

New food service requirements

In Illinois, all food that will be offered for sale or given away to the public must be prepared in a licensed food service kitchen that is separate from a home kitchen. Meat, poultry, and seafood must bear either an Illinois inspection mark or a USDA inspection mark. Minimum requirements for licensure as a food service include:

1. A sink designated for hand washing only
2. A three compartment sink and/or a commercial grade dish machine capable of washing, rinsing, and sanitizing all equipment
3. A mop sink
4. A grease trap
5. If public sewer will not serve the building, an approved private sewage disposal system specifically designed for the food service facility
6. If public water will not serve the building, an approved private drinking water well must be provided
7. A handicapped accessible restroom facility (restroom numbers will be based on seating capacity)
8. Floors shall be made of smooth, nonabsorbent, easily cleanable materials and smooth, nonabsorbent, easily cleanable coved baseboard must be provided
9. Walls shall be made of smooth, nonabsorbent, easily cleanable materials
10. Ceilings shall be made of smooth, nonabsorbent, easily cleanable materials (acoustical style drop in ceiling tiles are not acceptable)
11. Light fixtures shall be shielded or explosion proof light bulbs must be used
12. Refrigeration must be capable of maintaining 41° Fahrenheit or below even during times of heavy use
13. Freezers must be capable of maintaining 0° Fahrenheit or below even during times of heavy use
14. Fryers, stoves, grills, and any other equipment that will produce grease or steam must be placed under a ventilation hood.
15. A Certified Food Protection Manager as required.

In addition to the above requirements, this Department requires the following:

1. Floor plans showing the location of all equipment as well as the floors, walls, and ceiling finishes.
2. A list of menu items
3. A food service permit application and appropriate fees must be submitted prior to an opening permit being issued. The annual food service permit application fee will be based upon assigned risk category, seating, and/or square footage of the building. In addition, a one-time new food service fee of \$150.00, regardless of risk category, is due with the food service permit application.
4. All plumbing must be done by an Illinois licensed plumber and approved by the Illinois State Plumbing Inspector (phone number 618-993-7010).
5. If you are within Carbondale or Murphysboro city limits, the appropriate code enforcement personnel shall be contacted for an additional list of requirements prior to construction and/or remodeling.

NOTE: This Department will not grant any type of license without the approval of both the Illinois State Plumbing Inspector and the code enforcement officer's approval.

If you have any questions please contact the Environmental Health Division at (618) 684-3143, ext. 128.

Food Service Operation Planning Guide



Jackson County Health Department
P O Box 307, Murphysboro IL 62966

PH: (618) 684-3143, ext. 128

Fax: (618) 684-6023

Introduction:

This guide is offered by the Jackson County Health Department (JCHD) to aid in the designing and planning of newly constructed food service establishments and for the repair and alteration to existing food service establishments. The guide should be reviewed and discussed with JCHD environmentalists before and during the planning stage. The success or failure of your establishment is affected by the amount of thought and effort that goes into planning and layout of equipment and of the facility.

The purpose of a plan review is to:

- ◆ Ensure compliance with requirements.
- ◆ Prevent any misunderstanding by operator as to what is required .
- ◆ Prevent errors which might later result in additional cost to the operator.
- ◆ Permit planning in an efficient, orderly and economical manner.

Procedures:

- ◆ Properly prepared plans and equipment specifications must be submitted to JCHD prior to any construction. They must include:
 - type of construction (remodeling or alteration),
 - show layout,
 - arrangement and construction of materials of work areas,
 - location, size and type of fixed equipment.
- ◆ A fee, when applicable, will be charged to offset the cost of a plan review, written communication, pre-construction field visits, education, and compliance inspections.
- ◆ Complete a food service application and return it with the appropriate fees to JCHD. All applications which are not completed will be returned.
- ◆ All plumbing must be completed by an Illinois licensed plumber and must be inspected and approved by the IL Dept of Public Health Plumbing Inspector.
- ◆ Local City Code Enforcement and Fire Dept. must also give their approval, when applicable (Contact info. At rear of this booklet). Failure to obtain approval from these agencies will delay opening of your establishment.
- ◆ Submit a copy of the menu or a list of food products to be prepared and/or sold and describe how foods will be prepared and sold.

JCHD representatives will NOT make any field visit to the facility until the required plans are submitted. Failure to submit properly prepared plans and equipment specifications will result in unnecessary delays in obtaining a permit to operate your facility.

How to prepare floor plans:

A floor plan is an eye level view showing the view from above the establishment. Shown in the floor plan are the locations and arrangements of walls, partitions, doors, windows, stairways, equipment and indications of dimensions and materials used.

