



Bureau & Putnam County Health Department

526 Bureau Valley Parkway • Princeton, IL 61356

Phone: (815) 872-5091

www.bchealthdepartment.org

FAX: (815) 872-5092

Office Hours: Monday - Friday ♦ 8:00 a.m. - 4:00 p.m.

Dear Food Establishment Owner/Manager:

Thank you for inquiring into the license requirements for new or remodeled food establishments and/or ownership changes. All establishments within the County are required to obtain a Food Service License. Licenses are not transferable and a new license must be obtained when an establishment is first opened or changes ownership.

In order to obtain a license, your establishment must pass a satisfactory pre-opening inspection from this department. **The following information / documents shall be submitted to this office for approval PRIOR to pre-opening inspection:**

1. Plans for the facility. Submit written plans or a drawing of the facility including restrooms, sinks and equipment. Plans must be submitted when a facility is constructed or extensively remodeled, and whenever an existing structure is converted to use as a food service establishment. See County Ordinance for specifications and fees.
2. Pre-Opening Application. Submit a completed Pre-Open Application (yellow packet). If any of the questions do not apply to your establishment, please mark N/A. A risk priority will be assigned at the time of the inspection.
3. Zoning Verification: A letter from the appropriate zoning board, whether it be city or county indicating that it is properly zoned for its intended use.
4. Menu. Submit a copy of your menu. If the menu has not been established yet, submit a copy your proposed menu. (Hand written on notebook paper is acceptable).
5. Pest Control. Provide proof of a Pest Control services with a schedule to ensure that routine pest control service will be conducted on premises.
6. Certified Food Service Sanitation Managers License. A valid Illinois Food Service Sanitation Managers License or enrollment in a 15 hr. State of Illinois Food Service Sanitation Class is required before operation begins for all Category I and II establishments. See *Illinois Food Service Sanitation Code* book for more details.
7. Satisfactory Plumbing Inspection Report. If you have a newly constructed facility or have extensively remodeled, a satisfactory plumbing inspection report shall be submitted. If a change of ownership for an existing facility occurs, a satisfactory plumbing report shall also be submitted from a licensed plumber doing the work. (See **PLUMBING** on page 3 of Food Service Establishment Pre-Opening Checklist.)

8. Satisfactory Private Sewage Inspection Report. If the facility has a private sewage system a licensed and registered private sewage disposal contractor must conduct an evaluation. (See **SEWAGE** on page 3 of Food Service Establishment Pre-Opening Checklist.)

It is necessary to allow at least two weeks to schedule and conduct a consultation and/or the pre-opening inspection. The pre-open inspection should take place several days prior to your anticipated date for opening, so time may be allowed for making any necessary corrections to ensure that the facility meets current code.

Enclosed are copies of the necessary applications, a pre-opening checklist, and copies of the County Food Ordinance and *Illinois Department of Public Health Food Service Sanitation Code*.

We look forward to working with you. If you have any questions, Please contact the Environmental Health Staff at (815) 872-5091.