

# GRUNDY COUNTY HEALTH DEPARTMENT

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TTY (815) 941-1428

Dear Owner/ Operator:

It is the responsibility of the Environmental Health Division of the Grundy County Health Department to ensure that food establishments are built and operate in accordance with the County's food code standards. The information provided herein describes the steps that need to be completed before a health permit can be issued to operate a food establishment.

## **PLAN REVIEW AND OPENING INSPECTION PROCESS**

The following are the steps of the plan review and pre-opening inspection process:

1. All required materials are received for the plan review, including the plan review fee.
2. The plan review is performed and a letter notifying that applicant of the results is prepared, with a copy going to the appropriate building code enforcement agency.
  - a. If the plans are approved, the applicant will not need to contact us until they desire to set up a pre-opening inspection.
  - b. If the plans are not approved, the applicant needs to address the items addressed in the correspondence and resubmit the materials as requested in the correspondence.
3. After the plans have been reviewed, the Environmental Health (EH) Division of the Health Department may decide to stop by the project site during construction to see the work in progress.
4. The person in charge of the project needs to contact the EH Division to schedule a pre-opening inspection. This should be performed after all substantial construction activities are completed including floors, walls and ceilings are finished and wall coverings installed as appropriate, the equipment installation is substantially completed, all utilities are installed and connected.

**NO FOOD OR FOOD RELATED STOCK MAY BE BROUGHT IN UNTIL APPROVED BY THE EB DIVISION. IF VIOLATED, PRE-OPENING INSPECTIONS MAY BE DELAYED UNTIL THE ITEMS ARE REMOVED FROM THE PREMISES.**

5. The person in charge of the project needs to contact the EH Division to schedule an opening inspection, unless it is set at the completion of the pre-opening inspection. *No Food Handling may be performed until the facility has been approved for a Health Permit. The Health Permit application and fee must be submitted before the final inspection of a facility will be approved.*
6. After the facility is approved, the appropriate building code enforcement agency will be informed.

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## **BOARD OF HEALTH**

Joan Harrop, J.D.

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Dana Howd, M.D.

Leticia Setrini-Best, M.D.

Lana Phillips

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Michelle Pr!Jim, **MBA**, Administrator

## REQUIREMENTS OF A PLAN REVIEW SUBMISSION

1. Complete the plan review application (attached) being certain to provide accurate contact information.
2. Provide a complete set of plans showing the facility's layout which will include:
  - a. For new facilities:
    - i. Plans that are drawn to scale (Plan do not have to be drawn by an architect); and
    - ii. Plan sheets that are accurate from page to page reflecting common dimensions, layouts and equipment.
  - b. For remodeled facilities:
    - i. Plans that are drawn to scale that also reflect existing walls and facilities that are to be removed (Plan do not have to be drawn by an architect); and
    - ii. Plans must identify those pieces of equipment or facilities are existing and will remain; and
    - iii. Plan sheets that are accurate from page to page reflecting common dimensions, layouts and equipment.
3. Provide a set of equipment specification sheets for the various pieces of food handling, processing and storage equipment to be installed (an equipment schedule is recommended but not required).
4. Provide a room finish schedule. A generic form is included in the packet, but if provided on the drawings, the included schedule is not required.
5. **Provide a sample or draft menu.** This helps us obtain a perspective and expectation of the type of food handling activities that will take place and the facilities equipment needs.
6. The Plan Review fee must be submitted with the application and documents. (If made by check or money order, please make it payable to the "Grundy County Health Department".) If the fee is not included, the plan review will not begin. If it is determined that an error in the amount due the Health Department was made, then review will be interrupted until the balance of the payment is received.
7. Upon completion of the initial plan review, a letter may be issued requesting additional information or clarification of submitted information. It will state that your plans are not yet approved. All items within the letter must be addressed. A copy of the letter is provided to the appropriate building code enforcement agency.
8. The review and response process will continue until all items are appropriately answered. Once all issues are addressed, a letter notifying you that your plans are approved and you may proceed with your construction activities will be sent to you. A copy of the letter is provided to the appropriate building code enforcement agency.
9. A pre-operational inspection and an opening inspection will be made upon completion of construction and before a permit to operate is issued.

