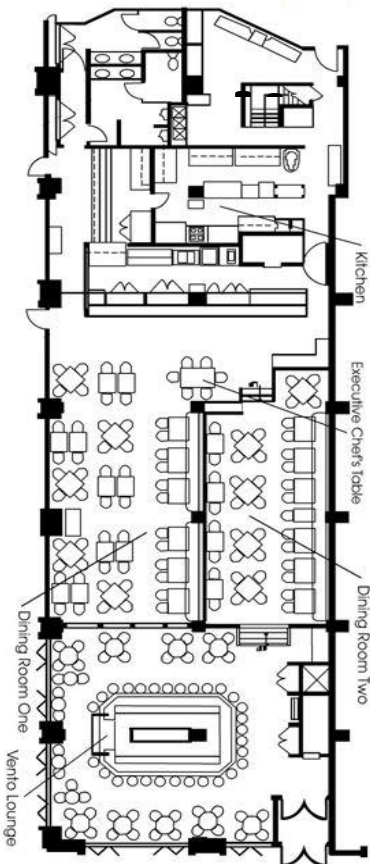


For office use only:

Date received: _____

Amount paid: _____

Food Establishment Plan Review Checklist



**Tazewell County Health Department
Environmental Health**

21306 IL Rt. 9
Tremont IL 61568

Phone: (309) 925-5511 Ext. 272

Fax: (309) 925-4100

Web site: www.tazewellhealth.org

Email: food@tchd.net

Step-by-Step Procedures for Obtaining a Food Service Permit

Please be aware that:

- The Plan Review Application should be submitted a minimum of one month prior to opening
- Local zoning regulations require that properties are properly zoned to operate a food establishment. Please verify that the property is properly zoned.
- All Plan Review Applications and any additional information or revisions will be reviewed in the order in which they are received.
- All food service establishments except Category III facilities shall have a Certified Food Protection Manager from the initial day of operation.
- All payments must be made by check, cash, money order, or credit or debit card. Service fees will be assessed when using a credit or debit card.
- Plan reviews can be submitted electronically through email at food@tchd.net. Payment can be submitted at www.GovPayNow.com. Use 7839 for the location code.

Step One – Initial Inquiry

- Contact Environmental Health for a Plan Review Application Packet and a copy of the current Tazewell County Food Service Sanitation Ordinance.

Step Two – Submit Plans

The following items must be submitted before your plans will be evaluated:

- A completed Plan Review Application. If a question on the application does not apply to you, mark N/A in its spot.
- A labeled, scale drawing of your food establishment showing the location of major applications, sinks, employee break areas, restrooms, etc.
- A copy of your planned menu.
- A binder with all the following: Employee hygiene policy, and Sanitation Standard Operating Procedures (SSOP) for foodborne illness risk factors/processes that are applicable to your facility. This binder will be returned to your facility prior to opening, once approved.
- Water well inspection and sample (if applicable).
- Septic inspection (if applicable).
- **Plan Review fee** – \$400.00 for new construction;

Change of ownership/Extensive Remodel (75% or greater):

- \$150.00 – 100 to 1,000 square feet
- \$225.00 – 1,000 to 10,000 square feet
- \$300.00 – 10,000 square feet and up

Minor remodel:

- \$100.00 – 100 to 1,000 square feet
- \$150.00 – 1,000 to 10,000 square feet
- \$200.00 – 10,000 square feet and up

Step Three – Review Process

- The plans will be reviewed **ONLY** after all the above required documents and fees have been submitted.
- An incomplete Plan Review Application Packet will be returned. This will delay the approval process.
- Please allow up to ten (10) business days to review the plans once all required documents are received.

Step Four – Approval Process

- Changes to your plans or additional information may be required prior to plan approval.
- Any changes to the submitted plans must be pre-approved by this department before construction begins.
- You must notify this department for approval should a change be made during construction.

