



HENRY COUNTY HEALTH DEPARTMENT

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Public Health
Prevent. Promote. Protect.

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 may be required before other licenses/permits are issued from other agencies.*
- *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.*
- *ALL food handlers must have obtained proof of Food Handler training within 30 days of hire.*
- **NO CONSTRUCTION SHALL BEGIN WITHOUT APPROVAL FROM THE HEALTH AUTHORITY**

Step One - The Initial Inquiry

- Contact Environmental Health for a Plan Review packet. The packet is also available on our 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 entire establishment showing the location and arrangement of the facility. (See pg. 2 for details.)
- A copy of your proposed menu.
- A completed Risk Assessment form.
- Plan Review fee (determined by risk assessment) of \$200.00 (CAT I); \$180.00 (CAT II); or \$160.00 (CAT III).
- Remodeling Fee if your facility currently holds a permit from our department - \$200.00 (CAT I); \$180.00 (CAT II); \$160.00 (CAT III)

Step Three - The Review Process

- An incomplete Plan Review Packet will be returned.
- Please allow up to ten (10) working days to review the plans.

Step Four - Approval Process.

- 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.
- You will receive a written approval confirmation of the plans. This is not a permit to begin operating.

Step Five - Preliminary Inspection

- After your plans have been approved and interior work has begun, contact your assigned Sanitarian (as noted on your plan approval letter) to schedule a preliminary inspection.
- Please allow at least five (5) working days to schedule this inspection.
- During the preliminary inspection, all equipment and fixtures shall be in working condition. Food shall not be stored in the facility until after you receive approval to do so.
- The Sanitarian will provide a Pre-Operational Inspection report for you at this inspection and items that require correction will be noted.

Step Six - Final Inspection

When all items listed on the Pre-Operational Inspection have been corrected, contact your assigned Sanitarian to schedule a final inspection. 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 a Certified Food Service Sanitation Manager shall be present, or receipt of enrollment in this course to be completed within ninety (90) days of opening.
- A during the Pre-Operational Final Inspection, a report will be provided for you which will function as the operating permit until the physical permit is mailed.

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 a drawing of the plans on a (minimum size) 8.5 x 11 inch paper. The layout of the floor plan shall be accurately drawn to scale at the best of your ability.
2. Show the location of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. This includes any and all appliances used for cooking, refrigeration, rapid cooling, reheating, hot-holding, serving, preparation, etc.
3. Locate and label the location of all plumbing to include all hand sinks, 3 compartment sink, dish machine, floor/utility sink, food preparation sink, water heaters, toilets and lavatory hand sinks, etc.
4. Include all areas of the establishment, even if food is not being handled in that room. (i.e. seating areas, waitress areas, serving areas, kitchen, bars, storage areas, garbage room, basement storage etc.)
5. Provide the room sizes to include closets, aisle space, space between and behind equipment.