The floor plan must be drawn to scale and include the following:

- total area to be used for the food service operation.
- entrances and exits.
- location, number and types of plumbing fixtures, including all water supply facilities.
- plan of lighting, both natural and artificial.
- all rooms in which food operations are to be constructed.
- all food service equipment and their location.
- types of building materials that will be used on floors, walls and ceilings.
- seating capacity

The above information serves only as a guide for plan review. Refer to IL Dept. of Public Health Food Service Sanitation Code for more details. Also refer to the model floor plan at the end of this booklet.

Equipment specifications:

The equipment specifications list must include all equipment and the manufacturer's name and model number. All new and used equipment must meet NSF approval or equivalent, and must be approved by JCHD. List all equipment that has an NSF approval. Any used equipment must include descriptions that are detailed enough to allow competent judgment by the Environmentalist reviewing the plans.

The specifications must also include the following statements:

- ◆ Not less than 20 foot candles of light will be provided on all surfaces where food is prepared and stored and where utensils are washed.
- ◆ All lights in the food storage, food prep and dish-washing areas will be shielded.
- ◆ All plumbing will be installed in accordance with all IL State Plumbing Codes.
- ◆ An adequate supply of hot water will be available for the operation of the food service establishment.
- ◆ All construction will be performed according to the IL Dept of Public Health Food Service Sanitation Code.

NOTICE:

For your convenience, Environmental Health Staff are available (by appointment) for consultation between the hours of 8:00 am and 4:00 pm Monday–Friday, excluding holidays.

Agency contact information:

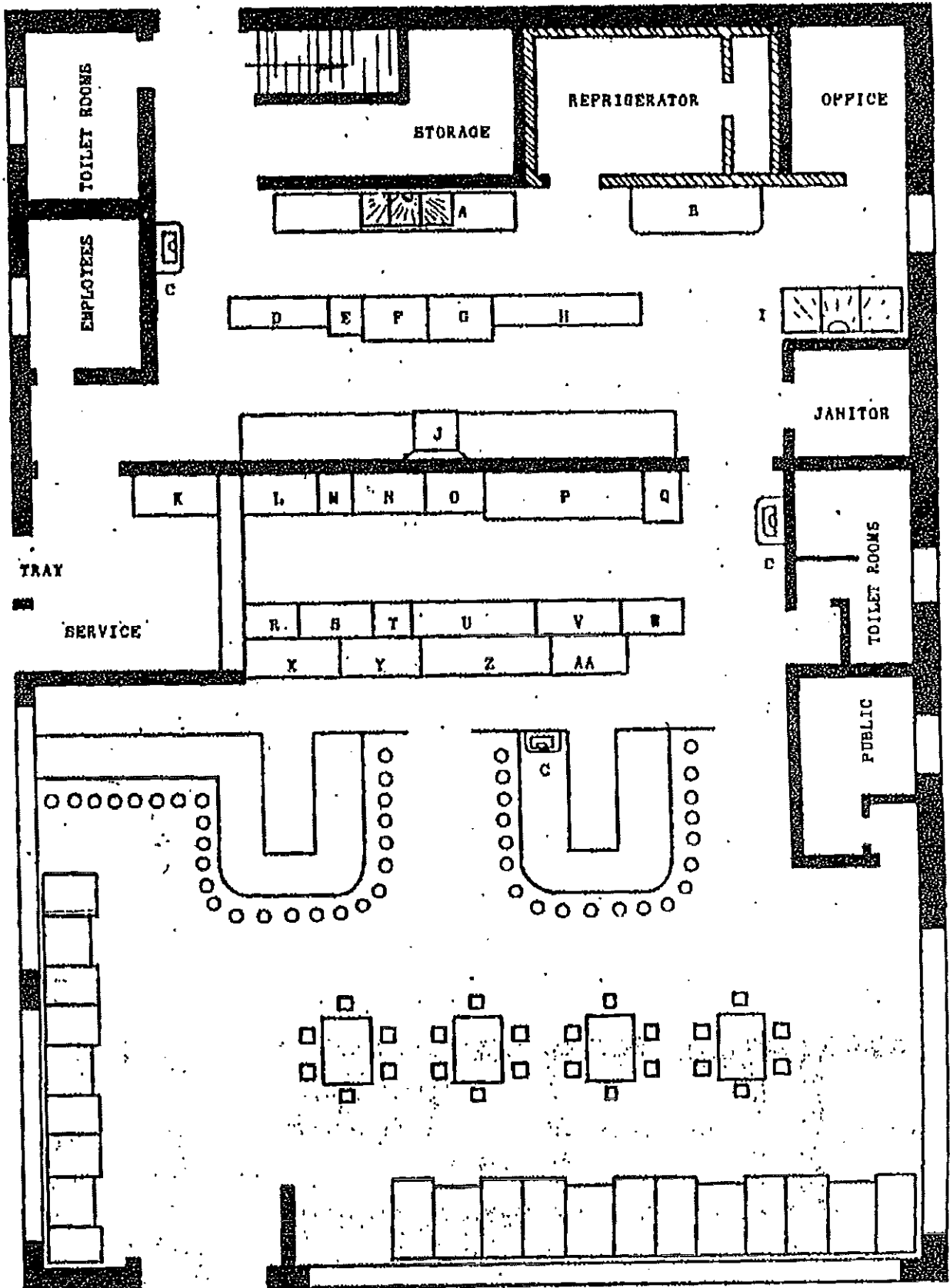
IL Dept of Public Health—Plumbing Inspector—(618) 993-7010

