

**Vermilion County
Health Department**



Public Health
Prevent. Promote. Protect.

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A Guide to Opening a Food Service Establishment in Vermilion County



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To Do List

All food establishments including restaurants, taverns (with or without food), caterers, retail food stores (grocery and convenience stores), delis, schools, daycares, and institutional care facilities are subject to approval of a plan review from the Health Department prior to constructing, enlarging, altering, or converting a building offering food or beverages.

1. Verify that the proposed site is zoned for a business.
2. Verify the site's water well supply and/or private sewage disposal system has approval from the Vermilion County Health Department (if applicable).
3. Contact the appropriate municipality to verify building and zoning requirements. If you are within the city limits of Danville, you must obtain your Certificate of Occupancy before an annual food permit can be issued from the Health Department.
4. Contact a state-approved plumbing inspector, if applicable. Note: Plumbing must meet Illinois State Plumbing Code (77 Ill. Adm. Code 890). The Illinois State Plumbing Code can be found online on the Illinois General Assembly's website (www.ilga.gov). All plumbing must be approved by the state plumbing inspector before a food permit can be issued from the Health Department.
5. Submit the following items to the Vermilion County Health Department for review:
 - ✓ Payment for Plan Review Fee
 - ✓ One complete set of plans drawn to scale or with dimensions clearly marked
 - Floor plans and food service equipment layout
 - Food service equipment specifications
 - Plumbing plans and layouts
 - List of room and area finishes for floors, covered surfaces, walls, doors, ceilings
 - Kitchen ventilation plans (if applicable)
 - ✓ Food Permit Application and applicable fee
 - ✓ Copy of Complete Menu or List of Foods offered
 - ✓ Copy of Certified Food Protection Manager (CFPM) certificates or proof of enrollment (For high and medium risk establishments, a CFPM must be onsite at all times food is being prepared and served.)
6. The Health Department will begin reviewing your information after ALL documentation and fee(s) are received. Within 14 days, you will receive either a request for more information or an approval letter.
7. Inform the sanitarian listed on the plan review letter at least 24 hours prior to your anticipated opening to schedule a pre-opening inspection.

Plan Review Checklist

The following items are required for a plan review. *A delay in opening your establishment may occur if all necessary documentation is not received.*

- Plan Review Fee (Plan review will not begin until payment has been received.)
- Food Permit Application (Fee must be paid prior to opening but after risk assessment.)
- One Complete Set of Floor Plans (drawn to scale or dimensions clearly marked)
- Proposed Menu and Facility Information
- Equipment Schedule
- Equipment Specification Sheets

Remember....

- You must receive a plan review letter from the Health Department approving your plans prior to beginning construction/remodeling.
- Incomplete plans will not be reviewed for approval.
- Any changes made after initial approval from the Health Department must be approved prior to construction.

Types of Inspections

- **Informal Walk-Through:** If desired, the Health Department will provide informal walk-throughs free of charge to discuss requirements of bringing a facility into compliance.
- **Pre-Operational Inspection:** Per Vermilion County Food Ordinance Section 6.2, all food service establishments must be inspected by the Health Department prior to the start of operations to determine compliance with requirements of the ordinance and the Illinois Food Code. Inform the sanitarian working with you at least 24 hours prior to your anticipated opening to schedule a pre-operational inspection.
- **Initial Inspection:** Within 4 weeks of opening, your first inspection will occur.
- **Annual Inspections:** According to the Illinois Food Code Sect 750.120(a), all food service establishments are subject to inspection at all times. Depending on the risk assessment, you will be inspected once (low and moderate risk) or three times (high risk) per year as stated in the Consolidated Local Health Protection Grant Section 615.310(b)(4). An inspection can also occur as a result of a complaint or foodborne illness outbreak.

Food Service Fees

Plan Review

Plan Review fees must be paid at time of request. Analysis of your plans will not begin until payment has been received. According to Vermilion County Food Ordinance Section 6.1(a), "the Health Department shall approve the plans and specifications if they meet the requirements of this ordinance and shall make written comments and recommendations to the owner within 14 days."

- New construction \$250.00
- Remodels \$100.00

Food Service Annual Permit

- Annual Food Service Permits are valid through December 31st of each year.
- You must submit your renewal application and payment on or before December 15th of each year, or a late fee of \$25 will be assessed.
- Any past due invoices must be paid before a permit will be issued.
- If you do not submit your renewal application and payment by December 31st, your business will be closed the first business day of January by the Health Department until payment for permit, any past due invoices and a \$50 reinstatement fee is received.

Risk Assessments

During a consultation prior to opening and annually thereafter, the risk of the food establishment will be assessed using current menu, food preparation techniques, etc.

- Class 1A, High Risk: \$350.00
- Class 1B, Moderate Risk: \$275.00
- Class 1C, Low Risk: \$200.00
- Class 1D, Schools: \$60.00
- Class 1E, Schools (Limited or no food preparation but serves food) \$35.00
- Class 2, Seasonal Establishments (open less than six months) \$125.00

Per the Vermilion County Ordinance Governing Food Sanitation Section 4.1(a)(3), permits issued to a new establishment September 1 through October 31 will be charged half of the permit fee. Permits issued to a new establishment after November 1, will be issued through the following year.

Menu

The menu, or a listing of food and beverage offered, is an integral part of the plan review process. A copy of the menu must be submitted with all other plan review documentation.

