



## **Plan Review Information & Requirements to Establish a New Food Operation or to Remodel an Existing Facility**

Clay County Health Department welcomes your intention to operate a food-related business in Clay County. This packet is designed to provide you with the information and forms you will need to complete the process and a general outline of how the process will proceed. In order for CCHD to help you meet the requirements in the FDA Food Code a complete review is necessary.

### ***Plan Review: Process Information & Requirements***

1. Contact the Clay County Health Department to inform the Environmental Health Division of your intent. (i.e. building a new restaurant, remodeling an existing food facility, remodeling an existing non-food facility)
2. Review the Plan Review informational packet received from CCHD.
3. Develop and submit your plans for review. The plans must include the following information:
  - ❖ **Plan Review Application**
  - ❖ **Menu**
  - ❖ **Floor Plan**  
Designation of various areas: serving, food preparation, dry storage, toilet, seating arrangements, employee break area, location of equipment and fixtures, etc.
  - ❖ **Certified Food Protection Manager**  
Any new medium or high-risk establishment must have a certified manager from the initial day of operation.
4. You will receive written confirmation when your plans have been approved. This letter will indicate the risk classification that has been assigned and the annual permit fee. The permit fee helps cover the costs of the program. The fee amount varies according risk classification.
5. Check with your local municipality to verify any building and zoning requirements. Complete construction/remodeling of your establishment in accordance with the approved plans.
6. Before opening for business, contact CCHD to schedule a pre-opening inspection. At the pre-opening inspection all equipment must be completely installed and operating properly. Please see the attached Pre-Opening Checklist for a list of the major requirements that must be met before any new or extensively remodeled facilities can open. A pre-opening inspection can be scheduled between 8:00am and 4:30 pm, Monday through Friday by calling the Clay County Health Department at (618)662-4406. Please call one week in advance to schedule an inspection.
7. After a successful pre-opening inspection, the inspector will confirm your establishment has been completed in accordance with your approved plan and all fees have been paid. When the Operating Permit is issued you may open for business.

# Clay County Health Department

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## Plan Review Application

**Name of Business:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_  
Street City State Zip

**Local E-Mail Address:** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
Street City State Zip

**Corporate E-Mail Address (If Applicable):** \_\_\_\_\_

Where would you like to receive permit renewal notices?  Business Address  Owner's Address

### HOURS OF OPERATION

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Opens at:	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.
	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
Closes at:	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.
	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.

\_\_\_\_\_ **Approximate Square Footage**                      \_\_\_\_\_ **Seating Capacity**

**Certified Food Protection Manager(s):** List the names, license numbers, and expiration dates of **all** employees with the Certified Food Protection Manager (CFPM) certification.


Application is hereby made for an Establishment to operate within Clay County, Illinois. By this application, it is agreed that the establishment will comply with the provisions of the Clay County Food Ordinance. It is further agreed that said establishment shall be open to inspection by the Clay County Health Department during normal working hours.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

*Menu Information / Risk Classification*

**Section I. Please provide a general description of the proposed menu in the space provided. Or, if a copy of the menu is available, please attach.**

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**Section II. Please check all the appropriate items which most closely describe the proposed facility.**

**Low priority:**

- Only pre-packaged foods are available or served in the facility.
- Any TCS foods available are commercially pre-packaged in an approved food processing plant.
- Only limited preparation of non-TCS foods and beverages, such as snack foods and carbonated beverages, occurs at the facility.
- Only beverages (alcoholic or non-alcoholic) are served at the facility.

**Medium Priority:**

- Hot or cold foods are not maintained at that temperature for more than 12 hours and are restricted to same day service.
- Preparing foods for service from raw ingredients uses only minimal assembly.
- Foods served that require complex preparation (whether canned, frozen, or fresh prepared) are obtained from approved food processing plants, (high priority) food service establishments, or retail food stores. (i.e. frozen pizza, entrees, etc.)

**High Priority:**

- Cooling of TCS foods occurs as part of the food handling operations.
- TCS foods are prepared hot or cold and held hot or cold for more than 12 hours before serving.
- TCS foods which have been previously cooked and cooled are reheated.
- Preparing TCS food for off-premises service for which time-temperature requirements during transportation, holding and service are relevant.
- Complex preparation of foods, or extensive handling of raw ingredients with hand contact for ready-to-eat foods, occurs as part of the food handling operations at the facility.

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- Vacuum packaging or other forms of reduced oxygen packaging are performed at the retail level.
- Serving immunocompromised individuals, where these individuals comprise the majority of the consuming population.

## *Equipment*

There are minimum equipment, storage, and finish standards for any type of food service facility, regardless of the size or type of operation, to ensure the facility can operate safely and comply with Illinois Department of Public Health Retail Food regulations. There will need to be a minimum of one hand sink in the kitchen area (to be used for handwashing only), a 3-compartment sink with an air gap, and a mop sink.