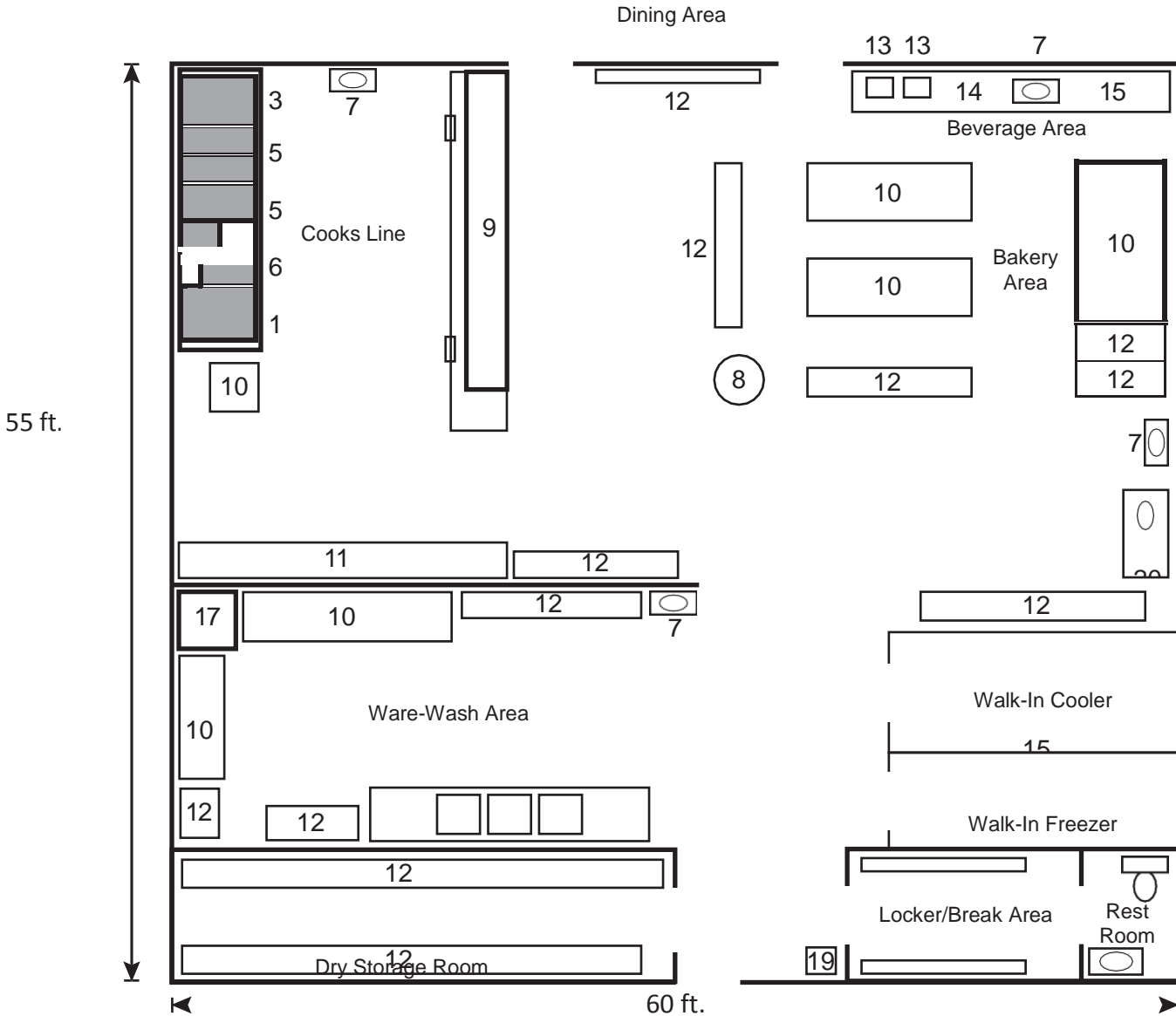
Step Five – Preliminary Inspection and Final Approval

