



## SCHOOL REQUIREMENT SHEET

This sheet must be completed for all new schools. If this is a change of ownership, you must also complete this form but you will be held to the plumbing code at the original time of permitting until the facility is expanded or changes use.

DATE: \_\_\_\_\_ PROPOSED # OF CHILDREN: \_\_\_\_\_ PROPOSED # OF STAFF: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PERSON TO CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

\_\_\_\_\_ Floor plans of school provided and drawn to scale. Scale must be shown on the floor plan.

\_\_\_\_\_ Utility bill showing sewer charges or letter of sewer connection provided.  
If facility is on septic, answer next line.

\_\_\_\_\_ Facility is on septic. Must fill out Existing System Verification OR modify existing annual operating if applicable.

\_\_\_\_\_ 49 dollars paid to the OCHD for initial plan review fee.

\_\_\_\_\_ 1 toilet shown on floor plan for every 50 children.

\_\_\_\_\_ 1 sink shown on floor plan for every 50 children.

\_\_\_\_\_ 1 water fountain shown on site plan for every 100 children.

\_\_\_\_\_ 1 mop sink shown on floor plan.

Y/N Does the school provide boarding? If yes, attach group care requirement sheet.

Y/N Does the school require Physical Education? If yes, show location of showers.

Y/N Does the school prepare food for the students or serve catered food? If yes, fill out the appropriate section below.

Prepared food requires:

Catered food requires:

\_\_\_\_\_ Three compartment sink in the kitchen shown on floor plan.

\_\_\_\_\_ Hand wash sink in the area where food is served shown on floor plan.

\_\_\_\_\_ Hand wash sink in the kitchen shown on floor plan.

\_\_\_\_\_  
Signature, Owner / Owner's Representative

\_\_\_\_\_  
Date

