

# So you want to open a business selling food or beverages!

## Now what do you do?!

This is to help those who are thinking of opening a food business. The information is an overview, for more detailed information please read the [FDA 2017 Food Code](#), [Illinois Food Code Part 750](#), and [Madison County Food Sanitation Ordinance](#).

**Who needs a food permit from the Madison County Health Department?** Any place that sells food or drinks directly to people who will eat or drink the item. This includes restaurants, schools, gas stations, grocery stores, bars, and food trucks. Call us at (618) 296-6079 or email us at [eh@co.madison.il.us](mailto:eh@co.madison.il.us). If you plan on selling food or beverage to a store and the store will resell the item for you this is called wholesale. Please call us, the Health Department will connect you to a contact at [Illinois Department of Public Health](#).

### There are many steps to opening a restaurant:

- 1) Submit the [Retail Food Establishment Plan Review Application](#) with plan review fee.
- 2) A plan review will be conducted.
- 3) You will receive notification of plans being approved or changes required.
- 4) At any time, the Health Department would be happy to conduct an on-site visit to see progress.
- 5) A fully completed health permit application is submitted and fee paid.
- 6) Your health permit will only be issued after your health permit application has been completed and a pre-operational inspection is conducted.

### There are many steps to opening a food truck:

- 1) Submit the [Mobile Food Establishment Plan Review Application](#) with plan review fee.
- 2) You may need these additional forms: [City Notification Form](#), [Commissary Agreement Form](#), [Itinerary & Operating Schedule](#), [Restroom Agreement Form](#)
- 3) A plan review will be conducted.
- 4) You will receive notification of plans being approved or changes required.
- 5) At any time, we would be happy to conduct an on-site visit to see progress.
- 6) A fully completed health permit application is submitted and fee paid.
- 7) Your health permit will only be issued after your health permit application has been completed and a pre-operational inspection is conducted.

Plans must be approved by this department before construction or remodeling can begin. Health permits are not transferable from one owner to another nor is a permit transferable to any location, building, or place other than that which it was originally issued. Please contact this department at (618) 296-6079 for any remodeling to determine if a plan review is required.

**Note – both regular food places (Retail Food) and food trucks (Mobile Food Establishment) must meet the 2017 FDA Food Code.**

Please, also contact the city the business will be located in. And please note, the city decides the size of grease traps and interceptors, hood requirements and ensure the Illinois plumbing code is met.

The upcoming pages are important things to think about and include requirements of any food permit holder.

## Menu

**Menus help you decide everything else. You must have one to even start planning.** Menus and recipes are very important when opening a restaurant. They help you choose how much space is needed for equipment (refrigerators, freezers, counter space, and storage area). A menu and recipes help with deciding special processes and what type of food safety risk your restaurant will be.

Think about the menu and the flow of the kitchen. Will there be enough room to store the food, prepare the food, cook the food, hold the food hot, and reheat the food?

Will you have takeout or a buffet? Is it all the food frozen, or fresh? Is it made cook to order? All of these will have different requirements for space, how many refrigerators or freezers, and where those refrigerators and freezers need to be in the kitchen.

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## Cold Holding (Refrigerators and Freezers)

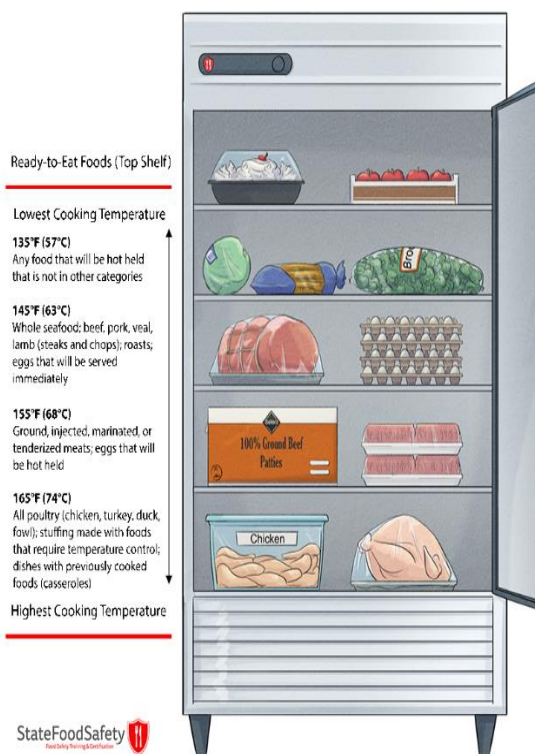
A key thing to know about refrigerators, they cannot be for household use. They must be for commercial use. Why? Household use refrigerators are not made to be in hot kitchens, help cool food, or keep cool when opened a lot. There are no requirements for household refrigeration, but for commercial refrigerators there are. [ANSI/NSF standard #7](#).