- After your plans have been approved, and interior work has begun, contact the Environmental Health Food Program Manager to schedule a preliminary inspection (optional). A Preliminary Inspection Report will be provided to you at this inspection. Items that require correction will be noted. At this time, an inspector will be assigned to your facility.
- When the establishment is finished and all equipment is in place and operational, a final inspection shall be scheduled. All equipment must be on and functioning properly during the inspection. If the establishment meets code and no major corrections are needed, final approval to operate is given. This approval is given after all other approvals are made such as building inspection, fire inspection, and plumbing inspection.
- Annual license fee must be paid prior to final approval to operate.
- Please allow at least one week to schedule preliminary or final inspection.

SAMPLE

Establishment Floor Plan

Please include (at minimum): Major appliances; sinks; break areas; restrooms; prep areas; coolers; bar areas; server areas; utility sinks. Please note that multiple hand sinks may be required in your facility.



Equipment (Make and Model #)

- | | | |
|--------------------------|---|---|
| 1. Microwave (ABC #123) | 9. Refrigerator/Freezer Make-Table Unit w/ pass-thru and shelf (COLD #1P) | 14. Soda Machine (PDQ #2A) |
| 2. Steamtable (HOT #A1) | 10. Stainless Steel Table | 15. Walk-In Cooler (COLD#AZ1) |
| 3. Stove (AOK #22) | 11. Sliding 3 Door Refrigeration Unit (COLD #2A) | 16. Walk-In Freezer (COLD #AZ3) |
| 4. Griddle (AOK #Q17) | 12. Shelving Unit | 17. Dish Machine (Magic #15) |
| 5. Fryer (ABC #55) | 13. Coffee Maker (ABC #16) | 18. 3-Compartment Sink w/ 36" drainboards |
| 6. Charbroiler (HOT #A7) | | 19. Mop Sink |
| 7. Hand Sink | | 20. Prep Sink |
| 8. Mixer (EZ #99) | | |

Food Establishment Requirements

What is a Food Establishment?

A Food Establishment is any food service establishment; tavern; bar; nightclub; commissary; catering kitchen; bakery; bed and breakfast establishment; retail food store; mobile food unit, temporary food establishment; private, public or nonprofit organization or institution routinely serving food; and any other eating establishment or operation where food or drink is prepared, served, or provided for human consumption with or without charge.

Do all Food Establishments need a Food Safety License?

Yes. All food Establishments operating in Tazewell County must have a Retail Food Service Permit issued by the Tazewell County Health Department.

What regulations apply to Food Establishments?

- Tazewell County Food Service Sanitation Ordinance.
- Illinois Department of Public Health Food Service Sanitation Code.
- FDA 2013 Food Code, chapters 1-7.
- Any other applicable local or state ordinances or code, including City or Township ordinances, Zoning Codes, Plumbing Code, Fire Code, etc.

What type of licenses are available for Food Establishments?

There are many types of licenses available for Food Establishments, such as Annual and Seasonal licenses, and Mobile Food Unit Licenses, this application is specific to Annual (full year) and Seasonal licenses (up to six months) for those establishments selling more than pre-packaged time/temperature control for safety food. License fees are determined by the risk level of the establishment. For Mobile units see Mobile Unit Plan Review Application.

How is the Risk Level determined?

The risk level is determined during the plan review process and is based on menu, population served, and food processing procedures. There are three risk levels: Category I, Category II, and Category III.

What are general requirements for a Food Establishment?

