



OPENING A FOOD BUSINESS

A helpful guide to
opening and operating
a food business in
Lucas County



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Welcome!

The goal of this publication is to provide a clear path when starting a mobile food business in Lucas County.

While this guide has been developed by the Toledo-Lucas County Health Department (TLCHD), we have also provided contact numbers for regulatory agencies that you may need to contact to ensure that all proper steps are taken, and that the required permits are secured.

Contacting the agencies listed will help you to stay on track and stay on time.

Keep in mind, all required permits must be obtained in advance before TLCHD can issue a food license.

This guide will help determine:

- Process and timeline expectations
- When plans need to be submitted
- Who you need to contact
- Where to direct questions

We are here to help!

Where Do I start?

All new or altered facilities serving or selling food or beverages in L County must submit **plans** to TLCHD **before** a license can be issued.

Plans will be reviewed by the district-assigned Sanitarian in our Food Program. The review process is in place to ensure that the facilities, design and equipment proposed will be appropriate to meet the needs of your business.

Office	Service	Contact
Toledo-Lucas County Health Department	Plan Review and Inspections	(419) 213-4079 tlchdplanreview@co.lucas.oh.us
City of Toledo Building Inspection	Review and approve plans, Issue Permits to Commercial Buildings in the City of Toledo	(419) 245-1220 City of Toledo Building Inspection (oh.gov)
City of Oregon Building Inspection	Review and approve plans, Issue Permits to Commercial Buildings in Oregon City	(419) 698-7071
Lucas County Building Inspection	Review and approve plans, Issue Permits to Commercial Buildings in Lucas County	(419) 213-2990
Maumee Building Inspection	Review and approve plans, Issue Permits to Commercial Buildings in Maumee, Whitehouse, and Holland	(419) 897-7075
Ohio Department of Taxation	Vendor's License Apply Online Tax ID# (EIN)	http://business.ohio.gov www.irs.com
Ohio Department of Agriculture	State Agency for Retail Food Establishments	(614) 728-6250 www.ohioagriculture.gov foodsafety@agri.ohio.gov
Ohio EPA Division of Drinking and Ground Water	Private Water Systems	(614) 644-2752 whp@epa.ohio.gov
Ohio Department of Health	State Agency for Food Service Operations	(614) 644-7416 foodsafety@odh.ohio.gov
Ohio Department of Commerce/Division of Liquor Control	Liquor License	(614) 644-2360 web.liqr@com.state.oh.us

Planning

The unique needs of your business are based on your proposed menu. Ensure you have the space and equipment to safely store, prepare, and serve your food items.

Equipment

Commercial-Grade Equipment

All equipment used must be listed as commercial and certified by a recognized testing agency (e.g. NSF, ETL sanitation, UL sanitation).

According to 3717-1-04.1(KK) of the Ohio Uniform Food Safety Code: "(1) Except as provided in paragraph (KK)(2) of this rule, food equipment that is acceptable for use in a food service operation or retail food establishment shall be approved by a recognized food equipment testing agency."

No household equipment is permitted.

Suggestion: Place casters on large equipment not already on legs or permanently fixed (caulked) to the floor, to open space for necessary cleaning.



National Sanitation
Foundation



Edison Testing
Laboratories



Canadian Standards
Association



Underwriters
Laboratories



Basic
enhanced
mark

Sanitation
Attribute

*Not limited to the certification logos listed above.

Plumbing Fixtures



Hand Washing Sink

Adequate and conveniently located employee handwashing sinks are required.

- Convenient location: sink is accessible and visible from any food area.
- Equipped with soap, disposable towels or hand dryers, and trash can.
- Signs reminding employees to wash hands with water at least 100°F.

