**OPENING A FOOD SERVICE ENTITY OR ESTABLISHMENT**

A guide for new or extensively remodeled facilities or facilities

that have been closed for more than 30 days

*The Environmental Health Division at the Hancock County Health Department protects public health through the Food Sanitation Program. The goal is the reduction of food borne illness through education of food service operators and consumers regarding safe food handling practices.*

**STEP 1 INITIAL INQUIRY**

Contact the Hancock County Health Department to receive a packet of information that will be helpful before, during and after your establishment’s opening. This packet will include the following;

* Kitchen requirements
* Plan Review Checklist
* Application for Food Service Permit

It is crucial that owners/managers become familiar with the Illinois Food Code (on the web search IDPH Food Code)

**STEP 2 SUBMIT THE PLAN REVIEW CHECKLIST AND FEE**

* Provide health department with the completed *Plan Review Checklist* and submit the required plan review fee of $125.

**STEP 3 REVIEW OF PLAN REVIEW**

* The health department will review the plan review to determine compliance with all applicable rules and regulations of the Illinois Food Code.
* A request for a plumbing inspection will be forwarded to the appropriate authority.

**STEP 4 PLAN APPROVAL PROCESS**

* Health department and/ or plumbing inspector may require additional information or changes to the plan that must be made before all plans are approved.

**STEP 4 REMODEL OR CONSTRUCTION PHASE**

* Submit a detailed drawing of the layout of the facility to the health department. This should include, but not limited to, a 3-well sink, hand-washing sink, produce sink (if applicable), mop/utility sink, restrooms, stoves, storage units, etc.
* During this phase you will need to contact the health department if any changes were made from the approved plan.
* Plumbing inspector will need to be contacted by the Licensed Plumber regarding the completion of the required plumbing work.
* All Class A and B facilities must have the appropriate number of required Certified Food Protection Managers and Food Handlers trained. In addition, appropriate Class A facilities must have required Allergen Training completed.

**STEP 5 SUBMITTING THE MENU**

* Submit a menu to the health department. The health department will determine which class is most appropriate for the operation.
* Submit an Application for Food Service Permit and fee associated with “CLASS” designation.

**STEP 6 FEES AND PAPERWORK**

* Check your records to be sure that all fees and required paperwork has been submitted to the health department

**STEP 7 SCHEDULE A PRE-OPERATIONAL INSPECTION**

* At least 10 days of your anticipated opening contact the Health Department to schedule a pre-operational inspection.
* No facility, whether new or existing, will be allowed to open if priority violations are cited and have not been corrected.
* Additional inspections may be needed until all requirements are met.

**\*NOTE: If an existing establishment has changed ownership the Hancock County Health Department must be contacted ASAP. Some of the steps listed on this sheet do apply to these types of facilities. The health department can help determine what steps need to be taken and completed prior.**