General:

- All food must be from an approved source.
- Any special processes must have an approved HACCP plan prior to operations.
- The Tazewell County Health Department issues permits at the retail level. Please contact the Illinois Department of Public Health or Department of Agriculture for wholesale operations.
- All establishments, except Category III, must have at least one Certified Food Protection Manager on staff or enrolled in a class before plans will be approved. A Certified Food Protection Manager must be present always in Category I establishments. A Certified Food Protection Manger must be available at least 30 hours a week or the length of time the establishment is open if less than 30 hours for all Category II establishments. **All other employees must receive approved Food Handler Training.**

Plumbing:

- All plumbing must meet Illinois Plumbing Code and be installed/repaired by a Licensed Plumber.
- Hot and cold running water under pressure must be available at all sinks.
- Hand washing sinks are required and must be convenient and easily accessible to all food handlers. Soap, paper towels, and a trash receptacle must be available at all hand washing sinks.
- A three-compartment sink is required. It must be large enough that each compartment can accommodate the largest item to be cleaned. Drain boards are required on both sides.
- Grease traps may be required. Please consult the local plumbing inspector or sanitary district regarding if a grease trap is required and sizing.
- A mop sink or utility sink is required.

Equipment and Surfaces:

- All equipment must be commercial grade and NSF approved
- Enough refrigeration or freezer units must be available to keep food items at 41°F or less at all times.
- Enough cooking and hot holding units must be available to cook and hot hold foods. If reheating foods, appropriate equipment must be available. Foods cannot be reheated in crockpots, steam tables, or other equipment designed only to maintain food temperatures.
- All surfaces must be smooth, easily cleanable, and non-absorbent. All exposed wood must be sealed. Shelving must be free from rust and chipping paint.
- Walls and ceiling must be in good repair, smooth, light colored and easily cleanable.
- Floors in food preparation, food storage, dishwashing, walk-in refrigerator and freezer, toilet rooms, and dressing rooms must be smooth, durable, easily cleanable, in good repair, free of cracks and chips, and non-absorbent (no carpet).
- Ventilation is required to keep establishments free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes. The type of hood required is determined by the mechanical code; please consult your local building inspector for hood requirements. Fire suppression systems may also be required; please consult your local fire department for those requirements.

Pest Control:

- Doors and windows must protect against the entrance of pests. Doors must be self-closing and rodent proof.
- If doors and windows are to remain open, they must be screened, air curtained, or some approved form of pest control prevention measure, must be used.

Water Supply:

- An approved water supply must be available. If the establishment is on a water well, the well must be tested. Depending on the number of people/days the well is used, it may also be considered a Non-Community Public Water Supply and is subject to regulations under the Drinking Water Systems Code. Annual testing is required on all water wells.

Wastewater Disposal:

- The establishment must have an approved wastewater disposal system. If the establishment is served by a private onsite wastewater treatment system (septic system), the system must be inspected by a Private Sewage Disposal Contractor or the Tazewell County Health Department. A fee will be required for this service.

Restrooms:

- The number of restrooms required is determined by the Illinois Plumbing Code. Please consult your local plumbing inspector for those requirements.
- At least one restroom (can also be the public restroom) must be available for employee use.
- Restrooms must have self-closing doors, mechanical ventilation, and handwashing sinks with hot and cold running water, soap, paper towels and covered waste container. Each restroom must have a sign stating employees must wash hands before returning to work.

Miscellaneous:

- All lighting must be shielded to protect food and surfaces from the possibility of contamination due to broken glass.
- Working surfaces and food preparation areas must have at least 20 foot candles of light.
- Dumpsters must be stored on concrete or asphalt and covered.

Special Circumstances:

- Variances: A variance request may be submitted to modify or waive compliance with IDPH Food Service Sanitation Code. The variance will be approved if a health hazard or nuisance will not result from the approval.

I. General

Projected Opening Date _____ Number of Seats _____

Number of Staff (maximum per shift) _____ Total Square Feet of Establishment _____

Number of floors on which operations are conducted _____ Outside storage areas: Yes No

Approximate **number** of meals to be served: Breakfast _____ Lunch _____ Dinner _____

Will a highly susceptible population (elderly, young children, and/or immune-compromised people) be served as the primary consumers? Yes No

Will food be transported to another location as with a catering operation or satellite kitchen?