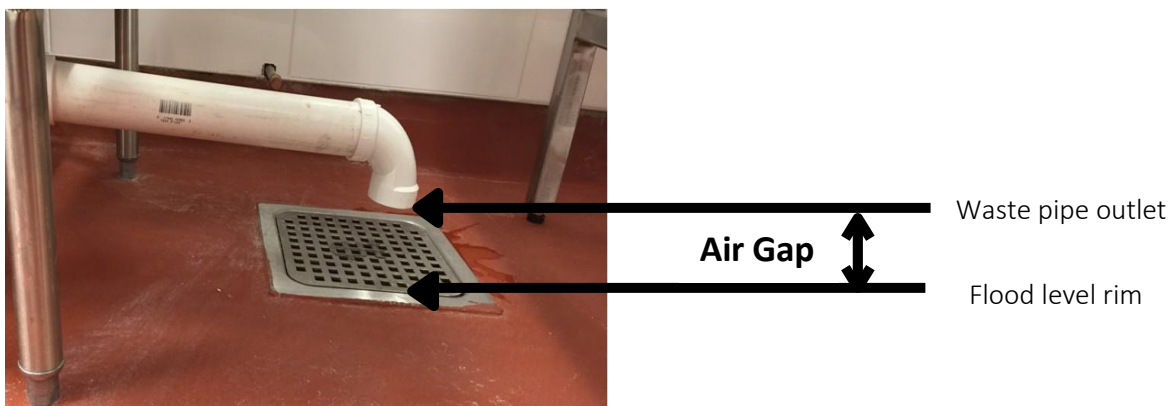
NOTE: Each sink described in this section can only be used for its designated purpose (hand washing, dishwashing, food preparation, service sink).

NOTE: Restroom requirements will vary. Contact your local building department for more information.

Food Preparation Sink

A food preparation sink is required for all food washing, rinsing, soaking, thawing and cooling.

- Must have indirectly connected drains.
 - Air gap between discharge pipe and flood level rim; equal to no less than one (1) inch or two (2) times the diameter of the discharge pipe.



Air Gap: The unobstructed vertical distance through the free atmosphere between the outlet of the waste pipe and the flood level rim of the receptacle into which the waste pipe is discharging.

Dishwashing (Warewashing) Sink

- Must have at least three (3) compartments for washing, rinsing and sanitizing.
- Should have two (2) drainboards, one for collection of dirty dishes and the other for air drying.



** Dishwashers are optional, but a 3-compartment sink is always required in a facility that sells or serves unpackaged food.

** Each compartment of the sink is recommended to be large enough to submerge 1/2 of the largest piece of equipment used (i.e. a small bar sink would not be acceptable for washing large pots and pans).

Service Sink

Also called a mop sink or utility sink.

- Must include a faucet and a drain
 - Should have hooks to allow mops to air dry.
 - If the faucet has a hose attached, a backflow prevention device (such as an ASSE 1001 or 1011) must be in place.
- All facilities are required to have a sink for disposal of mop water. Mop water cannot be disposed of in any other plumbing fixture (e.g. toilets).



***SUGGESTION:** A curbed floor sink makes dumping mop water less difficult for staff.*

Grease Interceptor (Grease Trap)

Device that collects fats, oils and grease in order to prevent build-up in the municipal sewer system.

- Required at every 3-compartment warewashing sink, with the exception of bar sinks.
- Please inquire with your local building departments with any additional grease interceptor questions.



Additional Equipment Considerations

Adequate Lighting

Lighting must be bright enough for safe working conditions and cleaning. General lighting intensity requirements are:

- 50 foot-candles – cooking areas, food prep areas, food service areas
- 20 foot-candles – customer self-service, inside equipment (i.e. reach-in cooler), handwashing, dishwashing, utensil storage, restrooms
- 10 foot-candles – walk-in coolers and freezers, dry storage, and other areas

NOTE: When submitting mobile plans to TLCHD for plan review, list:

(1) Type and location of lighting fixtures

(2) Description of plastic covers, shatterproof bulbs or shields to protect food and equipment

Smooth and Cleanable Surfaces

All floors, walls and ceilings in the facility must be smooth and easily cleanable.

Approved surfaces which are frequently used:

- Floors: Sealed concrete, poured epoxy, various types of tile
- Walls: Glossy painted drywall, painted concrete block, stainless steel, FRP
- Ceilings: Glossy painted drywall (no acoustic tile), vinyl coated drop ceiling
- Base coving: Rubber, tile

NOTE: Make sure plans include the type of floor and wall materials chosen.

Ventilation Hoods

A ventilation hood is required for a grill line or where any other cooking equipment or a high temperature dish machine is located.

Installation of a ventilation hood requires:

- A permit
- Inspections

NOTE: Contact your local building inspection or fire inspection with questions about ventilation requirements or permits for installation.



Fire Suppression System

If a ventilation hood is required for *grease production* (due to fryers, grill, etc.), a Type I Hood with fire suppression is required. If a hood is required for *heat, condensation or gas only*, a Type II Hood may be allowed. Verify the type required through the local building inspection or fire inspection.

