



Vending Machine Location Plan Review Application

A vending machine location license is required for self-service devices that automatically dispenses time temperature controlled for safety (TCS) food (e.g. meat, soup etc.) on the insertion of currency, tokens or similar means a predetermined unit serving of food, either in bulk or in package, without having to replenish after each use. A license is also required if the food is dispensed in an open container or cup, such as coffee, soda, soup, or hot chocolate.

Steps to obtain a Vending Machine Location License

Step 1: Submit Plan Review Materials

- Submit the completed **Vending Machine Location Plan Review Packet** (Page 2 to 4).
- Submit list of food items to be sold in vending machine.

Note: If machines are located more than 150 feet from each other, differentiate them by providing a distinct location name.

Step 2: Plan Review

- Within 30 days after completed plans are submitted, CCPH will review the plans.
- If additional information is needed, CCPH will contact you.
- When plans are approved, an **Approval Letter** and **Application for a License to Conduct a Vending Machine Location** will be sent informing you that the plans have been approved.
- Sign and return the **Application for License** with payment (Refer to Fee Schedule) by mail to CCPH, 2275 Bauer Road, Suite 300, Batavia OH 45103 or in person between 8:30 a.m. - 4:15 p.m.

Step 3: Licensing Inspection

- Once the Vending machines are installed and the vending locations are ready for an inspection, call CCPH and schedule an inspection. CCPH requires a minimum of 2 business days' notice to schedule an inspection.
- All hot and cold holding equipment shall be on for 24 hours prior to inspection to ensure proper temperature.
- All refrigeration equipment shall be maintaining a temperature of 41°F or less at the time of inspection.
- Upon successful completion of the inspection, a license will be issued.
- License must be posted conspicuously near the vending machine location.

Vending Machine Location Plan Review Application

| Name of Vending Company | | | | |
|---|---------------|--|----------------------|-------|
| Address | | | | |
| City | State | Zip code | | |
| Name of Project Contact | | | | |
| Address | | | | |
| City | State | Zip code | | |
| Telephone Number | | | Email Address | |
| Will there be a building, plumbing or electric alteration to the existing facility? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| If you answered yes to the above question, please describe the alterations briefly: | | | | |
| Food must be obtained from an approved source. List food suppliers that the facility will use to obtain food: | | | | |
| Vending location and Equipment Specification <small>(Must be NAMA, NSF or equivalently certified)</small> <small>(If machines are located more than 150 feet from each other within the same building, differentiate them by providing a distinct location name)</small> | | | | |
| No. | Location Name | Equipment type <small>(Hot holding/cold holding/coffee machine)</small> | Make | Model |
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|-----|---------------|--|------|-------|
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Disclosure

No persons shall commence construction unless the required plans have been approved. It shall be the full responsibility of said person that construction is done in conformance with the approved plans and specifications.

The approval of plans and specifications shall lapse and become invalid two year from the date of approval unless a substantial portion of the work described in the plans and specifications has commenced by such anniversary date. If CCPH finds that the person developing the food establishment has made a good faith effort to complete the development of the facility within the two year period but has failed for reasons beyond the person’s control, CCPH may grant one extension for a specified time not to exceed one year.

Should it be necessary or desirable to make any material change in the approved plans and specifications, revised plans and specifications shall be submitted to CCPH for review, and approval shall be obtained before the work affected by the change is undertaken. Approval of the plan itself does not constitute compliance with the Ohio Food Codes. A pre-licensing inspection of the establishment with equipment in place and operating will be necessary to determine substantial compliance with the Ohio Food Codes.

Approval of these plans and specifications by CCPH does not indicate compliance with any other code, law or regulation that may be required--federal, state, or local. All required permits and occupancy certificate must be obtained prior to licensing.

I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Clermont County Public Health may nullify final approval.

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|-----------------------------------|--|-------------|
| Owner/Project Contact Name | Owner/Project Contact Signature | Date |
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