- Refrigerators must keep food at 41°F or below and freezers must keep food at 0°F or below.
- Each refrigerator and freezer must have thermometers. And the thermometer must be easy to find.

[Raw meats and eggs on bottom of cooler and food you can eat without cooking is stored on top shelves \(Click for image\).](#)

### Refrigerator Storage Chart

Always store ready-to-eat foods on the top shelf! Arrange other shelves by cooking temperature (highest cooking temperature on the bottom).



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## Cooking and Hot Holding

Just like refrigerators, cooking and **hot holding equipment must be labeled for commercial use**. Household use will not be approved for food service. [ANSI/NSF Standard #4](#).

Cooking equipment should not be used to keep food hot once it is cooked.

[Hot holding equipment cannot be used to cook or reheat food](#). Reheating must get food hot to at least 165°F within 2 hours.



REHEAT FOOD FOR  
HOT HOLDING TO



ONLY USE



OVEN



MICROWAVE



STOVE

StateFoodSafety  
Food Safety Training & Certification



## Ice Machines

If you chose to have an ice machine, location is important. It has to be near water and near a drain. A Handsink must be located near the ice machine too. The public should not have access to the ice machine unless it is automatic and dispenses.

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## Thermometers

How do we know when food is cooked safely? Restaurants must have thermometers that can check hot and cold temperatures. Your employees must know where the thermometers are stored and how to use them. [Click here to learn how to calibrate a thermometer.](#)

### How to Calibrate a Bimetallic Stemmed Thermometer Using the Ice-Point Method } The most widely used method to calibrate a thermometer.

**THERMOMETERS SHOULD BE CALIBRATED REGULARLY**  
to make sure the readings are correct.



- 1** | **FILL A LARGE CONTAINER WITH ICE.**  
Add clean tap water until the container is full.  
Stir the mixture well.
- 2** | **PUT THE THERMOMETER STEM OR PROBE INTO THE ICE WATER.**  
Make sure the sensing area is under water and not touching the sides of the container. Wait 30 seconds or until the reading stays steady.
- 3** | **ADJUST THE THERMOMETER SO IT READS 32°F (0°C).**  
Hold the calibration nut securely with a wrench or other tool and rotate the head of the thermometer until it reads 32°F (0°C).

For more information and resources on food safety, visit:  
[foodsafetyfocus.com](http://foodsafetyfocus.com)

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## Handsinks

Handsinks are so important to helping prevent foodborne illnesses when they are used frequently and correctly! Handsinks should be placed throughout a kitchen and dishroom. They should be easy to get to. [They are one hole sinks and should only be used for hand washing.](#) There should never be anything blocking the sink, or in the sink. Handsinks should always have soap and paper towels. Both hot and cold water must be at the sink.

Sometimes [splash guards](#) need to be installed also. This protects food or dishes if other equipment is too close to the sink.

## Dishwashing Area

Dishwashing areas shall always have a 3 compartment sink with drain boards to wash dishes, but if there is space, you can add a commercial dishwasher. The area should also contain a handsink and dish tables to hold dirty dishes and a separate table to hold clean dishes while they air dry. A pre-[rinse sink](#) can be useful for larger food particles. [Chemical test strips](#) should also be stored in the area for checking the sanitizer in the 3 compartment sink or the chemical dishwasher.