Storage

Dry Goods Storage

- Ensure adequate space for storage of dishes, food and equipment.
- Designated locations should be laid out for all types of items.
- All food and single-service items (e.g. 'to-go' containers) must be stored at least 6" off the floor on storage shelving (including inside walk-in coolers and freezers).
- Be sure to include food grade shelving; unsealed wooden shelves are not allowed.



NOTE: Trash cans and other such non-food grade containers cannot be used for food storage. Large bins of bulk items (e.g. rice, flour) must be made of food grade material and labeled with the name of the food inside.

Cold Storage

All TCS (Time/Temperature Control for Safety) foods are required to be maintained at 41°F or below at all times. TCS foods that require cooling may require additional steps prior to placing into refrigeration or freezing units, and will be conditional upon the issuance of your license.



Chemical Storage

In order to prevent contamination, chemicals must always be stored below and/or away from food, equipment and utensils (including dishwashing sinks).



Employee Personal Storage

Lockers, shelves or another designated area shall be provided for employee belongings. Items such as coats, backpacks, cell phones, open drinks, and cigarettes/vaporizers cannot be located in or above food prep or storage areas.

NOTE: Please ensure all beverages include both a lid and a straw if used in food preparation areas.



Facility Self Checklist

Here are some important elements. Similar questions may be asked in future inspections.

Facilities

- ☐ Do you have enough hot water capacity for peak times of business?
- ☐ Do you have enough storage space needed for all purposes?
- ☐ If you plan to expand the operation, will you have available space?
- ☐ Are floors, walls and ceilings constructed of smooth and easily cleanable material?

Equipment

- ☐ Do you have enough space in your commercial coolers and freezers?
- ☐ Can you prevent overstocking and allow for required air circulation?
- ☐ How will you keep hot foods hot?
- ☐ How will you keep cold foods cold?
- ☐ Do you have thermometers for all coolers and hot holding equipment?
- ☐ Do you have proper thermometers for taking food temperatures?

Services

- ☐ Who will provide foods, and are they all from approved sources?
- ☐ Who will provide your waste pickup?
- ☐ Who will provide grease waste pickup and grease interceptor cleaning services?
- ☐ Who will provide certified pest control?
- ☐ Who will maintain your hood system and/or fire suppression system?
- ☐ Who will provide maintenance for your dishwasher, if one is used?

Employee Training

- ☐ When and how will you train your staff about food safety?
- ☐ Is food safety training required based on the risk level of the facility?
- ☐ Will one person from the facility acquire food protection manager (Level II) certification?
- ☐ Will at least one person per shift from the facility become food handler (Level I) certified?
- ☐ What food safety practices will be covered during staff orientation?
- ☐ What is your employee health policy and how is it documented?
- ☐ Do you have a written policy and necessary equipment to handle a bodily fluid spill?

Processes

- ☐ What will be your process for date marking ready-to-eat foods?
- ☐ What will you use to avoid bare-hand contact with ready-to-eat foods?
- ☐ How will you ensure that a 'first in, first out' system is used for foods?
- ☐ Do you have enough commercial cooler space to allow for overnight thawing?
- ☐ Do you have enough commercial cooler or freezer space to allow for proper cooling, and do you have shallow pans, ice wands or other necessary tools?
- ☐ Will you keep cooling temperature logs? Who will be responsible?

Design for Cleaning

There are several things you can do to make cleaning simple and limit the amount of future maintenance required:

- Consider stainless steel on walls at the grill line, and behind any grease producing equipment.
- Consider placing large equipment on casters, so it may be moved easily, as this makes it easier to clean behind and between equipment.

Fixed Equipment

Ensure all equipment that is fixed (because it is not easily movable) is installed to allow for easy cleaning:

- All table mounted equipment that is not easily moveable is on legs or sealed.
- All floor mounted equipment that is not easily movable is secured to the floor or elevated on six (6) inch legs.

