



# KENT CITY HEALTH DEPARTMENT

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## When is a Facility Review Required?

Sections 3701-21-03 and 901:3-4-07 of the Ohio Administrative Code (OAC) provide guidelines for facility layout, equipment specifications and plan submittal and review requirements. This memo is to offer guidelines on the “extensively alter” section of the rule listed below.

### Facility layout and equipment specifications

No person, firm, association, organization, corporation, or government operation shall construct, install, provide, equip, or **extensively alter** a food service operation until the facility layout and equipment specifications have been submitted to and approved in writing by the licensor.

The following situations require a facility review to be done, when permits are required from other agencies

- Relocating existing food preparation equipment, food storage, toilet facilities, sinks, walk-in coolers/freezers, bars, or warewashing to a different area within the facility.
- Installing additional or new food preparation equipment, food storage, toilet facilities, sinks, walk-in coolers/freezers, bars, or warewashing to a newly constructed area within the facility.
- Complete replacement of existing equipment in food preparation, toilet facilities, sinks, walk-in coolers/freezers, bars, warewashing, or primary hot water generator within the facility.
- Complete replacement of floor, wall, or ceiling surfaces in food preparation, equipment, toilet facilities, sinks walk-in coolers/freezers, bars, or warewashing areas.
- Installing new food preparation equipment that results in a risk level change/menu update or the installation of an exhaust hood and fire suppression system.
- Adding retail space to an FSO or food service area to an RFE.
- Change in Ownership

If you have any questions about when to submit for a food facility review, feel free to contact Justin Smith at 330-678-8109 or email: [justin.smith@kentohio.gov](mailto:justin.smith@kentohio.gov).