

# Crawford County Health Department

## RETAIL/FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

**Name of Establishment:** \_\_\_\_\_

**Address:**

\_\_\_\_\_  
(Street) (City) (ZIP)

**Phone number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Responsible Manager:** \_\_\_\_\_

**Days/Hours of Operation:** \_\_\_\_\_

**In case of emergency (recall, fire, etc.) after hours, call:** \_\_\_\_\_

\_\_\_\_\_

**Business mailing address if different from above:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of owner or operator  
(as it will appear on permit):** \_\_\_\_\_

(Please print)

Application is hereby made for a Retail/Food Service Establishment within Crawford County, Illinois. By this application it is agreed to comply with the provisions of the Basic Sanitation Standards applicable to this type of food handling establishment and that said establishment will be open to inspection by the Crawford County Health Department during all operation hours. It is further agreed that an annual inspection fee may be applicable.

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

The following checklists are used to determine the applicable fee, initial risk category and readiness for opening. The health department will supply you with any written procedures you don't have.

**Type of Ownership**

- Individual
- Firm
- Corporation
- Partnership
- Organization
- Non-profit institution
- School
- Other

**Type of Food Establishment**

- Food Service I (food prepared or served – can include delis & caterers)
- Food Service II (no food prepared – alcoholic drinks served)
- Retail I (commercially packaged food – refrigeration required – can include deli and departments)
- Retail II (commercially packaged food – no refrigeration required – dated infant formula sold)
- Bed and Breakfast with PHF breakfast

**Retail Food Store Area**

- 1-4,999 sq. ft.
- 5,000-15,000 sq. ft.
- over 15,000 sq. ft.

**Food Service Seating** (normal inside seating)

- 0-50 people
- 51-75 people
- 76-100 people
- over 100 people

**Days of Operation**

- More than 182 days per year (**Full Time**)
- Less than 183 days per year and will serve food on days not necessarily covered by temporary events such as holidays, fairs, carnivals, fund-raisers, etc. (**Seasonal**)
- Open only for single events (holidays, fairs, carnivals, fund-raisers, etc.) of no more than 14 consecutive days (**Temporary**)
- Open only once or twice a year for only one day each (**Special Event**)

**Facility Type I**

- Building under construction (plan layout must be submitted)
  - Major renovation (plan layout must be submitted) \*
  - Minor changes to existing food facility \*
  - No changes \*
- \* If facility had been closed, when purchased, restrooms must now be handicapped accessible

**Facility Type II**

- Mobile unit with contained water and sewage system
- Mobile unit with no contained sewage system
- Pushcart
- Mobile unit or pushcart operates from a commissary area
- Pavilion or kiosk with no fixed plumbing fixtures
- Pavilion or kiosk with fixed plumbing
- No enclosure (temporary site such as a sidewalk table)

**Water, Plumbing, and Restrooms**

- Plumbing fixtures have been checked by the State Plumbing Inspector
- Water meets EPA or IDPH standards
- If on public water supply, the water district is: \_\_\_\_\_
- A grease interceptor is used
- There is a mechanical or chemical dishwasher
- There is a three compartment sink for dishwashing
- There is at least one hand washing sink for employees in the food service area
- Approved sanitizers and test strips are used as required
- Food facility sewage goes to an approved EPA or IDPH septic system
- Restrooms have self-closing doors
- Restrooms have soap, hand-drying services and hot and cold running water

**Food Protection Facilities**

- All refrigerators have thermometers and can maintain temperatures under 41 degrees F
- All freezers have thermometers and can maintain temperatures at or under 0 degrees F
- Hot and / or cold holding areas (including buffets) can maintain correct holding temperatures
- All outer openings are protected against entrance of insects and animals
- There are covered waste cans and / or dumpsters
- The dumpster is on wheels or on a cement pad
- A licensed pest control company will service the facility

**Operation of Facility**

- There is a written procedure in place for employees who use bare hand contact on ready to eat foods
- There is written procedure in place in case of a boil order
- We have the IDPH advisory on undercooked foods
- The following employees have their Food Service Sanitation Manager Certificates:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- There is a written procedure on how to cool and reheat potentially hazardous foods
- There is a policy on how to handle sick employees or those with cuts, scabs, or boils on hands, arms, or faces
- There is a written procedure on hot and cold holding temperatures
- The majority of people served are either the elderly or young children

## **Food prepared, served, and/or sold**

- All food is prepared the same day as served
- Some food is prepared for the next day
- Leftover food is discarded at the end of the day
- Chili, soups, etc. are made in large kettles the day before serving
- Only pre-packaged foods are available or served
- Only beverages and snack foods are served
- All food is obtained from approved processing establishments
- Food is prepared for off-site service
- Infant formula and / or baby food
- Fresh meat and / or poultry
- Frozen meat and / or poultry
- Fresh or frozen sea foods
- Fresh or frozen freshwater fish
- Chili, soup, casserole, stuffing, etc.
- Vegetable salads made from scratch
- Ham, turkey or tuna salads or sandwiches
- Fresh dairy products
- Frozen dairy products
- Soft-serve desserts
- Cream, pumpkin and / or custard pies
- Fresh and / or frozen vegetables
- Eggs
- Water from a vending machine
- Minimum handled items such as hamburger and pork patties, hot dogs, corn dogs, etc.
- Rice
- Meat is prepared using a smoking process
- Meat is prepared using a curing process
- There is a HACCP plan for smoking and / or curing
- Other