

Mason County Health Department



Public Health
Prevent. Promote. Protect.

1002 East Laurel Ave. ■ Havana, IL 62644 ■ Phone: (309) 210-0110 ■ Fax: (309) 543-2063

Dear Food Establishment Partners,

The Mason County Health Department (MCHD) welcomes your intention to operate a food-related business in Mason County, IL. This packet is designed to provide you with the information and forms you will need to complete the process and a general outline of how the process will proceed.

The Mason County Health Department requires plans and specifications for all new construction, the remodeling or renovation of existing establishments, and change of ownership. The plans, equipment specifications, and \$150.00 fee are to be submitted to the health department prior to any construction, for review and acceptance in accordance with the Mason County Food Service Ordinance. With good planning, every foodservice and retail store operation can have “built-in sanitation” that benefits the owner(s) and meet current public health regulations of the Food Service Sanitation Code 2008 77 ILL Adm. Code 750.

The Mason County Board of Health Food Service Establishment Administrative Rules Sec. 101 General States:

“No person shall operate a food service establishment who does not have a valid license issued by the health authority.”

The following critical items must be addressed before you submit plans for a food-related business to our Department:

1. Verify that the site has approval from the MCHD for the water well supply and/or the individual sewage disposal system, if applicable.
2. If plumbing is being added or changed, please contact the State Plumbing Inspector. If you require assistance contacting him, please contact this office.

this time. If I did not receive the application prior to this date, I will mail you your permit after I receive the completed application and fee.

5. After a successful pre-operational inspection, your facility will be given approval to operate. Please remember you must have a valid Annual Food and Drink Permit to open your facility.

Certified Personnel

An important step in opening a food establishment is making sure that certified personnel is working in your establishment. Certified personnel requirements are listed in the Food Service Sanitation Code Section 750.540 "Management Sanitation Training and Certification".

A Category 1 facility is required to have "a certified food service sanitation manager on the premises at all times that potentially hazardous food is being handled"

A Category 2 facility is required to "employ a minimum of one full-time certified food service sanitation manager at each establishment. "

A Category 3 facility is not required to employ a FSSMC holder.

*A **new** CAT 1 and CAT 2 facility shall have a certified FSSMC holder from the **initial** day of operation or shall provide documentation of enrollment in an approved course to be completed in 90 days. Establishments that experience employee turnover have 3 months from the date of loss of certified personnel to comply with FSSMC requirements.

If you require assistance finding an approved FSSMC class or have questions concerning this certification, please contact us.

FOOD HANDLER: The state of Illinois has also established a Food Handler requirement.

A Food handler is defined as an employee who works with unpackaged food, food equipment or utensils, or food-contact surfaces. A food handler does not include unpaid volunteers. Furthermore FSSMC holders do not need this certification.

As of July 1, 2014, all food handlers working in a restaurant are required to have a Food Handlers Certification. On July 1, 2016, all food handlers working in a non-restaurant are required to have a Food Handlers Certification.

The certification is offered online and at the Mason County Health Department.

If you require assistance finding an approved Food Handler class or have question concerning this certification, please contact us.

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Plan Review Application

*Please complete the application completely and accurately. Incomplete Applications will be returned.
This application is TWO pages. If you have any questions, contact the EH Division. Please PRINT clearly.*

Establishment Information

Establishment Name _____ Phone# _____

Legal Business Name _____ Phone# _____

Physical Address _____ City _____ Zip _____

Mailing Address _____ City _____ Zip _____

Email Address _____ Fax # _____

Owner Information

Owner(s) name _____ Phone # _____

Mailing address _____ City _____ Zip _____

Email Address _____ Fax # _____

Please indicate which mailing address you wish plan review correspondence to go to:

Establishment _____

Owner's _____

If not marked correspondence will go to Owner's address

Establishment Details

Please check which one applies to your establishment: New Facility () Remodel () New Owner ()

Projected Opening Date _____ (Remember you have to have a valid permit to open)

Water Supply: Public () Private () If private, is it registered as a Non-community water supply? Yes () No ()

Sewage Disposal: Municipal () Private Septic System ()

Service Type: _____ Full Service _____ Fast Food _____ Bar _____ Retail _____ Convenience
_____ Other _____

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Risk Assessment Questionnaire

Please complete this Risk Assessment Questionnaire to the best of your knowledge. Please mark "Yes" or "No" to **every** question as incomplete questionnaires will be returned. Return this form to the MCHD with your Plan Review Application, other required documents, and fee. If you have any questions please contact the MCHD EH staff.