Requirements for Your Food Plan Review

1. **One complete sets of site and floor plans** (as detailed below):
 - a. Site Plan including location of building, alleys, streets, and outdoor equipment (dumpsters, wells, grease traps, sewage systems, etc.)
2. **Floor Plan** showing areas used for the business, entrances/exits, walls, plumbing, electrical services, mechanical ventilation and location of all equipment
3. **Type of food Operation:**
 - a. Retail Food Establishment (RFE) or Food Service Operation (FSO)
4. **Proposed menu**
5. **Food processes**
6. **List of Suppliers**
7. **Total square footage of the operation**
8. **Location, number and types of plumbing fixtures**, including all **water supply connections**
9. **Lighting plan**
10. **Building materials and surface finishes used**
 - a. Equipment list including all manufacturers and model numbers
11. **Food protection training certificates**
12. Submission of the above along with appropriate **plan review fee**
13. **Water Supply:** Public or Private - may need approval from Ohio EPA Division of Drinking and Ground Water
14. **License Application** with original signature & date of the applicant after plans have been submitted, approved and a pre-licensing inspection conducted
15. **Payment** of appropriate review fee

Submitting Plans

Plans may be submitted via mail or in-person. Send your completed plan review, drawings and application to:

Toledo-Lucas County Health Department
635 N Erie Street
Toledo, OH 43604

Payment (once approved)

Can be made in person, via phone, online or U.S. Mail System:

Toledo-Lucas Co Health Department – Environmental Health Division
635 N Erie Street
Toledo, OH 43604
(419) 213-4100 ext. 4

- Cash
- Check (made out to Toledo-Lucas County Health Department)
- Credit cards (a convenience fee will charged)

Plan Review/Licensing

A plan review is required to be submitted when remodeling a facility or a change of ownership occurs. TLCHD requires a new license when change of ownership occurs. Transferring of licenses is not permitted.

Contact TLCHD if you have any questions or concerns in regards to plan review or licensing.

Frequently Asked Questions

What will my risk category be?

Risk Class Levels of RFE/FSO's are based on operation and food production.

Food Service Operation (FSO): a physical location where food is intended to be served in individual portions and prepared or served for a charge.

FSO Examples: Catering food service operation, food delivery sales operation, mobile food service operation, temporary food service operation, seasonal food service operation, i.e. restaurants, etc.

Retail Food Establishments (RFE): a physical location where food is stored, processed, manufactured, held or handled for retail sale.

RFE Examples: mobile retail food establishment, season retail food establishment and temporary retail food establishment (i.e. gas stations, grocery stores, bakeries, etc.).

There are four (4) risk class levels: Level 1, Level 2, Level 3 and Level 4. Level 4 is the highest risk class due to operation and production.

What will my application cost?

Class 1 and Class 2 Review - \$300.00

Class 3 and Class 4 Review - \$450.00

Remodel Review - \$200.00

Expedited Review (72 Business Hours) - Additional \$1,200.00

How long will plan review take?

Within 30 days after completed plans are submitted, TLCHD will review the plans. Plans may require additional information or changes and in that case, TLCHD will contact you.

A letter will be sent informing you of the status of plans, either approval or disapproval, the reason therein and further instructions.

Have more questions? Ask a TLCHD Environmental Health Specialist! See page 2.

Start to Finish

Step 1

Submit Plans (at least 30 calendar days prior to construction). Include:

- One complete sets of drawings of the facility
- Menu or list of food and beverage items to be sold
- Equipment list including manufacturer and model numbers
- Food protection certifications
- Plan review fees, as applicable

Step 2

Plan Review Process

TLCHD will review plans within 30 calendar days of submission and payment. If additions or changes are required, you will be contacted, and a disapproval letter will be issued. Changes require a new plan review application submission. Re-submission of plan review will begin a new 30 day review process timeframe.

Step 3

Approval

Information with plan approval will be sent via emailed letter. Plan approvals expire one (1) calendar year from approval date.

Step 4

Construction

Ensure that all parties are properly licensed as per your local building inspection department. A Certificate of Occupancy must be issued prior to issuing a food license.

Contact TLCHD if you have any questions or would like to request a walk-through inspection.

Zoning, Fire Departments, and Building Codes can do preliminary walk-throughs as well to ensure there won't be any major code requirement that could cause unreasonable hardship.