Yes No **If YES**, please list all locations food will be transported to on a regular basis:

Will the establishment be seasonal? (Seasonal establishments operate for 6 or fewer months per year)

Yes No **If Yes**, please provide the dates of operation: _____

II. Food

Are all food supplies from inspected and approved sources? Yes No

Will all shellfish tags and invoices be maintained for 90 days? Yes No N/A

Will game animals be prepared or sold? Yes No N/A

Will frozen dairy desserts such as ice cream, gelato, or popsicles be made at the establishment?

Yes No

Special Processing:

If any of the following special processes will occur at the establishment, HACCP plans must be submitted as part of the plan review process. *Failure to provide HACCP plans with the plan review application WILL delay the plan review process.*

Will any reduced oxygen packaging, such as vacuum packaging, cook/chill? Yes No

Packaging, or sous vide take place at the establishment? Yes No

Will smoking of meat for preservation take place at the establishment? Yes No

Will any food be cured or dried at the establishment? Yes No

Will the fermentation of sausages or other foods (such as in the making of kimchi, sauerkraut, pickles, yogurt, cheese, kefir occur at the establishment? Yes No

Will sprouting of seeds take place in the establishment? Yes No

Will the making of sushi or sushi rice take place in the establishment? Yes No

**Will juicing and the packaging of juice take place in the establishment?* Yes No

*A warning statement on the package and written procedures may be submitted in lieu of a HACCP plan.

Storage:

Is adequate and approved freezer and refrigeration available to store frozen foods, frozen and refrigerated foods at 41°F and below? Yes No

Does each refrigerator have a thermometer located near the door? Yes No

Will raw meats, poultry (including eggs) and seafood be stored in the same refrigerators and freezers with cooked and/or ready-to-eat foods? Yes No

Will dry goods and single use items be stored at least 6 inches off the floor? Yes No

Is appropriate storage space provided for, based upon menu, meals, and frequency of deliveries?
 Yes No

Are containers constructed of food grade materials to store bulk food products? Yes No

Number of refrigeration units: _____ Number of freezer units: _____

Preparation:

List all foods prepared more than 12 hours in advance of service (examples: coleslaw, sauces, dressings, potato salad, tuna salad, etc.):

Will ingredients for cold ready-to-eat food such as tuna, mayonnaise and eggs for salads and sandwiches be pre-chilled before being mixed and/or assembled? Yes No

Will all produce be washed on site prior to use? Yes No

If Yes, what sink will be used? _____

Will disposable gloves and/or utensils be used to prevent bare hand contact with ready-to-eat foods? Yes No

TCS foods which have been prepared or opened and will be held under refrigeration for more than 24 hours must be date marked to ensure the product is not held longer than 7 days, including the date of preparation.

What is your process for date marking food?

Preparation *(continued)*:

Describe the procedure used for minimizing the length of time TCS foods will be kept in the temperature danger zone (41°F-135°F) during preparation:

Thawing:

Food must be thawed using one of the following methods. Next to the thawing method, list which food items will be thawed using that method.

Check here if no food will be thawed.

<i>Thawing Method:</i>	<i>Food Items:</i>
Refrigeration	
Under Running Water less than 70°F	
Microwave (as part of the cooking process)	
Cooked from Frozen State	
Other (describe)	

Cooking:

Will food thermometers be used to measure the final cooking and reheating temperatures? Yes No

Will a consumer advisory be posted or added to the menu for all food which are raw or under cooked?

Yes No

List all TCS foods which will routinely be served raw or under cooked such as sushi, steak tartar, oysters, hollandaise or béarnaise sauce, Caesar dressing, meringue, or egg-fortified beverages:

List all equipment that will be used for cooking:

Hot and Cold Holding:

List the equipment that will be used to maintain a temperature of 135°F or above for all TCS foods being held during service:

List the equipment that will be used to maintain a temperature of 41°F or below for all TCS foods being held during service:

If you will be using ice, as a supplement, for keeping food cold (such as in a salad bar) how will the food be stored in the ice? Describe the procedure to maintain ice levels:

If food is going to be transported and/or served off site, how will food temperatures (hot and cold) be maintained? List specific equipment and procedures:

Cooling:

All TCS foods must be cooled from 135°F to 70°F within 2 hours and to 41°F within 4 hours. List the food items that will be cooled next to the cooling method to be used.

