i>Attach a copy of written approval and/or permit if applicable.</i></b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>FINISHES</b> <i>All finishes in service and storage areas must be smooth and easily cleanable.</i>	
What materials are the floors?	
What materials are the walls?	
What materials is the ceiling?	
<b>FOOD</b>	
Name and location of commissary supplying 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"/>
If yes, will the produce be prewashed and wrapped to prevent contamination?	YES <input type="checkbox"/> NO <input type="checkbox"/>

## MICROMARKET PLAN SUBMISSION CHECKLIST

Provide plans that are a minimum of 11x14 inches in size including the layout of the micromarket, accurately drawn to scale. This is to allow for ease in reading plans. The plans must include the following. *Failure to provide required information will result in the plans being rejected.*

- Completed Micromarket Plan Review Application
- Proposed menu or list of foods to be sold with food sources
- 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

# Appendix A

Manufacturer	Model	Comments
Royal Vendors*	RVCH-027 RVCFH-027 Refrigerator	Locking mechanism is an integrated part of the machine. Models with a starting serial number of 201233RA0001 or higher are approved by NSF to hold potentially hazardous (TCS) foods. Number Coding: (year)(week of that year)RA(#unit for that week)
Royal Vendors	RVZFH-027 RVZH-027 Freezer	Locking mechanism is an integrated part of the machine.
Royal Vendors	RVCF-027 Refrigerator	Models with a starting serial number of 201233RA0001 or higher are approved by NSF to hold potentially hazardous (TCS) foods. Number Coding: (year)(week of that year)RA(#unit for that week) NAMA approved this NSF certified machine with the TriTeq Lock & Security Series 2XXX and Fresh IQ 2XXX locking mechanisms.
Royal Vendors	RVZF-027 Freezer	NAMA approved this NSF certified machine with the TriTeq Lock & Security Series 2XXX and Fresh IQ 2XXX locking mechanisms.
Mimet	VV-16 BTFN Freezer	NAMA approved this UL EPH certified machine with the ESC, Co. TTL-100 locking mechanism.
Imbera	G319 Single-Door Refrigerator	NAMA approved this UL EPH certified machine with the TriTeq Lock & Security CL 100, Series 2XXX, and Fresh IQ 2XXX locking mechanisms.
Imbera	VFS24 Freezer	NAMA approved this UL EPH certified machine with the TriTeq Lock & Security CL 100, Series 2XXX, and Fresh IQ 2XXX locking mechanisms.
Imbera	VRD43 Double-Door Refrigerator	NAMA approved this UL EPH certified machine with the TriTeq Lock & Security CL 100, Series 2XXX, and Fresh IQ 2XXX locking mechanisms.
Mimet	VV-16 BTFN Freezer	NAMA approved this ETL Sanitation certified machine with the TriTeq Lock & Security Series 2XXX and Fresh IQ 2XXX locking mechanisms.
Fresh Healthy Vending LLC	CS-360F Cooler	NAMA approved this ETL Sanitation certified machine with the TriTeq Lock & Security Series 2XXX and Fresh IQ 2XXX locking mechanisms.
Minus Forty Technology Corporation**	13-USGR Refrigerator 19-USGR Refrigerator 22-USGR Refrigerator	Models having a SMARTLOCK Health Timer locking mechanism that were produced on or after March 28, 2014 were approved by the NAMA using their Construction Standard as an unattended location refrigerated display case for holding potentially hazardous (TCS) foods.
Minus Forty Technology Corporation**	13-USGF Freezer 19-USGF Freezer 22-USGF Freezer	Models having a SMARTLOCK Health Timer locking mechanism that were produced on or after March 28, 2014 were approved by the NAMA using their Construction Standard as an unattended location refrigerated display case for holding frozen potentially hazardous (TCS) foods.
Minus Forty Technology Corporation**	22-UDGH Hybrid	Models having a SMARTLOCK Health Timer locking mechanism were approved February 2017 by the NAMA using their Construction Standard as an unattended location refrigerated display case for holding refrigerated and frozen potentially hazardous (TCS) foods.
Minus Forty Technology Corporation	13-USGR Refrigerator 19-USGR Refrigerator 22-USGR Refrigerator	NAMA approved these refrigerated, unattended location display cases for holding potentially hazardous (TCS) foods to also be used with the TriTeq Lock & Security Series 2XXX and Fresh IQ 2XXX locking mechanisms.