

Step by Step Guide for Obtaining a Cass County Food Service License

This packet was prepared to assist you in obtaining a Cass County Food Service License. Before you begin, please note that there may be some basic requirements you wish to review:

1. Zoning – There may be local zoning regulations that require you to rezone the area for commercial use. You may need to obtain a building permit prior to any new construction or substantial remodeling. For more information contact City Hall in the community you will be operating.
2. Portions of this construction must be performed by licensed contractors (i.e., plumbing or private sewage disposal contractors). Please contact the Cass County Health department at 217-452-3057 X1316
3. Public buildings must meet the Americans with Disability requirements (1-800-949- 4ADA).
4. Public buildings are required to be smoke-free by state law.
5. All food service establishments, except for Category III Facilities, must have a Certified Food Protection Manager from the initial day of operation.
6. All food services must be supplied with potable water and connected to an approved sewage disposal system.
7. Contact the Cass County Health Department for a Food Establishment License Packet (or print one off our website www.casscohealth.com/Environmental) and a copy of the Cass County Food Licensing Ordinance. This packet will contain:
 - a. a. A License Application
 - b. b. General Food service Guidelines
 - c. c. A form to show the facility layout to include the kitchen and dining areas, the major appliances, sinks and dishwashing areas, food preparation areas, offices and employee break areas, restrooms and mechanical rooms.
8. Our office will review the application within ten working days of receiving a COMPLETED application. Our office will then inform the applicant of any areas that are not in compliance with the Food Service Sanitation Rules and Regulations.
9. The Licensing application packet must be received at least thirty days prior to the opening of the food service operation. At that time the applicant shall schedule a pre-operational inspection. This inspection will be conducted by the local Health Authority and the Regional Plumbing Inspector. The findings will be documented on the preoperational inspection report. The necessary corrections must be completed prior to operation, additional pre operational inspections may be performed if necessary.
10. Upon satisfactory completion of all license requirements and completion of any changes required by the Health Authority, a license will be issued for a period of one year or until June 30 of the year following the license date. The Food Service Establishment may then operate under the specific provisions of the license.
11. Any changes in the operation or staffing of this facility may result in license termination and closure of the facility until a new license is issued.

Cass County Health Department

Requirements for a Licensed Food Service Establishment

A food service establishment can be defined as any operation that stores, prepares, packages, or serves food for human consumption. This includes any operation that is conducted in a temporary, mobile, stationary or permanent facility.

1. Certified Food Protection Managers

All food service establishments as defined in Section 750.100, shall be under an individual who possesses a Certified Food Protection Manager certificate. These certificates must be kept at the facility and included with the application.

2. Lavatory Facilities

- a. Hand washing stations must be conveniently located and accessible in or immediately adjacent to toilet rooms, food preparation areas, and ware-washing areas. Soap, water under pressure, sanitary drying towels, hand-washing signage and a waste basket must be provided at each station.
- b. An additional hand washing station is required if the food service area is physically separated from the preparing kitchen.
- c. A separate food preparation sink must be installed in this area for washing produce or performing other food preparation activities.

3. Light Fixtures

Shielding of light fixtures and bulbs in areas where food is displayed or stored is required. At least 20 foot candles of light shall be provided on all food preparation surfaces, at equipment or utensil washing areas and work areas. All other areas require at least 10 foot candles.

4. Food Contact Surfaces

- a. All food contact surfaces shall be smooth and easily cleanable: free of breaks, open seams, cracks, chips, pits, difficult-to-clean internal corners and crevices, and similar imperfections.
- b. Utensils and food storage containers shall be constructed of food grade materials and not reused more than the recommended number of times allowed.

5. Non-food Contact Surfaces

Non-food contact surfaces which are exposed to splash of food debris or which require

frequent cleaning shall be designed to be smooth, washable, free of unnecessary ledges or crevices, and readily accessible for cleaning.

6. Equipment Installation

- a. Table Mounted Equipment that is placed on tables or counters, unless portable, shall be sealed to the table or counter, or mounted on legs at least 4" high.
- b. Unless readily moveable, floor mounted equipment shall be sealed to the floor or elevated on legs at least 6" off the floor.

7. Floors, Walls and Ceilings

- a. Floors of all food preparation areas, food storage, utensil washing areas, dressing or locker rooms, toilet rooms, and walk in cooling units shall be constructed of durable, non-absorbent, light colored and easily cleanable materials, such as sealed concrete, terrazzo, ceramic tile, durable grades of linoleum, or tight wood impregnated with plastic. The floor-wall juncture shall be covered and sealed.
- b. All walls, wall coverings, and ceilings of all food preparation areas, utensil washing areas, toilet rooms and vestibules shall be light colored, smooth, non-absorbent, and easily cleanable.

