



Step-By-Step Procedures to obtain a Food Service Operation Permit

Please be aware that:

- *Local zoning regulations require that properties are properly zoned to operate a food establishment. Please verify that the property is properly zoned.*
- *A Food Service Operation Permit from this department is required before a liquor license is issued.*
- *All food service establishments except Category III facilities shall have a certified food service sanitation manager from the initial day of operation or shall provide documentation of enrollment in an approved course to be completed within three months.*
- *It is highly recommended for every food handler to have a food handler card by completing an approved Food Handler Sanitation Training Course approved by the Henry County Health Department.*
- **NO CONSTRUCTION SHALL BEGIN WITHOUT APPROVAL from the HEALTH AUTHORITY**

Step One - The Initial Inquiry

- Contact Environmental Health Services for a Plan Review packet and a copy of the current Illinois Department of Public Health Food Service Sanitation Code. (available on Health Dept website)

Step Two - Submit Plans The following items must be submitted before your plans will be evaluated:

- A completed Plan Review Packet.
- A scale drawing of your food facility showing the location of major appliances, sinks, employee break areas, restrooms, etc.
- A copy of your proposed menu.
- Plan Review Fee (based on category classification) of \$170.00 (Category I); \$150.00 (Category II); or \$145.00 (Category III).
- Remodeling Plan Review Fee of \$166.00

Step Three - The Review Process

- The plans will be reviewed only after all required documents and fees have been submitted.
- An incomplete Plan Review Packet will be returned.
- Please allow up to ten (10) working days to review the plans.

Step Four - Approval Process

- Changes to your plans or additional information may be required prior to plan approval.
- Any changes to submitted plans must be pre-approved by this department before construction begins.
- During construction, should a change need to be made, you must notify this office for said approval.

Step Five - Preliminary Inspection

- After your plans have been approved and interior work has begun, contact your assigned Sanitarian to schedule a preliminary inspection.
- Please allow at least two (2) working days to schedule this inspection.
- The Sanitarian will provide a Preliminary Inspection report for you at this inspection. Items that require correction will be noted.

Step Six - Final Inspection

When all items listed on the Preliminary Inspection have been corrected, a final Inspection will be scheduled. The following items are required for final approval:

- A completed annual permit application together with the permit fee is submitted.
- For Category I and II facilities, proof of Food Service Sanitation Manager Certification, or receipt of enrollment in this course to be completed within ninety (90) days of opening.

NOTE: IT IS ILLEGAL TO OPERATE A FOOD SERVICE OPERATION WITHOUT A VALID PERMIT TO OPERATE ISSUED BY THE HENRY COUNTY HEALTH DEPARTMENT

CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

1. Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of ¼ inch = 1 foot.
2. Include: proposed menu, seating capacity, and projected daily meal volume for food service operations.
3. Show the location of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. Submit drawings of self-service hot and cold holding units with sneeze guards.
4. Designate clearly on the plan equipment for adequate rapid cooling, including ice baths and refrigeration, and for hot-holding potentially hazardous foods.
5. Label and locate separate food preparation sinks when the menu dictates to preclude contamination and cross-contamination of raw and ready-to-eat foods.
6. Clearly designate adequate handwashing lavatories for each toilet fixture and in the immediate area of food preparation and ware washing areas.
7. Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
8. On the plan, represent auxiliary areas such as storage room, garbage rooms, toilets, basements and/or cellars used for storage or food preparation.
9. Include and provide specifications for:
 - a. Entrances, exits, loading/unloading areas and docks;
 - b. Complete finish schedules for each room including floors, walls, ceilings and covered juncture bases;
 - c. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention and wastewater line connections;
 - d. Lighting schedule with protectors:
 - 1) At least 110 lux (10 foot candles) at a distance of 75 cm (30 inches) above the floor in walk-in refrigeration units and dry food storage areas and in other areas and rooms;
 - 2) At least 220 lux (20 foot candles):
 - a) at a surface where food is provided for consumer self-services such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption;
 - b) Inside equipment such as reach-in and under-counter refrigerators;
 - c) At a distance of 75 cm (30 inches) above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms.
 - e. Food Equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable);
 - f. Source of water supply and method of sewage disposal. Provide the location of these facilities and submit evidence that state and local regulations are complied with;
 - g. A color coded flow chart demonstrating floor patterns for:
 - food (receiving, storage, preparation, service);
 - food and dishes (portioning, transport, service);
 - dishes (clean, soiled, cleaning, storage);
 - utensil (storage, use, cleaning);
 - trash and garbage (service area, holding, storage).
 - h. Ventilation schedule for cooking area;
 - i. A mop sink or curbed cleaning facility with facilities for hanging wet mops;
 - j. Cabinets for storing toxic chemicals.