

# Mason County Health Department



**Public Health**  
Prevent. Promote. Protect.

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1002 East Laurel Ave. ■ Havana, IL 62644 ■ Phone: (309) 543-2201 ■ Fax: (309) 543-2063

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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.

*Please remember that the following process and requirements are only for the Mason County Health Department. Please contact your local municipality or zoning office to determine if additional steps are needed to open your food establishment.*

### **Plan Review/Construction/Facility Opening Process Information**

Please submit the completed Plan Review Application, Architectural plans/site drawings, Equipment List, Menu, Risk Assessment Questionnaire, and \$150.00 fee to this office to begin the plan review process.

1. When all required forms are submitted, staff will review the required plan review documents and correct fees. You will be notified if additional information is needed.
2. Once your Plan Review Application has been approved, you will receive an approval letter from this office. Please allow at least 10 business days for processing. Your approval letter will indicate the Category that your establishment has been assigned. With the letter, you will receive an application for your Annual Food and Drink Permit. The Category for your food establishment will be determined by your Risk Assessment Questionnaire that was submitted with your Plan Review application. The completed Annual Food and Drink Permit application and associated annual permit fee must be received prior to the final pre-operation inspection.

If the facility is new or being remodeled, construction may begin after you receive the approval letter from the MCHD.

3. **An inspection is always required prior to the facility opening.** After you receive your approval letter please contact the MCHD Environmental Health Division when you are ready to schedule a pre-operation inspection. Our hours are 7am-4:30pm Monday-Thursday.
4. At the first pre-operation inspection, I will do a walk-through of the facility and identify anything that needs to be brought up to code before a permit can be issued.
  - a. If the facility has issues that need to be addressed before a permit can be issued, we will schedule a follow-up pre-operational inspection based on the length of time needed to correct the issues. After the second inspection, if there are no further issues then the steps listed in “4b” will apply.
  - b. If the facility has no issues that need to be addressed, you will be issued an Annual Food and Drink Permit. If I have received your Food and Drink Application before the pre-operational inspection, I will present your permit at

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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Included in the packet with this letter, you should find your Plan Review Application, a Risk Assessment Questionnaire, information on Construction Provisions for Food Service Facilities, Plan Review Requirements and Specifications, and a Plan Review Checklist.

Understand that the Plan Review process is a multi-step process. Speed at which the process is completed is dependent on accuracy and completion of Plan Review Forms, complexity of plan review, results of pre-operation inspection, and availability of Environmental Health staff. Please take these factors into consideration when planning a projected opening date.

If you have any questions with the application, required documents or the plan review process, please do not hesitate to contact this office by email at [cgann@mchd.onmicrosoft.com](mailto:cgann@mchd.onmicrosoft.com) or by phone at (309) 210-0110 ext. 240.

Sincerely,

A handwritten signature in cursive script that reads "Camryn Gann".

Camryn Gann, B.S.  
Environmental Health Inspector  
Mason County Health Department



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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 \_\_\_\_\_

Table Service Type: \_\_\_\_\_ Multi-use flatware, glassware and plates  
\_\_\_\_\_ Disposable flatware, glassware and plates

Seating Capacity: \_\_\_\_\_ Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_ Square feet of establishment  
Total# Total#

### **Required Documents**

*The plan review process will NOT begin until all of the following items have been received by the Mason County Health Department, Division of Environmental Health*

\_\_\_\_\_ Architectural plans/ Site drawings  
\_\_\_\_\_ Equipment List  
\_\_\_\_\_ Menu  
\_\_\_\_\_ Risk Assessment Questionnaire (Included in this packet)  
\_\_\_\_\_ \$150.00 plan review application fee

By signing the application, I affirm that all information is accurate to the best of my knowledge and belief. Also, I understand that a pre-operational inspection to ensure the establishment follows the Food Service Sanitation code is required before opening my establishment.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **For Office Use Only** \_\_\_\_\_

### **Documentation**

\_\_\_\_\_ A. Plan review application  
\_\_\_\_\_ B. Architectural plans/ site drawings  
\_\_\_\_\_ C. Equipment List  
\_\_\_\_\_ D. Menu  
\_\_\_\_\_ E. Risk Assessment Questionnaire

### **Type of Plan Review**

New facility \_\_\_\_\_  
Remodel \_\_\_\_\_  
New owner \_\_\_\_\_

### **Fee**

\_\_\_\_\_ E. \$150.00 fee

### **Approval**

Date Plans Given Final Approval: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date of Pre-operation inspection: \_\_\_\_\_

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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 <b>more than 12 hours</b> 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 <b>no more than 12 hours</b> 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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## **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.

