

## **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 (meat, sandwiches, etc.) on the insertion of currency, tokens or similar means, a predetermined 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 (coffee, soda, soup, or hot chocolate).

Vending licenses are required for each licensable vending location, regardless of the number of machines present. Each separate location or room must have its own vending machine food license.

### Steps to Obtain License:

#### Step 1: Submit Application

- Submit a completed Vending Machine Location Plan Review (Page 2 to 3).  
\*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, FCHD will review the plans.
- FCHD will contact you if additional information is needed.
- 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 with payment by mail to Fairfield County Health Department, 1550 Sheridan Dr., Suite 100, Lancaster, OH 43130 or in person Monday-Friday between 8:00am-4:00pm.

#### Step 3: Inspection

- Once the Vending machines are installed and the vending locations are ready for an inspection, call FCHD and 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

<b>Name of Vending Company/License Holder</b>				
<b>Address</b>				
<b>City</b>	<b>State</b>	<b>Zip Code</b>		
<b>Email</b>				
<b>Name of Project Contact</b>				
<b>Address</b>				
<b>City</b>	<b>State</b>	<b>Zip Code</b>		
<b>Phone</b>	<b>Email</b>			
<p style="text-align: center;"><b>Vending location and Equipment Specifications</b></p> <p style="color: red; text-align: center;">(If machines are located more than 150 feet from each other within the same building, differentiate them by providing a distinct location name).</p> <p style="color: red; text-align: center;">*Please also provide a map with vending machine locations marked clearly.</p> <p style="text-align: center;">*NOTE: Attached machine specification sheets will also be accepted in place of make and model numbers</p>				
No.	Location Name	Equipment Type (hot holding/cold holding/coffee machine)	Make	Model

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I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from FCHD may nullify licensing.

Owner/Project Contact Name	Owner/Project Contact Signature	Date