8. Water, Cross-Connection and Backflow, and Sewage Requirements

- a. Potable water must be supplied to all food service and restroom fixtures.
- b. The potable water system shall be installed to preclude possibility of backflow. Devices to protect against backflow and back-siphonage shall be installed at all fixtures and equipment where an air gap at least twice the diameter of the water inlet is not provided between water outlet and the flood-level rim, and, wherever else backflow or back-siphonage may occur.
- c. Indirect Waste Commercial dishwashing machines, dishwashing sinks, pot washing sinks, bar sinks, soda fountain sinks, vegetable sinks, ice machines, steam tables, dipper well sinks, and other similar fixtures shall be provided with indirect waste connections as required under state plumbing codes.
- d. Sewage disposal shall be from a connection to an IEPA approved community sewer system or an approved private sewage disposal septic system approved for this type of waste loading.

9. Dishwashing Area

- a. A three compartment sink shall be used for cleaning and sanitizing equipment or utensils manually. Sinks shall be large enough to permit the complete immersion of the equipment and utensils and each compartment of the sink shall be supplied with hot and cold potable water. Adequately sized commercial dishwashers may be installed in addition to the three compartment sink.
- b. Two dish tables or drain boards of adequate size shall be provided for proper handling

- of soiled utensils prior to washing and for cleaned utensils following sanitizing.
- d. Mechanical dishwashing machines shall comply with design standards set forth.
 - e. Floors, Walls and Ceilings
Same requirements as for food preparation areas.

- f. Indirect Waste

In new or remodeled establishments, the three compartment sink must have an indirect waste connection below trap and installed in accordance with the Illinois State Plumbing Code

10. Refrigeration

Adequate mechanical refrigeration shall be provided to maintain potentially hazardous foods at 41 °F or below. Thermometers shall be provided and located in all refrigeration and freezer units.

11. Restrooms

- a. Toilet facilities for employees shall be provided and installed according to law, shall be conveniently located and shall be accessible to employees at all times. If toilet facilities are provided for the public, they shall meet the same requirements.
- b. Lavatories shall be conveniently located within or immediately adjacent to all toilet rooms or vestibules.
- c. Each lavatory shall be provided with hot and cold tempered water through combination faucets or mixing valves.
- d. Soap and sanitary towels must be provided.

- e. Ventilation

All toilet rooms must be properly vented to the outside.

All rooms shall have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes.

Ventilation systems shall be installed and operated according to law. Check local fire codes for additional requirements.

- f. Self-closing Doors

Toilet rooms shall have tight fitting, self-closing doors.

- g. Anti-Siphon Device

Water closets must have approved anti-siphon balllocks.

- h. Vacuum Breaker

Urinals must have a vacuum breaker installed on the downstream side of the last control valve.

- i. Floors and Walls

Construction same as for food preparation areas

12. Ice Machines

- a. Steam table, cooling or refrigerant coils must be installed with an indirect waste connection and in accordance with the Illinois State Plumbing Code.

13. Garbage Storage

- a. Outside storage areas or enclosures shall be large enough to store the garbage and refuse containers that cumulate.
- b. Garbage and refuse containers and compactor systems shall be stored on or above a smooth surface of non-absorbent material, such as concrete or machine laid asphalt.
- c. Containers must be constructed of materials that are insect and rodent proof and be provided with tight fitting lids.

14. Insect and Rodent Control

- a. All openings to the outside shall be effectively protected against the entrance of rodents and insects by tight fitting, self-closing, and adequately screened doors and windows.

15. Utility Sinks

- a. A utility sink shall be provided for the cleaning of floors or other general facility cleaning needs and the disposal of waste cleaning water.

16. Dry Food Storage

- a. Food shall be stored above the floor on clean surfaces in a way that permits cleaning of the storage area without contamination of food by splash, dust, or other means. A minimum unobstructed storage height of 6 inches above the floor is required. Foods or food equipment shall not be located below exposed sewer lines. Food storage shelves or shelving units shall be constructed of smooth, easily cleanable materials. Materials such as contact paper or newspaper shall not be used.

17. Plumbing

- a. All plumbing shall be sized, installed, and maintained in accordance with applicable provisions of the Illinois State Plumbing Code. If deemed necessary, the regulatory authority may require a plumbing inspection performed by the State Plumbing Inspector.

Smoke-free Illinois Act

Effective January 1, 2008, The Smoke-free Illinois Act prohibits smoking in virtually all public places and workplaces, including offices, theaters, museums, libraries, educational institutions, schools, commercial establishments, enclosed shopping centers and retail stores, restaurants, bars, private clubs and gaming facilities.

Illinois has taken this important step to protect its residents, workers and visitors from the harmful and hazardous effects of secondhand smoke. The Cass County Health Department encourages you to comply with this important law. If you have any questions about this Act as it applies to your business, please feel free to contact us.

Americans with Disabilities Act

Title III of the Act requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The Act covers such issues as accessibility to buildings and public restrooms. A checklist outlining the technical requirements needed to comply with the Act can be obtained from your regional Disability and Business Technical Center by calling 1-800-949-4ADA.