## **GENERAL DESIGN REQUIREMENTS**

1. All food preparation must be supervised by a Certified Food Protection Manager. All food handlers must obtain an approved Food Handler Training certificate.
2. All establishments must have an approved source of water and sewage disposal system. If a facility is proposed to be served by an existing private sewage disposal system, the adequacy of the system for the proposed facility will need to be determined during the plan review process.
3. Ceilings in all food storage, food prep, self-service, and restroom areas must be smooth, easily cleanable, durable, and light in color such as vinyl coated gypsum board or other approved material. Acoustic ceiling tiles are NOT approved.
4. Walls must be constructed of a durable material, smooth, easily cleanable, and light in color. Drywall must be painted with a high-gloss, light-colored paint.
5. Floors of all food preparation, food storage, ware washing areas, and restrooms must be constructed of commercial grade VCT, ceramic, or quarry tile or other approved floor. The juncture between walls and floors must have a coved base constructed of the same material.
6. All equipment that produces grease and/or smoke must be equipped with a grease extraction hood. **The proposed exhaust hood and fire suppression system design is to be reviewed by either the building and/or fire agency having code authority over this matter.**
7. All food processing, storage, display, or other equipment must bear the seal of the National Sanitation Foundation (NSF) or equivalent sanitation standard.
- 8-. All permanent equipment must be installed to be easily cleaned on all sides by maintaining 18" from all walls and 6" off the floor, or by mounting the equipment on casters so that it is easily moved to facilitate regular cleaning.
9. Three-compartment sinks are to be equipped with two drain boards, lockable drain plugs for each compartment, an adequately sized faucet, and an indirect connection to the sewer.
10. Indirect connections to the sewer are required at the waste lines of all prep sinks, 3-compartment sinks, dishwashers, ice machines, soda dispensers, beer taps, walk-in coolers/freezers, or any equipment requiring drainage. Floor drains are not permitted in walk-in coolers/freezers.
11. Hand sinks must be conveniently located near all food prep, food service, and ware washing areas. Hand sinks must be provided with hot and cold running water, soap, and disposable hand towels. Metered faucets must run for no less than 15 seconds. A waste container must be located near the hand sink.
12. A mop sink or basin is required and must be equipped with a vacuum breaker. A mop hanging device capable of holding a commercial type mop while wet is also required, and should be positioned above the mop sink or basin.
13. If a grease trap is to be installed, it must be properly sized and should be recessed into the floor to provide a flush and cleanable surface.

14. All exterior doors must be self-closing and tight fitting.
15. All restrooms must have self-closing doors and mechanical ventilation.
16. Dumpsters must be located on concrete or asphalt, and be equipped with lids in good repair.
17. Prior to operating, a food service establishment must have a probe type thermometer with a range of 0° F to 220°F, disposable gloves, hair restraints, and approved sanitizer with compatible test kit.

If you have any questions, please feel free to contact me at 815-941-3127 or [lwells@grundyhealth.com](mailto:lwells@grundyhealth.com).

Laura Wells



Director of Environmental Health



**GRUNDY COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH DIVISION  
1320 UNION STREET  
MORRIS, ILLINOIS**

Phone: (815) 941-3115 Fax (815) 941-2389

*APPLICATION FOR FOOD SERVICE/RETAIL FOOD STORE PLAN REVIEW*

(PLEASE PRINT UK TYPE)

NAME OF ESTABLISHMENT: \_\_\_\_\_ Date: \_\_\_\_\_

STREET ADDRESS OF ESTABLISHMENT: \_\_\_\_\_ P.O. BOX: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

OWNER'S NAME (AGENT IF CORPORATION) \_\_\_\_\_

MAILING ADDRESS (INCL CITYSTATEANDZIP): \_\_\_\_\_

PRIMARY CONTACT NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

PROJECT MANAGER/COORDINATOR: \_\_\_\_\_

MAILING ADDRESS (INCL CITYSTATEANDZIP): \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

OTHER CONTACTS FOR THIS PROJECT: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**PLAN REVIEW MATERIALS PROVIDED:**

- PLAN REVIEW APPLICATION AND FEE
- PLAN OF THE FACILITY, ORAWN TO SCALE INCLUDING PLUMBING SCHEMATIC
- EQUIPMENT SPECIFICATION SHEETS OR EQUIPMENT SCHEDULE INCLUDED ON PLANS
- ROOM FINISH SCHEDULE
- PRELIMINARY MENU

**PROPOSED SEATING CAPACITY:** \_\_\_\_\_ **PROPOSED BUILDING SIZE:** \_\_\_\_\_

Construction/Remodeling work is:  New Construction  Complete Remodel  Partial Remodel\*

Plan Review Fee:	Seating 0 - 24 (less than 1,500 square feet)	\$350.00
	Seating 25 -59 (1,500 - 3,999 square feet)	\$435.00
	Seating 60 - 99 (4,000 - 7,499 square feet)	\$490.00
	Seating 100 + (7,500-10,000 square feet)	\$570.00
	(10,001 square feet or larger)	\$680.00

\*Plan Review Fee for Partial Remodel: 50% of the Full fee.

If work is started before plans are reviewed by this Department a 25% late fee will apply.

Please make check or money order payable to: **GRUNDY COUNTY HEALTH DEPARTMENT**  
Plans will not be reviewed until the required fee is paid in full.

(For office use only)

Plan Review Fee Received (date): \_\_\_\_\_ Plan Review Fee: \_\_\_\_\_

Plans Received: \_\_\_\_\_ Plans Approved: \_\_\_\_\_

Remarks/Comments: \_\_\_\_\_

## ROOM FINISH SCHEDULE

Room/ Area	Floor Finish	Coved Base Material	Wall Finish	Ceiling Finish
Food Prep/ Kitchen				
Ware Washing				
Food & Paper Goods Storage				
Walk-in Refrigerator / Freezer				
Mop / Janitorial				
Waitress Station				
Bar				
Restroom# 1				
Restroom# 2				
Self Service				
Buffet / Salad Bar				
Front Service Counter# 1				
Front Service Counter# 2				
Dining Area				
Other:				