1-7 CAT 1 Practices; 8-10 CAT 2 Practices; 11-13 CAT 3 Practices

Establishment Practices	Yes	No
1) Potentially hazardous foods will be cooled as part of the food handling operation at the facility		
2) Potentially hazardous foods will be prepared hot or cold and held hot or cold for more than 12 hours before serving		
3) Potentially hazardous cooked and cooled foods will be reheated		
4) Potentially hazardous foods will be prepared for off premises serving for which time-temperature requirements during transportation, holding, and service are relevant		
5) Complex preparation of foods or extensive handling of raw ingredients with hand contact for ready-to-eat foods will occur as part of the food handling operations		
6) Vacuum packaging and/or other forms of reduced oxygen packaging will be performed at the retail store		
7) Immuno-compromised individuals such as the elderly, young children under the age of four and pregnant women will be served, where they compose the majority of the population		
8) Hot or cold foods will be held at required temperatures for no more than 12 hours and are restricted to same day service		
9) Foods will be prepared from raw ingredients, using only minimal assembly		
10) Foods that require complex preparation (whether canned, frozen or fresh prepared) will be obtained from approved processing plants, high-risk food establishments or retail food stores		
11) Only pre-packaged foods will be available or served in the facility, and any potentially hazardous foods available are commercially pre-packaged in an approved processing plant		
12) Only limited preparation of non-potentially hazardous food and beverage, such as snack food and carbonated beverages		
13) Only beverages (alcoholic and non-alcoholic) are served		

_____ **For Office Use Only** _____

_____ CAT 1

_____ CAT 2

_____ CAT 3

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Plan Requirements and Specifications

New ◇ Remodeled ◇ Change of Ownership

For a complete plan review, architectural drawings, to scale must be submitted containing the information set forth below. This list, while not necessarily complete, points out principles areas of concern required for our evaluation.

1) FLOOR PLAN OPERATION

Designation of various areas: serving, food preparation, dry storage, restrooms, seating arrangements, employee break area, etc.

2) EQUIPMENT PLAN

The location of equipment and fixtures shall be shown on plans. Also provide a separate list of major equipment that is NSF or UL approved.

3) EQUIPMENT SPACING AND AISLE SPACE

Stationary equipment shall be spaced four (4) inches apart and six (6) inches or more from the walls, per industry standards, to facilitate cleaning. If equipment is mounted on approved four (4) inch caster and is easily movable, it may be installed closer together. The minimum aisle space shall be 36 inches wide.

4) MANUAL WAREWASHING

For manual washing and sanitizing of utensils, provide an approved stainless steel sink with no fewer than three compartments. The sink compartments shall be large enough to hold the largest pot, pan or piece of equipment. Each compartment shall be supplied with adequate hot and cold potable running water. Integral drain boards of adequate size (minimum 36-48 inches long and 30 inches wide) shall be provided on both sides of the sink for cleaned and soiled utensil and equipment. Drain board pitch shall be a minimum of 1/8 inch per foot with drainage back into the sink. Provide adequate facilities for pre-flushing or pre-scraping equipment and utensils. A chemical test kit for determining sanitizer strength shall be stored in a dry location and be available for use. A location for storage of dish soap and sanitizer below the drain board of the three-compartment sink is recommended. Chemicals may not be stored above the three-compartment sink.

5) FLOOR AND WALL-MOUNTED EQUIPMENT

Wire shelves shall be mounted one (1) inch away from the wall. Flat stainless steel such as shelves, sinks and cabinets shall be pre-drilled, back sealed with an approved sealant, secured in place, with excess sealant removed from wall and metal.

