**Crawford County Health Department**

**Plan Review**

**FAQ’s**

* **Why Have A Plan Review?**

The purpose of a plan review is to verify that your facility’s structure and equipment will be in compliance with the Illinois Department of Public Health Food Service Sanitation Code and the Crawford County Health Department Food Sanitation Ordinance. The rules and regulations were designed toward the prevention of foodborne illness.

* **When Are Plan Reviews Required?**

A permit applicant or permit holder shall submit to the CCHD a plan review packet for:

* Construction of a food service establishment, mobile food unit, or retail food store.
* The conversion of an existing structure for use as a food service establishment, mobile food unit, or retail food store.
* The remodeling of a food service establishment, mobile food unit, or retail food store.
* Change of ownership. Contact the CCHD, Environmental Division, immediately as permits are NOT TRANSFERABLE.
* **What Is Needed For A Plan Review?**

The contents of the plans and specification for a food service establishment, mobile food unit or retail food store should include, but are not limited to, the following:

* Plan Review Application. **Contact our office to obtain an application.**
* One set of plans, drawn to scale, containing mechanical, plumbing, electrical, construction materials, finish schedules, and equipment layout.
* Equipment specification sheets to include proposed equipment types, manufacturer’s model numbers, dimensions, performance capabilities, and installation specifications on all new equipment.
* Previously owned equipment can be used only if it is inspected and approved prior to installation.
* Intended menu.
* **How Much Does A Plan Review Cost?**
* A plan review is a one-time fee of $100.00 for non- commercial; $200.00 for commercial.
* There is no fee for government or school districts.
* **How Much Does A Food Service Permit Cost?**
* Category 1 = $150.00
* Category 2 = $125.00
* Category 3 = $100.00

**Retail Establishment**

1-4999 sq ft = $50.00

5000-15000 sq ft = $100.00

Over- 15000 sq ft = $200.00

* **When Should I Contact The Health Department With Questions About The Plan Review Process?**

Environmental Department

Monday-Thursday

8:00am-5:00pm

618-544-8798

* **How Will I Know That My Plans Are Approved?**

Once a letter of approval has been issued.

* **When Can I Begin Construction?**

Once you have received the letter of approval.

* **Will I Be Required to Close My Establishment During Remodel?**

 Possibly. Depending on how extensive the remodeling is of the facility.

* **When Is The Final Permit Issued?**

The CCHD, Environmental Division, shall conduct an opening inspection for the permit when all construction and/or remodeling is completed, construction materials are removed, facility is cleaned, equipment is cleaned and sanitized, operational, and ready for use.

* **What Is An Opening Inspection**?

An opening inspection is an inspection to verify that the food service establishment is constructed an equipped in accordance with the approved plans and approved modifications of those plans, and is in compliance with all the applicable rules and regulations

* **Can I Have Any Remaining Items Not Completed At The Time Of An Opening Inspection?**

No. It is expected that you will be in total compliance for the opening inspection.

* **When Can I Start To Have Food Delivered?**

After receiving the final permit you may have food delivered. The permit is issued after the opening inspection and no further changes need to be made.

**For Further Questions or to obtain a copy of the application,**

**Please Call The:**

**Crawford County Health Department**

**Environmental Health Division**

**618-544-8798**