



Public Health
Prevent. Promote. Protect.

New Food Service/Retail Food Establishment

Step by Step Guide to Licensing



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- 1) Submit 2 sets of plans and plan review applications for food service and plumbing to Health Department with fees for review and approval.
- 2) **Building** - Consult Mid-East Building Department for plan approval and construction requirements.
- 3) **Sewage Treatment** – If on public sewer contact sewer authority for connection. If your facility will be served by an onsite sewage treatment system you will need approval from OEPA or Health Department depending on the volume of waste water generated. Consult with Health Department sewage sanitarian for assistance.
- 4) **Water** – If public water is not available contact the Ohio EPA approval of the water system.
- 5) Consult with government agencies for permits and installation requirements. Once permits and approvals have been obtained you can start construction.
- 6) **Required Construction Inspections:**
 - a. **Plumbing Department**= Underground inspection, Rough-in-inspection, & Final Inspection
 - a. **Building Department**= Footers, Walls/Framing, Electrical & HVAC Rough In, Concrete, Insulation, Finishes, Final Inspection: Electrical, Mechanical, Structural, Hood/Fire Suppression
 - b. **OEPA** - water system installed, tested and approved
 - c. **OEPA or Health Department** – sewage system installed and approved
 - d. **Food Sanitarians Inspections** - call for final inspection after you have approvals from the above

You cannot sell food without a food license.

Contact information:

Health Department: (740) 454-9741

Food Sanitarians: county Jason Tilton, city Adam Dickerson

Plumbing: Ronnie Branson, plans examiner

If not on public sewer: North US 40 Matt Hemmer, South US 40 Ann Boyd

Mid-East Building Department: (740) 455-7905

Liquor Department: (614) 644-2360

OEPA: (800) 686-7330

County Water Department (740) 453-0670

County Sewer Department (740) 452-4940

Zanesville Water Department (740) 452-7111

Zanesville Sewer Department (740) 455-0641