Step 5

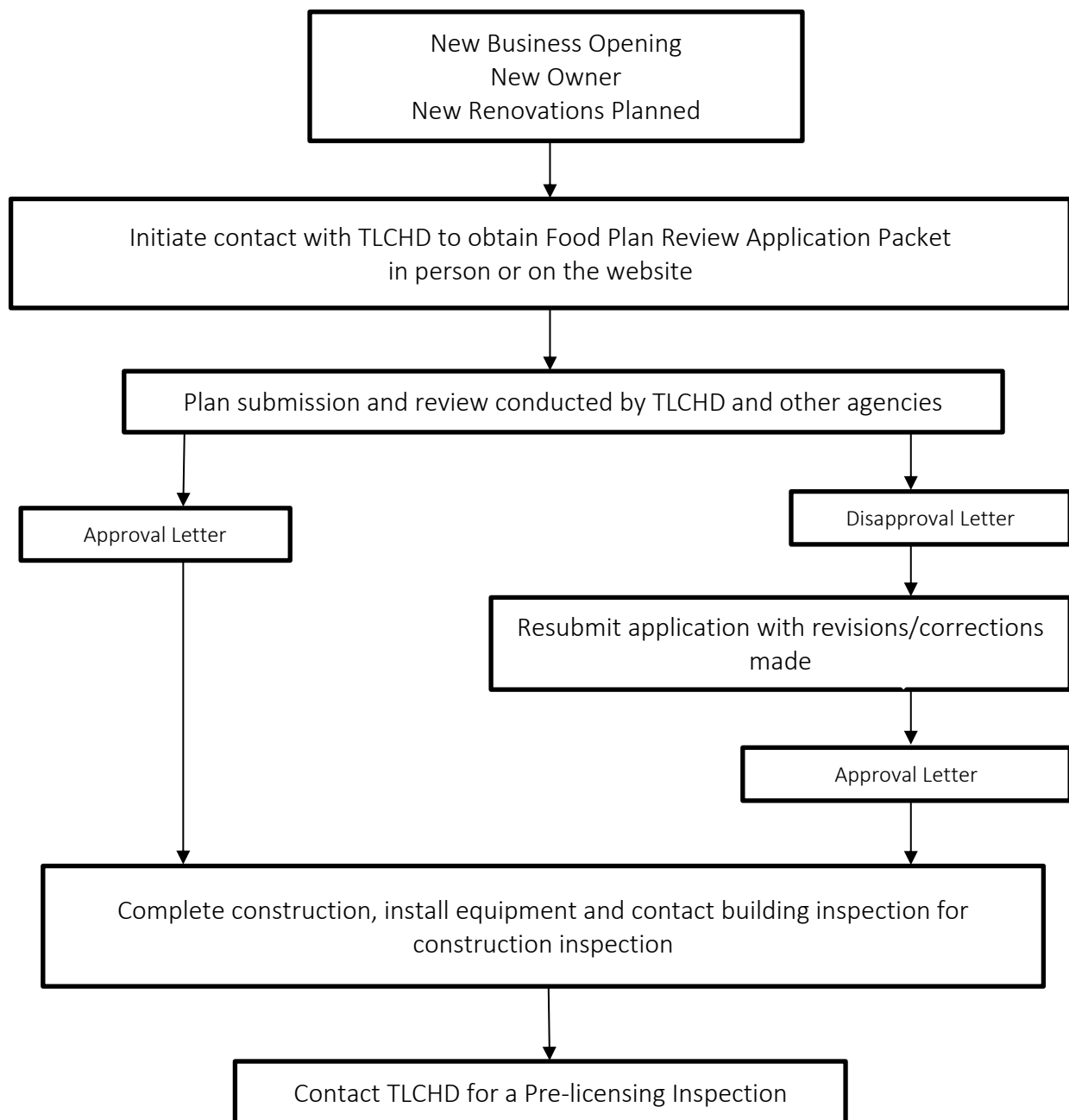
Inspections

Obtain occupancy from building inspection and fire inspection before contacting TLCHD for a pre-licensing inspection; pre-licensing inspection can be arranged only after a certificate of occupancy has been issued.

TLCHD requires a minimum of two (2) business days' notice to schedule a pre-licensing inspection. Business hours are Monday - Friday, 8:00 am - 4:00 pm. To avoid scheduling conflicts, call early and allow time for re-inspections if necessary.

Contact your inspector to schedule the pre-licensing inspection. The information will be made available on your approval letter. Once your plans are approved, the pre-licensing inspection is completed by TLCHD, and the application and payment is made, you will be able to OPEN FOR BUSINESS.

Plan Review Process Flow Chart



After a pre-licensing inspection has been conducted with no alterations required, the final step is to submit a food license application and appropriate food license fee.