[3 compartment sinks](#) come in all sizes. The sink should be large enough to put half of your largest item to wash into the water. These sinks should also have drain boards and have both hot and cold water, plumbed according the Illinois Plumbing Code.

[Commercial dishwashers](#) come in 2 types: High Temperature and Chemical.

High Temperature Dishwashers must have a final rinse of 180°F. They may require a booster to help them meet that temperature. You must have a heat registering indicator to measure if it is getting hot enough. It can be a special thermometer which stores the highest temperature like [example 1 thermometer](#) or [example 2 thermometer](#), or you can use a [heat sensitive strip](#) that changes colors once it is hot enough. Because of the steam this type of dishwasher produces, a mechanical exhaust ventilation may be required.

Chemical Dishwashers are usually chlorine. Chemical test strips are needed for this type of dishwasher. Employees must know where the test strips are stored and how to use them. The sanitizer should be tested every shift.

## Storage space

You know your menu and have thought about the flow of food through the kitchen. You will need to think about the space needed to store items!

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Pots/pans</li> <li>• Plates/cups/bowls</li> <li>• To-go items</li> <li>• Food</li> </ul> | <ul style="list-style-type: none"> <li>• Chemicals</li> <li>• Mops/cleaning items</li> <li>• Employee personal items</li> </ul> |
|---|---|

## Mop Sinks

Mop sinks are required in any food permit location. The mop sink must be **floor mounted**, and have both hot and cold water. Mop sinks cannot be located in restrooms. If this is an operation which takes place on different floors/levels a mop sink is needed on each level. Dumping mop water outside is not allowed.

## Floors

Floor must be:	They are required to meet those standards in:
Non-absorbent	Food preparation areas
Smooth	Cooking areas
Easy to clean	Dishwashing areas
	Waitress stations
	Restrooms
	Mop sink area

Carpet is allowed in dining areas.

Concrete floors are allowed when a concrete densifier and sealant is used on a smooth surface. Expansion joints, saw cuts and cracks must be properly filled.

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## Coving

**Coving** is a smooth coved base where the floor meets the wall. Coving helps prevent water and dirt from getting under the wall. Coving is required in all the same locations as were listed for smooth floors.

## Walls

Walls must be:	They are required to meet those standards in:
Light-colored	Food preparation areas
Smooth	Cooking areas
Durable	Dishwashing areas
Non-absorbent	Waitress stations
East to clean	Restrooms
	Mop sink area

Raw wood and unfinished studded walls are not permitted in the above areas.

## Ceilings

Ceilings must be:	They are required to meet those standards in:
Light-colored	Food preparation areas
Smooth	Cooking areas
Durable	Dishwashing areas
Non-absorbent	Waitress stations
East to clean	Restrooms
	Mop sink area

Acoustical perforated ceiling tiles are not allowed in the above areas.

## Garbage

Garbage dumpsters and grease containers are placed on smooth non-absorbent surfaces such as concrete or machine-laid asphalt. They should be as far as possible from the building's doors and windows.

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## Insect and Rodent Control

All openings must be protected from insects and rodents. Screens must be used if doors or windows will be left open. A good test to see if doors are tight-fitting - there should be no daylight seen under or around doors.

Service windows should be self-closing.

Any openings where screens cannot be used, an [air curtain](#) is to be used. Examples would be garage doors or doors on rollers. The air curtain must be the length of the door. If the intent is to have the garage door open into the building seasonally, you must [apply for open air dining](#).

## Restrooms

Restroom doors must have self-closers.

Restrooms must have handsinks with soap and a way to dry hands. Paper towels or hand dryer are acceptable. A cloth towel is not allowed.

Trashcans must be in the restroom. A lid must be on the trashcan in the women's restroom.

The public must have access to the restroom. The public cannot travel through the kitchen or dishroom to use the restroom.

## Light Shields

Light shields are either **plastic tubing with end caps** which the light goes into or are **plastic coated lights**.

Light shields are required throughout the kitchen: all food preparation, service, display, food storage and dishroom area. This includes can lights, compact fluorescent lights, lights under bar counters, in refrigerators and food display cases, at condiment/self-service stations, heat lamps, and under vent hoods.