### ***3-Compartment Sink***

For the manual washing, rinsing, and sanitizing of utensils and equipment, a sink with no fewer than three compartments shall be provided and used. Sink compartments shall be large enough to permit the accommodation of the equipment and utensils. The faucet of the 3-compartment sink shall be capable of reaching and filling all bins, and shall be supplied with hot and cold potable running water. A mechanical dish machine may not be a substitute for a 3-compartment sink. A 3-compartment sink needs to be separated from other workstations, such as food preparation and cookline areas.

### ***Hand Washing Sink***

Handwashing sinks for use by employees shall be convenient and accessible for proper use at all times. Lavatories located near food preparation and/or food and utensils storage areas shall be installed in such a manner to eliminate possible contamination. Each handwashing lavatory shall be provided with hot and cold water tempered by means of a mixing valve or combination faucet. Any self-closing, slow closing, or metering faucet used shall be designed to provide a flow of water for at least 15 seconds without the need to reactivate the faucet. Steam-mixing valves are prohibited.

A supply of hand-cleansing soap and paper towels shall be available at each lavatory. Common cloth towels, including rolled towels, are prohibited. Easily cleanable waste receptacles shall be conveniently located near the hand washing facilities for disposal of paper towels.

### ***Janitorial Station***

In new or extensively remodeled establishments, at least one utility sink or curbed cleaning facility with a floor drain shall be provided and used for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water or similar liquid waste. The use of lavatory, utensil-washing or equipment-washing, or food-preparation sinks for this purpose is prohibited.

**The applicant shall have all plumbing installed by a licensed plumber, subject to approval by a state plumbing inspector.**

***Equipment Installation and Location***

Proper installation helps ensure there will be adequate space to allow for cleaning under and around equipment. Proper location of equipment will prevent food preparation and service operations from being contaminated during dishwashing and janitorial activities.

***Table-Mounted Equipment***

Unless it is portable, it is to be sealed to the table/counter or installed with 4 inch legs. Portable equipment is defined as being small & light enough to be moved easily by one person, and with no rigid utility connections.

***Floor-Mounted Equipment***

Whenever possible equipment should be mounted on approved castors or wheels to facilitate easy moving, cleaning, and flexibility of operation.

Floor-Mounted equipment not mounted on wheels or castor shall be:

- 1) Sealed to the floor around the entire perimeter of the equipment (the sealing compound should be pliable but not gummy or sticky, non-shrinking, retain elasticity and provide a water and vermin-tight joint);or
- 2) Elevated on legs to provide at least a 6" clearance between the floor and equipment. The legs shall contain no hollow open ends.

*Room and Area Finishes: General Standards*

Finishes in all food preparation areas, food storage areas, walk-in refrigerating units, utensil/equipment washing areas, beverage/ wait stations, salad bars, janitorial closets, and toilet areas shall meet the following general standards:

**Floors and Floor Coverings** shall be constructed of smooth, durable material. The material shall be non-absorbent, grease-resistant, and easily cleanable. Examples of acceptable materials include the following: sealed concrete, terrazzo, ceramic tile, durable grades of linoleum or plastic, or tight wood impregnated with plastic.

- Carpeting, if used as a floor covering, shall be of closely woven construction, properly installed, easily cleanable, and maintained in good repair. **Carpeting is prohibited in food preparation areas**, equipment/utensil washing areas where it would be exposed to large amounts of grease and water, food storage areas, and toilet room areas where urinals or toilet fixtures are located.
- The installation of rugs, wood, painted, rolled, or sprayed floor products do not meet cleanability or durability standards.
- In all new or extensively remodeled establishments utilizing concrete, terrazzo, ceramic tile or similar flooring materials, and where water-flush cleaning methods are used, the junctures between walls and floors shall be covered and sealed.

**Wall finishes** shall be light-colored and consist of a smooth, non-absorbent, and easily cleanable material.

- Concrete blocks used for interior walls, in order to be acceptable, shall be smooth-finished, sealed, and painted to provide an easily cleanable surface.

A **coved radius** and a tight seal are required at the floor/wall juncture. The floor finish determines the type of coving material. Tile installed on top of tile or wood does not meet minimum standards.

**Ceiling finishes** shall be light-colored and consist of smooth, durable, and non-absorbent materials, such as vinyl-clad gypsum board (non-fissured), panels, or painted drywall with a washable finish.

- Open structure ceiling where there are exposed utility pipes, duct work, conduit, and overhead sewer lines do not meet minimum standards in areas where food and beverage are being prepared, handled, served, and stored.

### *Certified Food Protection Manager (CFPM)*

All food service establishments, except Low Priority (Category III) facilities, must be under the operational supervision of a Certified Food Protection Manager.

#### *Why is it important?*

Knowledge of food safety and sanitation is important for all foodservice workers. However, as managers and chefs, you have the responsibility to educate your staff and the ability to anticipate problems before they become violations. The ANSI approved Certified Food Protection Manager class offers a base understanding of food safety and regulations.

