

Food Facility Review Application: ezTrak Submission Guide (ver 1.0)

A food facility review is required for all new construction, remodeled facilities (even if they already hold a food license), and all changes of ownership. Beginning **July 31st, 2026**, all Cincinnati Health Department Food Facility Review applications, plans, and payments must be submitted online through **ezTrak** at eztrak.cagis.org.

Please Note: Paper applications, drawings, and payments will no longer be accepted after July 31st.

Part I: Registering for an ezTrak Account (if you don't already have one)

1. Go to eztrak.cagis.org and click the **Register** link in the top right corner.
 - Important Note: You only need **one** ezTrak account to manage all of your Cincinnati licenses and permits. If you already have an account for other permits, use your existing login.
2. Fill out all fields under "**Step 1: ezTrak Login Information.**" Ensure your email address is correct, as a verification link will be sent there.
3. Check the box at the bottom of the page to agree to the Terms of Service, then click **Continue**.
4. Enter your **Contact Information**.
5. Click **Continue Registration**. A confirmation screen will appear stating your account has been successfully created.
6. **Critical Step:** Check your email inbox for an account verification message from CAGISezTrakNoReply@cincinnati-oh.gov. Click the provided link to activate your account.

Part II: Submitting a Food Facility Review Application

Step 1: Initiating the Application

- Log into your ezTrak account. On your dashboard under "**Starting an Application,**" enter the facility address (must be within the City of Cincinnati) and click **Next**.
 - *Alternative:* Click **New** on the top navigation bar and select **Application**. Enter facility address.
- In the next window, scroll down to "**Licenses and Certificates**" and click **Next**.
- Select the button next to "**Food Facility Review and License Application**" and click **Apply**.

Step 2: Completing the Application Sections

- Location Details: This information pre-populates based on the address you entered and cannot be edited. Click **Continue Application**.
- Business Information:
 - The first question asks if you are selling food. If you select **Yes**, additional questions will appear. (If you select **No**, an application is not required and you cannot proceed).
 - Select your role from the dropdown list.

- Ownership Changes: If this application is strictly for a change of ownership with *no menu or facility changes*, select **Yes** to both ownership questions. This allows you to bypass a large portion of the application.
- Application Description:
 - Application Name: Enter the business name to be built, changed, or remodeled.
 - Detailed Description: Provide a brief summary of operations (e.g., "*Fast-casual restaurant selling burgers and fries*").
- Application Details / Establishment Information: Select whether this project is **New Construction** or a **Change/Remodel**. Answer the remaining questions carefully; they dictate your final application fee and routing.
- Operating Hours: Add a row for each day of the week to indicate your hours. If you are closed on a specific day, enter "**Closed**" for both the start and end times. You must enter all 7 days to move forward. Click **Continue Application**.
- Facility Details: Answer the questions regarding sinks, trash, grease traps, storage, and pest control. Click **Continue Application**.
- Equipment Information:
 - *Pro-Tip for Equipment*: The Equipment table requires at least one row to let you proceed. If you plan to upload a drawing that already includes your equipment specifications, simply add **one row**, enter placeholder details in the boxes, and type "**Uploading Equipment Specifications**" in the notes box. Click **Continue Application**.
- Menu Information: Answer the questions and click **Continue Application**.
- Construction Information:
 - Answer the questions regarding associated records, mechanical systems, and utilities.
 - *Pro-Tip for Finishes*: The Finish Materials table requires at least one row. If you are uploading a drawing that details your finishes, add one row, enter placeholder details, and type "**Uploading Finish Plan**" in the notes box. Click **Continue Application**.
- Primary Contact: Click **Select From Account** to attach your info, or add a new contact, then click **Continue Application**.

Step 3: Document Uploads, Review, and Payment

- Document Upload: Any document type marked with a **red asterisk (*)** is mandatory.
 - *Important File Naming Rule*: If you have one master blueprint/drawing that covers multiple requirements (e.g., both lighting and plumbing), you must upload the file multiple times to satisfy each required slot. **Each file must have a unique name**. Make a copy of the file on your computer, naming one copy "*lighting plan*" and the other "*plumbing plan*", then upload them to their respective spots.
 - To upload, drag & drop the files into the box, or click the box to browse your computer.
 - Once you see "**Completed**" next to each file, click **Next**, then **Continue Application**.
- Review: Thoroughly check your answers. If everything is accurate, check the agreement box at the bottom of the page and click **Continue Application**.
- Payment: Your fee is automatically calculated based on your application answers. Follow the final prompts to securely enter your payment details and officially submit your application.

After submission, check your email and/or ezTrak account for additional info about your application.

Please visit our website at <https://tinyurl.com/chdfoodsafety> or contact the Cincinnati Health Department Food Safety Office at 513-564-1751 with questions about submitting a food facility review application on ezTrak. Additional assistance with registering and navigating ezTrak can be found at ezTrak.cagis.org.