Check here if no foods will be cooled.

Cooling Method:	Food Items:
Shallow Pans	
Ice Baths	
Reduce Volume or Size of Food (smaller portions or containers)	
Rapid Chill	
Other (describe)	

Reheating:

List the equipment that will be used to rapidly reheat food to a temperature of 165°F within 2 hours for hot holding:

III. Personal

Food Handlers:

Will all Food Handlers (those employees engaged in handling food or food contact surfaces) receive ANSI approved Food Handler Training or Illinois Department of Public Health approved Food Handler Training? (Records of this training must be available on site) Yes No

Is there a written policy to exclude or restrict food workers who are sick or have infected lesions?
 Yes No

Are dressing rooms or lockers provided for employees' personal belongings? Yes No

If No, where will personal belongings be stored?

Will hand antiseptics ("sanitizers") be used? Yes No

If Yes, attach proof of compliance with Code and procedures for use.

Will employees be required to use effective hair restraints including beard/mustache guards? Yes No

Certified Food Protection Managers:

<i>Name</i>	<i>Certification Number</i>	<i>Expiration Date</i>

IV. Structure

Floors, Walls, and Ceilings:

Are all floors constructed of a smooth, durable, easily cleaned material? Yes No

Is carpeting used as flooring in any area other than the dining area? Yes No

Are the walls and ceilings light-colored, smooth, non-absorbent, and easily cleanable? Yes No

Are all light fixtures, vent covers, wall-mounted fans, decorative materials, and similar equipment attached to walls and ceilings, easily cleanable? Yes No

Is there adequate lighting in all areas of the kitchen walk-in coolers, ware washing areas, restrooms and storage areas? Yes No

Are shields provided for all lighting in food storage, preparation, service, and display units; as well as areas where utensils and equipment are cleaned and stored? Yes No

Equipment:

Specify how many of each are available

<i>Small Equipment</i>	<i>Number</i>
Slicers	
Cutting Boards	
Can Openers	
Mixers	
Microwaves	
Tabletop Pizza Ovens	
Other (describe):	
Other (describe):	
Other (describe):	

Are all food contact surfaces smooth, easily cleanable, and nonabsorbent? Yes No

Is all non-portable equipment that is placed on tables or counters either sealed to the table or counter or elevated on legs 4 inches off the table or counter? Yes No

Is all floor-mounted equipment, unless readily moveable, sealed to the floor or elevated on legs to provide a 6-inch clearance? Yes No

Sinks:

Do all sinks have hot and cold running water? Yes No

Is there a food preparation sink? Yes No

Is there a hand washing sink in each food preparation and ware washing area? Yes No

Do all the hand washing sinks have a mixing valve or combination faucet, if applicable, do "push button" style hand sink faucets provide a flow of water for at least 15 seconds without reactivation? Yes No

Is soap available at all hand sinks? Yes No

Are paper towels or air dryers available at all hand sinks? Yes No

Are waste receptacles provided at each hand sink? Yes No

Are dump sinks available at all bar and beverage stations? Yes No

Is there a mop sink? Yes No

Is there a three-compartment sink? Yes No

Does the largest pot and pan fit into each compartment of the three-compartment sink? Yes No

Are there drain boards on both ends of the three-compartment sink? Yes No

Is there a dish machine? Yes No

If the dish machine is hot water sanitizing, is there a booster heater and mechanical ventilation?

Yes No

Do all dish machines have temperatures/pressure gauges as required that are accurately working?

Yes No

Plumbing:

All plumbing, including repairs, must be completed by a licensed plumber.

Is the hot water generator sufficient for the needs of the establishment? Yes No

Is there a water treatment device? Yes No

Are there backflow prevention devices where required?