#### *How many of my employees need to be certified?*

- High Priority (Category I) and Medium Priority (Category II) facilities must have a Certified Food Protection Manager on the premises during all hours of operation.
- Low Priority (Category III) facilities do not require the operational supervision of a Certified Food Protection Manager.
- Any new establishment shall have a Certified Food Protection Manager from the initial day of operation. Arrangements should be made to enroll in the ANSI approved Certified Food Protection Manager class before the opening of a new establishment.
- Original certificates of Certified Food Protection Managers shall be maintained at the place of business and shall be made available for inspection upon request.

#### *How do I obtain certification?*

To obtain certification, you must complete an 8-hour ANSI accredited Certified Food Protection Manager (CFPM) course and pass an exam. The following websites will assist you in locating a course.

- Illinois Eastern Community Colleges – [www.iecc.edu](http://www.iecc.edu)
- Corporate Training Center, LTD. – [www.ctcfoodsantiation.com](http://www.ctcfoodsantiation.com)
- Lake Land College – <https://www.lakelandcollege.edu/>
- ServSafe – <https://www.servsafe.com/>
- NRFSP – <https://www.nrfsp.com/>
- 360training – <https://www.360training.com/>
- Prometric – <https://www.prometric.com/en-us/Pages/home.aspx>
- StateFoodSafety – <https://www.statefoodsafety.com/>

#### *How do I renew my certification?*

To keep your food certification current, you must retake the 8-hour ANSI accredited Certified Food Protection Manager (CFPM) course and pass the exam **before** your 5-year certification expires.



*Pre-Opening Checklist / Misc. Guidelines*

***Pre-Opening Checklist***

The following is a list of the major requirements that must be met before any new or extensively remodeled facilities can open.

- All refrigerators and freezers running and at proper temperature. Refrigerators maintaining foods at 41°F or below. Freezers at a temperature for stored frozen foods to be maintained frozen.
- All refrigerators, freezers, and hot holding cabinets must have working thermometers, located in an easily viewed area.
- A metal stem thermometer with a range of 0°F to 220°F must be provided. The thermometer must be calibrated before the facility opens.
- All equipment, sinks, hand sinks, and coolers must be installed in the area approved on the plan.
- All lavatory and kitchen hand sinks must have a supply of hand soap, paper towels, and a conveniently located waste receptacle.
- A covered garbage can must be provided in food preparation and utensil washing areas.
- Hot and cold running water must be provided at each sink.
- An approved sanitizer must be provided.
- A test kit for the sanitizer must be provided.
- Plumbing must meet the standards of the Illinois State Plumbing Code.
- Food and food contact equipment must be protected from cross contamination.
- Toxic chemicals must be stored in a protected area away from food and food contact equipment.
- All construction must be complete and construction equipment removed from the facility.
- The dishwasher running and at the proper temperature or providing the proper level of chemical.
- All openings to the outside screened and tight fitting. Doors must also be equipped with self-closing devices and provided with weather stripping where needed.



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- Shelving must be provided to keep food and food contact equipment six inches or more off the ground.
- All artificial lighting fixtures located over, by, or within single service storage, food preparation, service, and display facilities, and where utensils and equipment are cleaned and stored require shielding.
- A sign or poster that notifies food employees to wash their hands shall be provided at all handwashing sinks used by food employees and shall be clearly visible to food employees.
- A sign or poster must be prominently displayed indicating to guests and employees that any information regarding food allergies must be communicated to the restaurant's certified food protection manager or person in charge.
- Written procedures for employees to follow when responding to vomiting or diarrheal events. The procedures shall address the specific actions employees must take to minimize the spread of contamination and the exposure of employees, consumers, food, and surfaces.
- Documentation that all food employees and conditional employees are informed (in a verifiable manner) of their responsibility to report information about their health and activities as they relate to diseases that are transmissible through food to the Person In Charge. (I.e. Signed Employee Reporting Notification Forms).
- A Person In Charge shall be present at the Food Establishment during all hours of operation. The Person In Charge at a Category I (high risk) or Category II (medium risk) food establishment shall be a Certified Food Protection Manager. Proof of Certified Food Protection Manager(s) required at time of pre-opening inspection.
- Any food handler working in the state of Illinois, unless that person is a Certified Food Protection Manager (CFPM) or is an unpaid volunteer, is required to have food handler training within the first 30 days of employment.
- Applicable to Category I restaurants only: All Certified Food Protection Managers employed by a Category I restaurant must receive or obtain training in basic allergen awareness principles within 30 days after employment and every 3 years thereafter.

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Clay County Food Program Fee Schedule	
<b>Food Establishments</b>	Effective November 6, 2019
Category I Food Establishments	\$175.00
Category II Food Establishments	\$125.00
Category III Food Establishments	\$50.00
Non-Profit Establishments	No Charge
Late Fee (Payment after December 17th)	\$20.00
Temporary Food Establishment	\$35.00
Temporary Food Establishment, Late Penalty Fee	\$15.00
Plan Review and Pre-Opening Inspection	\$75.00
Opening / Operating Without Valid Permit	\$75.00
Permit Reinstatement Fee	\$75.00
Non-Profit Establishments	No Charge