

# COLES COUNTY HEALTH DEPARTMENT

Gloria Spear  
Administrator

825 EIGHTEENTH STREET  
CHARLESTON, ILLINOIS 61920

Telephone:  
(217) 348-0530

Kim Ross  
Director of Environmental Health

(217)348-5321 Nursing Fax  
(217)348-5322 Environmental Health Fax

Lisa Sorensen  
Director of Nursing

www.colesco.illinois.gov

Paul Howarth  
Chief Financial Officer

## FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

\_\_\_ New                      \_\_\_ Remodel                      \_\_\_ Conversion                      Plan Review # \_\_\_\_\_

Date of Application \_\_\_\_\_ Cash \_\_\_ Check# \_\_\_ Credit Card \_\_\_ M.O.# \_\_\_ Amount Paid \$ \_\_\_\_\_

Name of Establishment \_\_\_\_\_

Category: Restaurant \_\_\_, Institution \_\_\_, Daycare \_\_\_, Retail Market \_\_\_, Other \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone if available: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Title owner, manager, architect, etc.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

- |  |  |
|--|--|
| <input type="radio"/> Local Government _____ | <input type="radio"/> Police _____       |
| <input type="radio"/> Planning _____         | <input type="radio"/> Fire _____         |
| <input type="radio"/> Building _____         | <input type="radio"/> Conservation _____ |
| <input type="radio"/> Plumbing _____         | <input type="radio"/> Other _____        |
| <input type="radio"/> Electric _____         |  |

Hours of Operation:

Sun \_\_\_\_\_ Thurs \_\_\_\_\_  
Mon \_\_\_\_\_ Fri \_\_\_\_\_  
Tues \_\_\_\_\_ Sat \_\_\_\_\_  
Wed \_\_\_\_\_

Number of Seats: \_\_\_\_\_

Number of Staff: \_\_\_\_\_ (Maximum per shift)

Total Square Feet of Facility: \_\_\_\_\_

Number of floors on which operations are conducted \_\_\_\_\_

Maximum Meals to be served: \_\_\_\_\_  
(Approximate number) Breakfast \_\_\_\_\_  
Lunch \_\_\_\_\_  
Dinner \_\_\_\_\_

Projected Date for Start of Project: \_\_\_\_\_

Projected Date for Completion of Project \_\_\_\_\_

Type of Service (check all that apply)

- Sit down meals
- Take out
- Caterer
- Mobile Vendor
- Other \_\_\_\_\_

Please enclose the following documents:

- Proposed menu (including seasonal, off-site and banquet menus)
- Manufacturer specification sheets for each piece of equipment shown on the plan
- Site plan showing location of business in building; location of building on site including alleys, streets; and location of any outside equipment (dumpsters, well, septic system – if available)
- Plan drawn to scale of food establishment showing location of equipment, plumbing, electrical services and mechanical ventilation.
- Equipment Schedule

## **CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS**

1. Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of ¼ inch= 1 foot. 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 when requested, 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 with sneeze guards.
4. Designate clearly on the plan equipment for adequate rapid cooling, including ice baths and refrigeration, and for hot-holding potentially hazardous foods.
5. Label and locate separate food preparation sinks when the menu dictates to preclude contamination and cross-contamination of raw and ready-to-eat foods.
6. Clearly designate adequate handwashing lavatories for each toilet fixture and in the immediate area of food preparation.
7. Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
8. On the plan, represent auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation. Show all features of these rooms as required by this guidance manual.
9. Include and provide specifications for:
  - a. Entrances, exits, loading/unloading areas and docks; \_\_\_\_\_
  - b. Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases;
  - c. 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;
  - d. Lighting schedule with protectors;
    - i. At least 110 lux (10 foot candles) at a distance of 75 cm (30 inches) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning;

- ii. At least 220 lux (20 foot candles):
  - 1. 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
  - 2. Inside equipment such as reach-in and under-counter refrigerators;
  - 3. At a distance of 75cm (30 inches) above the floor in areas used for hand washing, ware washing, and equipment and utensil storage, and in toilet rooms; and
- iii. At least 540 lux (50 foot candles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.
- e. Food Equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable).
- f. Source of water supply and method of sewage disposal. Provide the location of the facilities and submit evidence that state and local regulations are complied with;
- g. A color coded flow chart demonstrating flow patterns for:
  - i. Food (receiving, storage, preparation, service);
  - ii. Food and dishes (portioning, transport, service);
  - iii. Dishes (clean, soiled, cleaning, storage);
  - iv. Utensil (storage, use, cleaning);
  - v. Trash and garbage (service area, holding storage);
- h. Ventilation schedule for each room;
- i. A mop sink or curbed cleaning facility with facilities for hanging wet mops
- j. Garbage can wash area/facility;
- k. Cabinets for storing toxic chemicals;
- l. Dressing rooms, locker areas, employee rest areas, and/or coat rack as required.