## Food Handler Requirements

According to the Food Handling Regulation Enforcement Act (410 ILCS 625), any food handler working in Illinois, unless that person has a valid Food Service Sanitation Manager Certification (FSSMC) must have the appropriate, required training. Below are some approved classes:

<a href="#">1 AAA Food Handler</a>	<a href="#">Dining RD</a>
<a href="#">123 Premier Food Safety</a>	<a href="#">EduClasses®</a>
<a href="#">360training.com, Inc.</a>	<a href="#">eFoodHandlers</a>
<a href="#">A Plus Food Training L.L.C.</a>	<a href="#">EFOODTRAINER Inc.</a>
<a href="#">AboveTraining/StateFoodSafety.com</a>	<a href="#">Food Handler Solutions LLC</a>
<a href="#">ACE Food Handler</a>	<a href="#">Food Safety Educators</a>
<a href="#">American Safety Council</a>	<a href="#">Home of Training, Inc.</a>
<a href="#">Cogneti LLC</a>	<a href="#">Institute of Food Safety, Health, &amp; Hygiene, Inc.</a>
<a href="#">MenuTrinfo, LLC</a>	<a href="#">National Environmental Health Association</a>
<a href="#">National Registry of Food Safety Professionals®</a>	<a href="#">National Restaurant Association</a>
<a href="#">Responsible Training / Safeway Certifications, LLC</a>	<a href="#">Rservng</a>
<a href="#">TAP Series</a>	<a href="#">The Always Food Safe Company, LLC</a>
<a href="#">Trust20</a>	

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## Certified Food Protection Manager Requirements

Food managers are required for every restaurant and bar who serves food. [A food manager must be present at all times.](#) Why is this? Studies have shown that a restaurant is less likely to have a foodborne outbreak and employees are better trained when the restaurant has food managers. Employees must know food safety and show that knowledge to the inspector. [Here is a list of people who have contacted us and teach in the area.](#) ANSI-CFP programs below:

<a href="http://360training.com, Inc.">360training.com, Inc.</a> Learn2Serve® Food Protection Manager Certification Program	<a href="http://AboveTraining/StateFoodSafety.com">AboveTraining/StateFoodSafety.com</a> Certified Food Protection Manager (CFPM) Exam
<a href="http://National Registry of Food Safety Professionals">National Registry of Food Safety Professionals</a> Food Protection Manager Certification Program International Certified Food Safety Manager	<a href="http://National Restaurant Association">National Restaurant Association</a> ServSafe® Food Protection Manager Certification Program
<a href="http://Prometric Inc.">Prometric Inc.</a> Food Protection Manager Certification Program	<a href="http://The Always Food Safe Company, LLC">The Always Food Safe Company, LLC</a> Food Protection Manager Certification

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## Food Allergen

Allergen awareness training is required for all certified food protection managers working in a restaurant. Click here for more [information on Allergen Awareness Training](#). Approved programs are listed below:

<a href="#">A Plus Food Training L.L.C.</a>	<a href="#">AboveTraining/StateFoodSafety.com</a>
<a href="#">Institute of Food Safety, Health, &amp; Hygiene, Inc</a>	<a href="#">National Restaurant Association</a>
<a href="#">TAP Series</a>	<a href="#">The Always Food Safe Company, LLC</a>

## Standard Operating Procedures

Restaurants are required to have standards of operating procedures. An example, how to clean and what to do when someone (either a customer or an employee) vomits in the restaurant. Why is this? Because of Norovirus. Norovirus can spread in the air very far when someone throws up and it is very easy to catch. [Here is an example of Norovirus Clean-Up Procedures](#). Be prepared and have [procedures in place](#).

Sick employees working have been shown to cause foodborne illness, making customers sick or other employees. As a restaurant owner you are tasked with making sure employee know when to call off work. You must provide this information to employees and be able to show proof to the health department. [Here is the FDA Form 1-b Conditional Employee or Food Employee Reporting Agreement](#).

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