Cass County Health
Department
331 S. Main
Virginia, IL 62691
217-452-3057

Application for New Food Service Establishment Checklist

The Cass County Health Department requires that properly prepared plans be submitted to the Cass County Health Department (CCHD) before a food service establishment is constructed or extensively remodeled, or when an existing structure is converted for use as a food establishment. Prior to constructing or opening your facility, you must complete and submit the information sheets enclosed, along with the appropriate fee.

The CCHD will review this information prior to construction and offer conditional approval. Once construction has been completed, CCHD will conduct a pre-opening inspection to determine the degree of compliance with the food code requirements. Prior to opening all employees must attend a food handler training session, either in person or online. Once these steps are completed, a County Food Permit will be issued for the food facility. This application must be received 30 days before estimated opening date.

Your application must include the following:

- A detailed floor plan with specifications including equipment placement, plumbing, mechanical and electrical information
- A completed permit application and fee submitted to the department
- Menu and detailed food preparation
- Food Service Manager Certification (depending on risk classification of restaurant)
- All employees must possess either a Food Service Manager Certificate, or a Food Handler Certificate.

A permit fee of \$100.00 must accompany each set of plans submitted.

INSPECTION PROCEDURE- Three inspections are required prior to opening:

1. Pre-Construction/Pre-Opening Inspection- This is required before construction begins, and after all your application materials have been turned in to the Health Department.
2. Construction Inspection (If needed) - A construction inspection is done when interior finishes are complete and equipment has been installed.
3. Opening Construction- This will be done when all remodeling or construction is complete and the facility is clean and ready to operate.

Food License to open WILL NOT be issued until codes are met and the facility is close to opening, required inspections made, and required fee is paid.

IT IS ILLEGAL TO OPERATE A FOOD SERVICE OR FOOD STORE WITHOUT A VALID PERMIT ISSUED BY THE LOCAL HEALTH DEPARTMENT

APPLICATION FOR NEW FOOD SERVICE ESTABLISHMENT PERMIT

Type of construction (circle one): New Addition/Remodel Ownership Change

Name of Establishment: _____

Address: _____

City/State/Zip: _____

Phone: _____ E-Mail/Fax: _____

Owner: _____

Address: _____

City/State/Zip: _____

Phone: _____ E-Mail/Fax: _____

Certified Food Protection Managers on staff:

Name: _____ ID#: _____ Certification Date: _____

Name: _____ ID#: _____ Certification Date: _____

Name: _____ ID#: _____ Certification Date: _____

Important Note: Category I & II, "High Risk" facilities must have a certified food service manager present at all times potentially hazardous food is handled.

Hours of Operation:

Sun _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

Months not expected to be open for business (if any): _____

Type of Food Service (check all that apply)

- Full Service
- Fast Food
- Bar
- Retail
- Catering
- Mobile Food Truck
- Other: _____

Table Service Type:

_____ Multi-use silverware, glassware and plates

_____ Disposable silverware, glassware and plate

Hand washing

Indicate the numbers and location of hand sinks:

Food Storage and Handling:

Will you have a buffet? If so, what are the hours it will be open? _____

Will you be reheating food? _____

If you are reheating, what process will you use to reheat previously prepared foods? **(Please not that crock pots are not allowed to reheat food)** _____

What type of hot holding equipment will you be using? _____

What type of labeling system will you use during food storage? _____

What will be your procedure to ensure that all employees obtain their food handler certification?

THAWING PROCESS:

Please indicate by marking the appropriate boxes how food in each category will be thawed.

Thawing Process	Meat	Seafood	Poultry	Other
Refrigeration				
Running water less than 70 degrees				
Cooked Frozen				
Microwave				

Water and Sewage supply:

Is water supply city or private? (Circle one)

Is sewer municipal or septic? (Circle one)

Manual Dishwashing:

Number of sink compartments: _____

What type of sanitizer will be used: _____

Mechanical Dishwashing:

Will a dish machine be used: Yes or No

Dish machine manufacturer and model:

Type of sanitizer: Hot water 180 degrees F or Chemical

Garbage Facilities

Where is garbage disposal located:

Garbage pick-up provider:

Garbage pick-up schedule:

Insect and Rodent Control Measures:

What company do you plan on using for pest control?

I certify that the information in this application is correct, and that I understand that any deviation without prior approval from this Health Department may nullify plan approval

Signature of Applicant

Date

PLEASE NOTE: IF THIS APPLICATION IS NOT FILLED OUT ENTIRELY IT WILL RETURNED TO YOU UNTIL ALL QUESTIONS ARE ANSWERED. YOU CANNOT SERVE ANY FOOD UNTIL YOU POSSESS A COUNTY FOOD LICENSE ISSUED BY THE HEALTH DEPARTMENT.