13. Toxic chemicals must be stored in a protected area away from food and food contact equipment.
14. Approved water supply. If on a private well, a non-community water well permit and a satisfactory water sample must be obtained. Proper sewage connection or properly sized septic system must be provided.
15. All construction must be complete and construction equipment removed from the facility. All surfaces cleaned of debris and sanitized.
16. All equipment and areas caulked where needed.
17. The dishwasher running and at the proper temperature or providing the proper level of chemical.
18. All openings to the outside screened and tight fitting. Doors must also be equipped with self-closing devices and provided with weather stripping where needed.
19. Shelving must be provided to keep food and food contact equipment six inches or more off the ground. Wood, pressboard, or pressboard/laminate shelving is not acceptable.
20. All equipment must meet the standards of NSF International or equivalent.
21. The Mason County Health Department food permit fee must be paid and the application submitted before opening will be granted.

**Do not stock perishable or potentially hazardous foods before approval has been given during an opening inspection.**

**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**

**1002 East Laurel Avenue**

**Havana, Illinois 62644**

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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.

9. Unless sufficient space is provided for proper cleaning between, behind and above each unit of fixed equipment, the space between it and adjoining equipment units and adjacent walls or ceiling shall not be more than 1/32 inch.

10 Food, utensils, single service articles and preparation areas shall not be stored or located under exposed or unprotected sewer lines or water lines except for automatic fire protection sprinkler heads.

11. Garbage or refuse containers, dumpsters and compactor systems located outside shall be stored on/or above a smooth surface of non-absorbent material such as concrete or machine laid asphalt.

12. All bare wood surfaces shall be smooth, non-absorbent, and easily cleanable.

13. All ice storage and/or ice dispensing bins shall be protected from contamination. This may require protective shields. Ice bins shall be covered at all times unless the bin is in use or unless the counter extends horizontally beyond the edge of the ice bin counter and a water tap, beverage dispensing head, or drip tray is not located over the bin.

14. Drainage or drainage tubes from ice dispensing units or other equipment shall not pass through the ice machine or the ice storage bin.

15. Tubing conveying beverages or beverage ingredients to dispensing heads shall not be in contact with ice intended for human consumption.

16. Food on display shall be protected from consumer contamination by the use of packaging or by the use of easily cleanable counters, serving line, or salad bar protective devices, display cases or by other effective means. Protective devices shall be installed in such a way so as to intercept the direct line between open food and the consumer's mouth.

17. In new or extensively remodeled facilities at least one utility sink or curbed cleaning facility with a floor drain shall be provided and used for cleaning of mops and disposal of mop water or other similar liquid wastes. No hand sink shall be used for this purpose.

18. Outside openings shall be protected against the entrance of insects by tight fitting, self-closing doors, closed windows, screening, controlled air currents or other acceptable means.

19. In new or extensively remodeled facilities, all rooms from which obnoxious odors, vapors or fumes originate shall be mechanically vented to the outside. Ventilation systems shall not create an unsightly, harmful or unlawful discharge. Ventilation hoods and devices shall be designed to prevent grease or condensation from collecting on walls and ceilings, and from dripping into food or onto food contact surfaces. Ventilation equipment must meet the standards of the National Sanitation Foundation or equivalent as to construction and installation.

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.**

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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.





## **6) PLUMBING FIXTURES**

Location and type – including handwashing sinks, prep sinks, utility sink, and drainage provision for floors, sinks, evaporators from walk-in coolers, refrigerators, ice machines etc. All plumbing shall meet state plumbing codes and installed by a licensed plumber.

## **7) HOT WATER EQUIPMENT**

Manufacturer, type, model number, storage capacity and recovery rates. Place hot water heaters on six (6) inch legs.

## **8) VENTILATION EQUIPMENT**

Cooking, dishwashing, storage areas and toilet rooms shall be properly vented. Exhaust hoods must be of corrosive-resistant materials and cannot be painted on the inside.

## **9) FLOORS, WALLS AND CEILING**

Material and finished surface must be indicated. Concrete block walls, in order to be acceptable, shall be smooth-finished, sealed and painted so that residue may be effectively removed by normal cleaning methods.

## **10) LIGHTING**

Locations, type, size and intensity of illumination (in foot candles) must be shown. Protective light covering must be provided in all food preparation, storage, dishwashing and refrigeration areas.

## **11) STORAGE AREAS**

Indicate location and construction details of all food and single service storage areas.

## **12) SPECIALTY STORAGE**

Indicate where the storage cabinet for cleaners, toxins, and other cleaning items will be located.

Provide clean and soiled linen storage and employee lockers, or purse, coat, personal items storage.

## **13) BROOM AND MOP RACKS**

Show locations of broom and mop racks. Brooms and mops shall be hung on an approved rack that is spaced at least six (6) inches away from the wall. Mops shall hang over a mop sink, by the handle, to air dry.

## **14) GARBAGE, REFUSE AND COOKING OIL DISPOSAL**

Indicate type and number of disposal containers needed, and placement of outside refuse containers on machine-lain asphalt or concrete surfaces.

## **15) CERTIFIED FOOD SERVICE SANITATION MANAGER**

New food service establishments except Category III facilities shall have a certified food service sanitation manager from the initial day of operation or provide documentation of enrollment in an approved course to be completed within three months.