NOTE: Fees may be required for other agency approvals.
Questions? Please call: (419)213-4079

The remaining portion of this document must be submitted in its entirety to TLCHD
before licensing can occur.

Toledo-Lucas County Health Department
635 N Erie Street
Toledo, Ohio 43603
419-213-4100 Ext. 4

Food Business Plan Review Application

Environmental Health Division
Food Program



The remaining portion of this document must be submitted in its entirety to TLCHD before licensing can occur.

Required with this application are the following items:

- | | |
|---|---|
| <input type="checkbox"/> One complete set of site plans | <input type="checkbox"/> Payment |
| <input type="checkbox"/> Food Protection Certifications | <input type="checkbox"/> One complete sets of floor plans |
| <input type="checkbox"/> Menu | <input type="checkbox"/> Equipment List |

Plan Review Type:

Check one or ALL categories that apply below

Date: _____

<input type="checkbox"/> New Food Establishment	<input type="checkbox"/> New Owner	<input type="checkbox"/> New Location	<input type="checkbox"/> Remodel and/or Alteration (fee required as determined by TLCHD)
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Facility Contact Information:

Food Facility Name:		
Address:		Phone:
City:	State:	Zip:
Business E-mail:		

Owner Contact Information:

Name of Owner:		
Address:		Phone:
City:	State:	Zip:
Owner E-mail:		
Contact for Plans:		Phone:
Business Name:		Phone:

For Office Use Only

FSO _____ RFE _____
 CI&C2 \$300.00 _____
 C3&C4 \$450.00 _____
 Remodel \$200.00 _____
 Expedited (Additional) \$1200.00 _____

Receipt # _____
 File Pulled/Made _____
 Logged _____
 Email _____

Type of Establishment:

Check ALL categories that apply below:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Bar | <input type="checkbox"/> Diner/Café | <input type="checkbox"/> New Food Establishment | <input type="checkbox"/> Other (Please specify) _____ |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Grocery Store | <input type="checkbox"/> Pizza Shop | _____ |
| <input type="checkbox"/> Child Care Facility | <input type="checkbox"/> Long-term Care | <input type="checkbox"/> Restaurant or Diner | _____ |
| <input type="checkbox"/> Coffee Shop | <input type="checkbox"/> Meat/Fish Market | <input type="checkbox"/> School | |
| <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Micro Market | | |

Square Footage of Establishment: _____

Water Supply:

- ☐ City ☐ Private/Other (Please specify): _____

Sewage Disposal:

- ☐ Sanitary Sewer ☐ Semi-public Sewage Treatment System*
- *IF Semi-public, is it approved by OEPA?
- ☐ Yes ☐ No

Please answer all following questions regarding your establishment. When answering, ensure you are including equipment and food processes used. When answering "Yes" please include details. All questions must be answered "Yes," "No," or "N/A" (not applicable). ANY changes to processes or procedures within the operation stated on this plan approval, will require authorization from TLCHD.

Will you be hot-holding foods? If so, describe how you will maintain temperatures of 135°F or above when hot-holding.

- ☐ Yes (Explain in detail below.) ☐ No ☐ N/A

What will you do with leftover hot foods at the end of the day? Describe the process in detail and where this process will be done.

Will you be reheating foods? If yes, describe how foods will be rapidly reheated to 165°F.

☐ Yes (Explain in detail below.)

☐ No

☐ N/A

Describe how frozen foods will be thawed. (Example: refrigeration, microwave, as part of the cooking process, etc.)

Will all produce be washed on-site prior to use? If no, explain.

☐ Yes

☐ No (Explain in detail below.)

☐ N/A

Are there any menu items served undercooked or raw (i.e. Sunny-side up eggs)? If so, you must post a consumer advisory statement. See section 3717-1-3.5E (1-3) of the Ohio Revised Code for specific language.

☐ Yes (Explain in detail below.)

☐ No

☐ N/A

Will you be providing catering services? (Catering: preparing foods, transporting foods and staying with foods through service, not delivery.) If yes, please describe the process including preparing off-site, washing equipment/utensils and transportation. An additional catering guide will be required to be filled out if yes.

☐ Yes (Explain in detail below.) ☐ No ☐ N/A

Is there any product you will be removing from temperature control for a certain timeframe?

