New Food Service/Retail Food Establishment

Step by Step Guide to Licensing

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:**
   - **Plumbing Department** - Underground inspection, Rough-in-inspection, & Final Inspection
   - **Building Department** - Footers, Walls/Framing, Electrical & HVAC Rough In, Concrete, Insulation, Finishes, Final Inspection: Electrical, Mechanical, Structural, Hood/Fire Suppression
   - **OEPA** - water system installed, tested and approved
   - **OEPA or Health Department** – sewage system installed and approved
   - **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: Adam Dickerson Ext 236, Jason Tilton Ext. 291  
Plumbing: Bob Lewis, plans examiner, Ext. 275  
If not on public sewer: North US 40 Matt Hemmer Ext. 232. South US 40 Ann Hollingsworth Ext. 227  
*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

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