

COLES COUNTY HEALTH DEPARTMENT

Gloria Spear
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Telephone:
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www.colesco.illinois.gov

Paul Howarth
Chief Financial Officer

[INSERT DATE]

[INSERT CONTACT NAME]

[INSERT ADDRESS/EMAIL ADDRESS]

Subject: The [INSERT PROPOSED ACTIVITY AND LOCATION TO INCLUDE ADDRESS, CITY, AND STATE].

On September 23, 1977, the Coles County Board established an Ordinance governing the food service establishments in Coles County in compliance with the food sanitation laws for the State of Illinois. This Ordinance contained provisions for permit issuance, inspection compliance, and Plan Review of future construction or remodeling of a food service establishment. Section E of the Ordinance states, "When any food service establishment or retail food store is hereafter constructed or extensively remodeled or whenever existing structures are to be converted for use as a food service establishment or retail food store, properly prepared plans and specifications for such construction, remodeling, or alteration shall be submitted to the Health Department for approval before such work is begun. Said plans shall indicate layout, arrangement and construction materials of work area, and the location, size, and type of fixed equipment and facilities."

A food service establishment is defined as any place where food is prepared and intended for individual portion service. Food is defined as any raw, cooked, or processed edible substance, ice, or beverage. The Plan Review is a necessary step when constructing, remodeling, or converting a food service establishment or a retail food store. With proper plans you insure yourself against the possibility of difficulty in maintaining a sanitary operation, inefficient set up, health and safety hazards, and uneconomical operation. Not having plans could result in trouble with complying with local building codes and health regulations. Many of these codes were developed as the result of past experiences. There is no excuse for allowing these problems to be continued.

Proper planning involves seeking advice from specialized architects, food equipment consultants, equipment dealers, building and plumbing inspectors, and public health agencies. This way you can assure yourself of the best and most economical type construction and operation. You will be able to compare equipment design and price. Don't fall into the common trap of switching your priorities from quality first and economy second. The most economical is not always the

best for you especially in the long run. Unlike a home kitchen, a food service kitchen is in continual use and must stand up to rigorous cleaning. Remember the ultimate responsibility is yours.

The Coles County Health Department requires that properly prepared plans be submitted for approval before any construction is started. Any construction done before approval is subject to removal or alteration as necessary to comply with the food sanitation rules and regulations. The plans must include:

- Description of proposed operation;
- Menu (all food and food products used or served);
- Plumbing diagram;
- Equipment layout;
- Equipment list with: a) brand names, b) model numbers, c) how the equipment is to be installed or mounted, and d) cut sheets of manufacturer's specifications;
- Floor, wall, and ceiling finish material lists;
- Venting provisions (including compliance with the Illinois Clean Indoor Air Act); and
- Lighting diagram.

A permit to operate shall not be issued until the complete plans are submitted, approved, and a pre-opening inspection is completed. There is a Plan Review fee which must accompany all plans which are submitted. The fee schedule is:

A. New Construction or conversion of existing structures:			
	Standard Fee	Expedited Fee*	Construction prior to plan submission Fee
100 to 1,000 square feet	\$200.00	\$400.00	\$600.00
Over 1,000 to 10,000 square feet	\$300.00	\$600.00	\$900.00
Over 10,000 to 50,000 square feet	\$500.00	\$1000.00	\$1500.00
Over 50,000 square feet	\$800.00	\$1600.00	\$2400.00
*The expedited fee guarantees your plans shall be reviewed within two weeks from the date of receipt and payment.			
B. Extensive remodeling (75% or greater of A)			
	Standard Fee		
100 to 1,000 square feet	\$200.00		
Over 1,000 to 10,000 square feet	\$300.00		
Over 10,000 to 50,000 square feet	\$500.00		
Over 50,000 square feet	\$800.00		
Minor remodeling (less 75% of A)			
100 to 1,000 square feet	\$150.00		
Over 1,000 to 10,000 square feet	\$175.00		
Over 10,000 to 50,000 square feet	\$225.00		
Over 50,000 square feet	\$275.00		

Permanent Concession Facility \$150.00

An early consultation between this Department and you or your representative planning to build, re model, and/or operate this establishment, to review your intentions and provide additional technical information, if needed, will be to your benefit.

If you have any questions, please feel free to contact **Kim Ross** at the Coles County Health Department, 825 Eighteenth Street, Charleston, Illinois 61920, or telephone (217) 348 0530.

Sincerely,

Kim Ross
Director of Environmental Health

Enclosure: Food Establishment Plan Review Application and Plan Review Questions to Consider

pc: **Electrical Inspector**
 Plumbing Inspector
 Code Enforcement Officer

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Plan Review Questions to Consider

1. Will the menu offer food that requires extensive preparation (washing, cutting, mixing, etc.)?
 - ✓ The number and placement of hand sinks becomes more important with more complex good preparation. A culinary sink is needed for washing fruits and vegetables and for other preparation.
2. What hours will the food service be open?... lunch and dinner?... 24 hours per day?
 - ✓ Increased equipment capacity and storage space should be considered for establishments with extended hours of operation. Highly durable floor, wall and ceiling finishes should be considered.
3. How much food will be cooked and immediately served, or prepared in advance for later service?
 - ✓ Preparing food in advance requires more refrigeration space for thawing foods, cooling hot foods, and storing of cold foods.
4. How often will supplies be delivered?
 - ✓ The delivery frequency is important in determining the amount of refrigerated, frozen and dry food storage space.
5. What is the maximum number of employees working on one shift?
 - ✓ The number of employees is necessary to determine work/aisle space and the number of lockers to provide.
6. Have you or any of your employees been trained in food safety or Hazard Analysis critical Control Point (HACCP) concepts?
 - ✓ Training in both food safety principles and HACCP principles provides you and your employees with insight into the numerous hazards encountered in a food establishment.

Specific Instructions to Applicants:

1. Fill out Food Establishment Plan Review Application
2. Provide blueprints and equipment specification sheets
3. Include proposed menu
4. Provide site plan.
5. Keep a copy for your personal records;
6. Submit to Regulatory Authority for review.

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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.