☐ Yes (Explain in detail below.) ☐ No ☐ N/A

Describe the procedure used for minimizing the length of Time/Temperature Control for Safety (TCS) foods will be kept in the temperature danger zone (41°F - 135°F) during preparation.

Will you be doing any specialized processes?

Reduced oxygen packaging	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sous Vide	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sushi/Sashimi (If yes, answer next question, too)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other _____		

What species and brand of raw fish will be used?

Please provide the names of employees certified in the Person In Charge (Level One) Basic Food Training and the Manager Certification (Level Two) Food Training as it pertains to your food facility. More information can be found at: [Food Safety Certification | Ohio Department of Health](#)

Please list your food suppliers and frequency of delivery. Example: Global Foods - twice a week

Interior Finishes

Use the following chart to denote all interior finishes (unless already included in plans).

☐ This information is included in plans submitted.

Location/Room	Floors	Walls	Ceilings	Coving
<i>Ex: Dry Storage</i>	<i>Sealed Concrete</i>	<i>FRP</i>	<i>Vinyl tile</i>	<i>6" Quarry Tile</i>
Kitchen				
Bar				
Dishwashing Area				
Walk-in Refrigerators And Freezers				
Restrooms				
Mop Service Area				
Service Areas/Bufkets/ Salad Bars				
Other (Please Specify)				
Other (Please Specify)				
Other (Please Specify)				
Other (Please Specify)				

All surfaces must be smooth and easily cleanable.

Contact TLCHD if you have questions regarding whether specific surfaces are approved for use in a food service operation.

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. The back side of this form may be used if additional space is required.

☐ This information is included in plans submitted.

Equipment Description	Certification Agency	Manufacturer	Model Number

Plan Review Components

The plans submitted to TLCHD must be legible, in English and include the following information. Lack of complete information may delay plan approval and/or the opening of your business. All items in bold are required for every new facility. Other items depend on the facility type.

Please indicate that the following are included (X) or indicate if not applicable (N/A).

Plan Review Components	Yes (It Is Included!)	N/A (Not Applicable)
<input type="checkbox"/> Site plan		
Show designated area for garbage, grease dumpsters, exterior storage		
Show the location of the building and surrounding streets		
<input type="checkbox"/> Proposed menu or list of food and beverage items (All facilities must submit!)		
<input type="checkbox"/> Facility floor plan, <i>drawn to scale</i>, to include:		
Location of dry goods, chemical, and personal belongings storage		
Location of entrances and exits		
Location of hand sinks available in food prep areas and restrooms		
Location of 3-compartment dish washing sink		
Location of dish machine (Indicate high or low temperature)		
Location of food preparation/vegetable washing sink (Must have indirect drain)		
Location of utility sink/mop sink		
Location of equipment		
<input type="checkbox"/> Completed Equipment list, include make & model numbers (Commercial equipment only!)		
Include elevations or indicate installation of equipment (Casters, legs, fixed/sealed)		
<input type="checkbox"/> Basic plumbing drawings including the following:		
Show grease trap location		
Show all indirect plumbing connections and floor drains and sinks		
<input type="checkbox"/> Completed Interior finish schedule with materials for floors, walls, ceilings and coving		
<input type="checkbox"/> Lighting plan (Include type of fixtures and location of lights)		
<input type="checkbox"/> Ventilation Hoods (As approved by local building jurisdiction)		

Education Requirement

As of March 1, 2010 the Ohio Revised Code requires that at least one Manager or Person in Charge (PIC) per shift of a food service operation or retail food establishment must have attended the Manager (Level Two) or Person in Charge (Level One) training or an equivalent approved training prior to the business being licensed. The level of training needed is dependent on the level of risk classification of your business. Proof of completion will be required to obtain the proper food license.

Plan Review Submission

A Plan Review Application must be submitted by the owner/operator to Toledo-Lucas County Public Health Department before plans are reviewed. Upon approval of the Plan Review Application, the plan review fee will be due based on the assigned risk level.

Upon a satisfactory pre-licensing inspection, the appropriate fee will be collected and the proper license will be issued.

To the best of my knowledge, this application is complete and accurate. I understand that an incomplete application and/or plans may delay the plan approval process.

Applicant Signature:	Date:
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Submit Plans To: Toledo-Lucas County Health Department
635 N Erie Street
Toledo, Ohio 43604
(419) 213-4100 ext. 4