Carbondale Planning Division—(618) 549-5302

Carbondale Fire Code—(618) 549-5302

Murphysboro Planning Division—(618) 684-2961

NOTES:



Jackson County Health Department

P O Box 307, Murphysboro, IL 62966
(618) 684-3143, ext. 128

Date: _____

FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

Name of Establishment: _____

Type of facility: food service – hospital – day care – tavern – mobile f.s. – deli – retail – B & B

Address: _____ Phone: _____

Owner: _____

Address: _____ Phone: _____

Applicant's Name: _____ Title: _____

Address: _____ Phone: _____

Name of building owner: _____

Address: _____ Phone: _____

I have submitted plans/applications to the following authorities on the following dates:

_____ Code Enforcement

_____ Plumbing

_____ Fire Department

Provide a brief narrative of intended remodel: _____

(PLAN REVIEW APPLICATION MUST BE RETURNED TO JCHD PRIOR TO CONSTRUCTION)

Hours of operation: Sun: _____ Mon: _____
Tue: _____ Wed: _____
Thu: _____ Fri: _____ Sat: _____

Seating capacity: _____

Number of staff: _____ Intended number of food service managers: _____
(maximum per shift)

Food service manager certification: _____
Name Cert. No Exp. Date or date enrolled

Name Cert. No Exp. Date or date enrolled

Total square feet of facility: _____

Number of floors on which operations are conducted: _____

Maximum meals to be served: Breakfast _____ Lunch _____ Dinner _____
(estimated)

Projected date for start of construction: _____ Projected completion date: _____

Please enclose the following documents:

- _____ food service plan review fee of \$150 (paid to Jackson County Health Department)
- _____ proposed menu (including seasonal, off-site, and banquet menus)
- _____ manufacturer specification sheets for each piece of equipment shown on plans
- _____ site plan showing location of business in building; location of building on site, and location of any outside equipment (dumpsters, well, storage bldg., or septic system)
- _____ plan drawn to scale of establishment showing location of equipment, plumbing, electrical services, and mechanical ventilation
- _____ equipment schedule
- _____ other (as requested by the health department)

(PLAN REVIEW APPLICATION MUST BE RETURNED TO JCHD PRIOR TO CONSTRUCTION)

REQUIREMENTS FOR FOOD ESTABLISHMENT PLANS AND SPECIFICATIONS IN JACKSON COUNTY

1. Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan accurately drawn. This is to allow for ease in reading plans.
2. Include: proposed menu, seating capacity, and projected daily meal volume for food service operations.
3. Show the location and elevated drawings 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 and indicate location of sneeze guards.
4. Label and locate separate food preparation sinks to prevent cross-contamination of raw and ready-to-eat foods.
5. Clearly designate adequate hand washing lavatories for each toilet fixture and in the immediate area of food preparation including bar area.
6. Provide the room size and the placement of the equipment on the floor plan.
7. On the plan, indicate auxiliary areas such as storage rooms, garbage rooms, toilets, basements, and/or cellars used for storage or food preparation.
8. Include and provide specifications for:
 - A. Complete finish schedules for each room including floors, walls, ceilings, and coved juncture bases;
 - B. 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;
 - C. Lighting schedule with shielding:
 1. At least 110 lux (10 foot candles) in walk-in refrigeration units, dry food storage areas, and in other areas and rooms during periods of cleaning;
 2. At least 220 lux (20 foot candles):
 - a. At a surface where food is provided for consumer self-service 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. In areas used for hand washing, ware washing, and equipment and utensil storage, and in toilet rooms; and
 - D. 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;
 - E. Ventilation schedule for each room (dining room, food preparation, and restrooms);
 - F. A mop sink or curbed cleaning facility with facilities for hanging wet mops;
 - G. Garbage can washing area/facility (if used);
 - H. Cabinets/shelves for storing toxic chemicals;
 - I. Dressing rooms, locker areas, employee rest areas, and/or coat rack as required;
 - J. Site plan (plot plan showing location of business in buildings, location of building on site, and location of any outside equipment (dumpsters, well, storage building or septic system).