Plumber Name: _____

License Number: _____

Check here if no plumbing work will be done.

Water Supply:

Is the water supply: Public

Well

NCPWS #: _____

Sewage Disposal:

Is the sewage disposal: Public

Septic System – **a septic inspection conducted by TCHD or a Licensed Private Sewage Disposal System Installation Contractor must be submitted**

Are grease traps provided? Yes No

If YES, where are they located? _____

Hoods:

How is the ventilation hood system cleaned? Include how often it is cleaned. _____

Restrooms:

Do all restrooms have hand sinks with hot and cold running water, soap, and paper towels or air drying devices?

Yes No

To avoid re-contamination of hands, are paper towels available for food employees to use when touching surfaces as the faucet handles of hand washing sinks or the handles of rest room doors? Yes No

Are covered waste receptacles available in each rest room? Yes No

Are all restroom doors self-closing? Yes No

Are all restrooms equipped with mechanical ventilation? Yes No

Pest Control:

Will all outside doors be self-closing and rodent proof? Yes No

Are screen doors provided on all entrances left open to the outside? Yes No

Do all openable windows have a minimum #16 mesh screening? Yes No

Will all pipes and electrical conduit chases be sealed; ventilation systems exhaust and intakes protected? Yes No

Is area around building clear of unnecessary brush, litter, boxes, and other harborage? Yes No

Will air curtains be used? Yes No

If YES, where? _____

Who will be the pest control provider for the establishment? _____

Garbage and Refuse:

Do all garbage containers, located inside, have lids? Yes No

Is there an area designated for garbage can or floor mat cleaning? Yes No

Will a dumpster be used? Yes No

If YES, where? _____

Do all dumpsters have closeable lids? Yes No

Will garbage cans be stored outside? Yes No

Will a compactor be used? Yes No

Are all dumpsters, compactors, cans, and grease disposal containers located on concrete or asphalt? Yes No

Is the dumpster shared by more than one business? Yes No

If YES, list all businesses utilizing dumpster: _____

V. Miscellaneous

Laundry:

Will linens be laundered on site? Yes No

Is a laundry dryer available? Yes No

Where will the clean linen be stored? _____

Where will dirty linen be stored? _____

Sanitizing: (PPM=parts per million)

How will utensils and equipment be sanitized (list the concentration)

in the **three-compartment sink**?

- Chlorine _____ PPM Quat _____ PPM Hot Water _____ °F
 Other _____, _____ PPM N/A

How will utensils and equipment
be sanitized (list the concentration)
in the dish machine?

- Chlorine _____ PPM Quat _____ PPM Hot Water _____ °F
 Other _____, _____ PPM N/A

How will cooking equipment, cutting boards,
counter tops, and other food contact surfaces
which cannot be submerged in sinks or put through
the dish machine be sanitized (list the concentration)?

- Chlorine _____ PPM Quat _____ PPM

Will test strips be provided to measure the concentration strength? Yes No

Toxics:

Are insecticides/rodenticides/herbicides stored separately from cleaning and sanitizing agents? Yes No

Are all toxics for use on the premises or for retail sale (this includes personal medication), stored away
from food preparation and storage areas? Yes No

Are all containers of toxics including spray bottles clearly labeled? Yes No

By signing, I certify that the above information is correct and I fully understand the following:

- The plan review expires one year from the date of approval. If construction or remodeling is not started within that time, it may be necessary to resubmit for a new review of the plans.
- Any changes or alterations to plans must have prior approval by the Tazewell County Health Department.
- Approval of these plans by the Tazewell County Health Department does not indicate compliance with any other code, law, or regulation that may be required. It further does not constitute endorsement or acceptance of the completed establishment.
- A final inspection of the establishment with equipment in place and operational, will be necessary to determine if it complies with the Illinois Department of Public Health Food Service Sanitation Code, before operations can begin.

Owner Signature

Date