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CONSTRUCTION PROVISIONS FOR FOOD SERVICE FACILITIES

1. Hand wash lavatories, for use by employees, shall be convenient and accessible for proper use at all times. Lavatories located near food preparation and/or food and utensils storage areas shall be installed in such a manner to eliminate possible contamination. All hand wash lavatories shall have hot and cold running water, hand soap and paper towels.
2. Walk-in coolers and freezers shall be provided with a minimum of 10 foot candles of light. This may require the relocation of the light fixture to the center of the unit or the installation of additional fixtures, properly located.
3. All artificial lighting fixtures located over, by, or within single service storage, preparation, service, and display facilities, and where utensils and equipment are cleaned and stored require shielding or recession in a proper manner or the use of shatter proof bulbs and/or tubes.
4. Unless an air gap of twice the diameter of the water supply inlet is provided between the water supply inlet and the fixtures flood rim, proper protection against backflow and back-siphonage shall be provided. (Illinois State Plumbing Code).
5. A hose shall not be attached to a faucet or hose bib unless an approved backflow prevention device is installed. (Illinois State Plumbing Code).
6. Food waste grinders shall not be connected to any sink compartment.
7. There shall be no direct connection between the sewage system and any drains originating from equipment in which food, portable equipment or utensils are placed. All discharge from the above equipment shall be disposed of through an air break or air gap as required (per the Illinois State Plumbing Code.)
8. If laundering of linens, cloths, uniforms, and aprons necessary to the operation are planned or anticipated, an electric or gas dryer shall be provided, properly installed and used.

20. Floors and floor coverings located in all food preparation, food storage, utensil-washing areas, walk-in refrigeration units, dressing rooms, locker rooms, toilet rooms and vestibules shall be constructed of smooth durable material such as sealed concrete, terrazzo, ceramic tile, durable grades of linoleum or plastic, or tight wood impregnated with plastic and shall be maintained in good repair. Floors shall be properly constructed, smooth, easily cleanable and non-absorbent. When floors are subjected to water flushing the juncture between walls and floors shall be coved and sealed. In all other cases, the juncture between walls and floors shall not be present an open seam of more than 1/32 inch.

21. The walls, wall coverings and ceilings of walk-in refrigerating units, food preparation areas, equipment-washing and utensil washing areas, toilet rooms and vestibules shall be light-colored, smooth, non-absorbent and easily cleanable.

Should alterations or changes in approved plans become necessary, the EH Division shall be notified and any changes approved.

This is not a complete list.

Code violations not listed could also delay an opening.

Please call with any questions.

Mason County Health Department: Environmental Health Division

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CHECKLIST FOR NEW FOOD SERVICE FACILITIES

The following is a list of the major requirements that must be met before any new or extensively remodeled facilities can open.

1. All refrigerators and freezers running and at proper temperature. Refrigerators 41°F (4.5°C) Freezers 0°F (-18°C).
2. All refrigerators, freezers, and hot holding cabinets must have working thermometers in an easily viewed area.
3. A metal stem thermometer with a range of 0°F to 220°F (-18°C to 209°C) must be provided. The thermometer must be calibrated before the facility opens.
4. All equipment, sinks, hand sinks, and coolers must be installed in the area approved on the plan. Any changes to the approved plan must be approved by this department before construction begins.
5. All lavatory and kitchen hand sinks must have a supply of hand soap, paper towels, and a conveniently located waste receptacle.
6. A covered garbage can must be provided in food preparation and utensil washing areas.
7. Hot and cold running water must be provided at each sink.
8. Proof of a manager certified in Illinois Department of Public Health Food Service Sanitation must be provided within three (3) months.
9. An approved sanitizer must be provided.
10. A test kit for the sanitizer must be provided.
11. Plumbing must meet the standards of the Illinois State Plumbing Code.
12. Food and food contact equipment must be protected from cross contamination.