- The menu review will focus on how the food is handled from the time it enters your establishment until it reaches your consumer.
- Preparation, post-preparation, storage, and serving practices will be reviewed. Food preparation processes will be evaluated to determine the types and volumes of foods to be prepared.
- Special attention will be given to complex food processes:
 - Multiple ingredients being assembled or mixed
 - Foods that require time or temperature control for safety (TCS foods)
 - Foods that will be prepared or held for several hours prior to serving
 - Foods that will be cooled and reheated
 - Multiple step processing that pass through the critical temperature zone (41°F to 140°F) more than once

Other things to consider

❖ Water Supply and Sewage Disposal

If the proposed site for the facility utilizes a non-municipal water supply and/or sewage disposal system, even if it is an existing food establishment, you must contact the Vermilion County Health Department to proceed. Additional well and/or sewage permits may be required. The water supply and sewage disposal system must be approved prior to a plan review.

❖ Room and Area Finishes

All surfaces must be covered by a material that is durable, smooth, non-absorbent, and easily cleanable. If you plan to use any alternate material, it must be approved by the Health Department prior to construction. *Note: Carpeting is only approved for use in dining areas.*

❖ Equipment

All food service equipment must be compliant with the standards of the National Sanitation Foundation (NSF) or equivalent and must be marked as such.

The minimum equipment needed for any food service operation is listed below:

- ✓ 3-Compartment Sink
- ✓ Hand Washing Sink
- ✓ Janitorial Mop Sink
- ✓ NSF Commercial Refrigeration
- ✓ NSF Work Surface
- ✓ NSF Storage Shelves

❖ Additional Equipment

- **Beverage Coolers** are intended solely for the storage and/or display of bottled or canned beverages such as soda, beer, or wine. They are not suitable for storing TCS foods.
- **Blast Chillers** should be considered to handle large volumes of food that require quick chilling.
- **Cold Buffet Units** and **salad bar** units are designed for short-term display. They must be equipped with approved sneeze guards.
- **Display storage refrigerators** such as deli display, and fresh fish and meat cases are designed to display potentially hazardous foods under refrigeration. They are not intended for food assembly or cooling.
- **Ice Machines** must be adequately designed and sized to meet all operational needs.
- **Reach-in refrigerators** and **freezers** may be used for the storage of food during preparation and assembly.
- **Walk-in coolers** must be installed when there is a need for long-term storage of perishable and potentially hazardous foods or when quick chilling space is needed for prepared and cooked foods.
- **Walk-in freezers** are for long-term storage. These units are not designed for cooling cooked and prepared foods.
- **Hot-holding Equipment** must be able to maintain TCS food at an internal temperature of 135°F or above during display, service, and holding periods. Hot holding equipment (steam tables, hot boxes, etc.) must meet NSF standards. Equipment labeled "Household Use" such as crock pots are not approved for food service. Cooking equipment such as ovens or stovetops cannot be used for hot holding. Hot holding equipment cannot be used for cooking or reheating of food product.
- **Metal-stemmed thermometers** must be provided to monitor food temperatures.

- A standard, NSF-approved, **3-compartment, in-line sink** with two integral drain boards is required for all facilities offering open food or beverage service. The sink must be large enough to submerge 2/3 of the largest item to be washed. This sink cannot be used for handwashing.
- **Food/Produce Preparation Sink** (if applicable) must be NSF-approved.
- **Handwashing lavatories** must be provided and located to serve all work zones including food preparation, cooking, food assembly, dispensing, service, and dishwashing to promote proper hand washing by all employees. These lavatories are strictly for handwashing and cannot be used for washing equipment or food preparation.
- A **janitorial station** must be provided at all facilities. It is recommended to have the area physically separated from food service, storage, preparation, and utensil washing areas. A floor basin sink or a janitorial sink may be used and must be accessible for use during food service operations.
- **Chemical Sanitizing Dishwashing Machine** (if applicable) must be NSF-approved. Corresponding sanitizer test strips must be supplied.
- **Hot Water Sanitizing Dishwashing Machine** (if applicable) must be NSF-approved and properly vented.

❖ Employee Area

A coat rack, hooks, or other suitable area for employees to store their clothing, coats, and other personal belongings must be provided. This area cannot be located within areas used for storing, preparing, or serving food, or for washing or storing utensils. Consider installing lockers in a designated area.

❖ Toilet Facilities

Restrooms are to be in compliance with state and local plumbing codes. Contact the state or local plumbing inspector for requirements. Toilet rooms must be completely enclosed and must have tight-fitting, self-closing doors. A hand washing lavatory must be provided with hot and cold water under pressure. Any self-closing, slow-closing, or metering faucet used must provide a flow of water for at least 15 seconds without the need to reactivate the faucet. Toilet room hand washing lavatories must have a supply of hand-cleansing soap or detergent and sanitary towels in a dispenser or a hand-drying device providing heated air. Easily cleanable, covered receptacles must be provided for waste materials.

❖ Storage

Adequate space must be provided on your plans for the storage of all food-related items. Dry storage areas need to be equipped with adequate approved shelving that is made of smooth, durable, easily cleanable, non-absorbent materials. All items must be stored at least 6 inches of the floor.

An area must be designated for the storage of chemicals away from all food-related items and clean utensils. Only poisonous or toxic materials necessary for maintaining the establishment, cleaning and sanitizing equipment and utensils, and controlling insects and rodents are allowed.

Insecticides and rodenticides must be approved for food service use and should be stored separate from other chemicals. It is recommended that a licensed pest control applicator provide pest control services.

❖ Exhaust Hood

A hood is required when commercial cooking or display equipment produces smoke, steam, grease, mists, particulate matter, condensation, vapors, fumes, odors, or creates sanitation or indoor air quality problems. Hoods shall be designed and installed to prevent grease and condensation from collecting on the walls and ceiling, and dripping into food or onto food contact surfaces. Filters or other grease extracting equipment must be designed to be easily removed for cleaning or replaced if not designed to be cleaned. All hoods must comply with all local building and fire safety codes.