

DOUGLAS COUNTY HEALTH DEPARTMENT
1250 E US HWY 36 Tuscola, Il. 61953 phone 217-253-4137 fax 217-2533421

PLAN REVIEW APPLICATION

<i>For Office Use Only:</i>	
Plan review fee	\$ _____
Permit fee	\$ _____
Total remitted	\$ _____

Please Check (✓)

New Facility _____ Remodel Project _____ New Owner _____

Facility Information – Print Clearly

Facility Name _____

Address of Facility _____

City/State of Facility _____ Zip _____

Applicant Information – Print Clearly

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

The Douglas County Health Department requires plans and specifications for all new construction or renovation of existing food establishments. The plans and equipment specifications need to be submitted to the Health Department before construction. Early submittal allows time for review and changes if any are needed. Construction and equipment layouts should be planned together. These basic requirements will help ensure that the food establishments will have equipment that will meet the needs of the establishment and meet current public health requirements.

The plan review process will NOT begin until the Environmental Health Division of the Douglas County Health Department has received all of the following items. After completion of the application, approval will be issued.

<i>For Office Use Only</i>	Date Submitted	Date Approved
Plan Review Application	_____	_____
Architectural Plans including wall and floor finish	_____	_____
Equipment Spec. Sheets	_____	_____
Menu	_____	_____

DOUGLAS COUNTY HEALTH DEPARTMENT FEE SCHEDULE

PLAN REVIEW FEES

- \$100.00 New construction or conversion of existing structures.
- \$100.00 Extensive remodel or change of owner.

REGULAR PERMIT FEES

- \$100 Category I
- \$75 Category II
- \$50 Category III

NOTE: Regular permits are valid for one year (January 1 – December 31) and are prorated at 50% after July 1st.

DOUGLAS COUNTY PUBLIC HEALTH DEPARTMENT

PLAN REQUIREMENTS AND SPECIFICATIONS FOR NEW, REMODELED, OR OWNERSHIP CHANGE OF FOOD SERVICE ESTABLISHMENTS AND RETAIL FOOD STORES

In order for this department to be able to help you meet the requirements in the Illinois Food Code, a complete review is necessary. Architectural drawings to scale must be submitted containing the information set forth below. This list, while not necessarily complete, points out principal areas of concern required for our evaluation.

It may be helpful to use the check-off boxes.

1. Floor Plan Operation

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

2. Equipment Plan, Schedule, and Brochures

- The location of equipment and fixtures shall be shown on plans, along with a numerical equipment schedule. Equipment brochures with the proper numerical listing shall include the manufacturer's name, model number, and descriptive information. Used or pre-owned equipment shall be approved before purchase for installation. Please specify if equipment will be installed on legs or casters. Equipment on legs may be sealed to the wall.

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 allow easy access for cleaning. If equipment is mounted on approved four (4) inch castors and is easily moveable, it may be installed closer together. Please note: Only manufactured food service equipment lines may be sealed together. The minimum aisle space shall be 36 inches wide.

4. Plumbing Fixtures

- Location and type, including drainage provision for floors, utility sinks, evaporators, walk-in coolers, refrigerators, etc. All plumbing shall meet local and state plumbing codes.

5. Hot Water Equipment

- Manufacturer, type (indicate both regular and booster heaters) model number, storage capacity, and recovery rates of both types. Describe the location of equipment utilizing hot water and subsequent piping needed. Place hot water heater, etc... on six (6) inch legs

6. Ventilation equipment

- Cooking, dishwashers, storage areas, and toilet room. Include the manufacturer, model number and rated capacity of the exhaust fans and makeup air system, including hood dimensions, type of material used, and the size and location of all duct work. Exhaust hoods must be of corrosive resistant materials and cannot be painted on the inside.

7. Floors, Walls, and Ceilings

- 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.

8. Utility Line, Pipe, and Duct Placement

- In remodeled facilities, all exposed line such as but not limited to electrical conduit, water supply pipes, drain pipes, vent pipes, fire suppression system pipes, CO2 lines, dish machine chemical feed lines, and HVAC duct work shall be spaced one (1) inch away from the wall, ceiling, or equipment, one (1) inch apart from one another, and six (6) inches above floor level to simplify cleaning. In new or extensively remodeled facilities, utility service lines, pipes, ducts, etc... shall not be unnecessarily exposed. Placement shall be inside walls, ceiling, floors, or sealed chase. If some pipes, etc... are exposed, use proper spacing. Beverage supply lines shall be installed in PVC pipes, spaced one (1) inch off wall or in plastic guttering sealed to the wall. Seal both ends with foam, trim off excess foam when dry, and paint or another covering may be used to protect lines.
NOTE: Please show on the plans the placement of these items.

9. Lighting

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

10. Storage Areas

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

11. Garbage, Refuse, and Cooking Oil Disposal

- Indicate type and number of disposal containers or compactors needed, and whether placed on graded, machine-laid asphalt or concrete surfaces.

12. Specialty Storage

- Indicate where the storage cabinet for cleaners, toxics, and other cleaning items will be located. Show the locations of broom and mop racks, and special cleaning equipment storage. Provide clean linen storage and employee lockers separate from the food preparation area.

- 13. Menu**
A proposed menu for the establishment shall accompany the plan. Recipes may be required.
- 14. Off-Premises Catering and/or Delivery**
Requires you to provide a menu and equipment brochures to include food delivery containers and delivery vehicle information
- 15. Certified Food Service Manager**
New food service establishments except Category III facilities shall have a certified food service sanitation manager from the initial day of operation. (Section 750.540, B, 2, b, 1 of the *Illinois Department of Public Health Food Service Sanitation Code*)

Special Note:

ALL OWNERS, ARCHITECTS, AND CONTRACTORS SHALL BE MADE AWARE OF THE FOLLOWING:

- Plan modifications and equipment changes shall be approved by Douglas County Public Health Department before placing them in use.
- Conditions during remodeling may require the closure of the facility until sanitary practices can be safely resumed.
- Final inspection of the establishment shall take place when all construction is completed, equipment is in operation, the facility is cleaned, and proof of enrollment in a food sanitation class is shown to department personnel.
- When the operating permit is issued, food delivery, preparation, and service may begin.

◆ An early consultation to review preliminary plans will be to your benefit ◆

Please contact this office to set up an appointment:

Lana Sanstrom, LEHP
Environmental Health Division
(217) 253-4137
lsanstrom@douglascountyhealth.org