

IMPORTANT TO NOTE

- Contact each department PRIOR to purchasing a property or signing a lease
- Contact each department to receive approval for your project PRIOR to beginning work or operations
- Some projects may require additional information to be submitted
- Site and Plumbing Plans will not be forwarded to CBU, they must be submitted separately
- This guide covers properties within the City of Bloomington limits. Projects outside of the city may require different approvals



City of Bloomington Economic & Sustainability Department (ESD)

Below are some ways the ESD can be utilized by FSEs:

- Connect potential and current owners to local resources and organizations
- Help brainstorm ideas for sustainability processes and practices
- Process licenses for mobile vendors such as food trucks or trailers.
- Help in navigating government processes and procedures
- Assist with the permit process for events that would require the use of a sidewalk or street.

City of Bloomington Economic Development & Sustainability Department
401 N. Morton St, Suite 150
Bloomington, IN 47404
812-349-3418
www.bloomington.in.gov/economicvitality



Guide for New and Remodeling Food Service Establishments

CITY OF BLOOMINGTON, IN



Developed By:
Leadership Bloomington
Monroe County (LBMC)
The City of Bloomington
Monroe County, IN

KNOWING THE BASICS

Below is a list of offices and their general requirements for new and remodeling food service establishments (FSEs) in the City of Bloomington. All FSEs must receive approval from each department **PRIOR** to opening, constructing, or remodeling their FSE.

Monroe County Building Department (MCBD)

The MCBD requires facilities which will be altered to receive a Commercial Building Permit. The following is a list of items required to receive approval for a Commercial Building Permit:

At the time of Application submittal

- Application for Commercial Building Permit
- Tax identification Parcel Number (10 digit)
- Four (4) sets of Building Plans
- Four (4) Site Plans
- Copy of Deed for Property
- Construction Design Release Number
- Authorization to Connect to the City of Bloomington Utilities Sanitary Sewer
- Food License From MCHD

Prior to Occupancy

- Approval from the MCHD
- Final inspection from the MCBD
- Approval from the City of Bloomington Planning & Transportation Department
- Approval from Fire Inspector
- Approval from the CBU

Monroe County Building Department
501 N. Morton St. , Suite 220 - B
Bloomington, IN 47404
(812) 349 – 2580
www.co.monroe.in.us/tsd/

Monroe County Health Department (MCHD)

The MCHD requires all FSEs to receive a Food License prior to opening. The following is a list of requirements to receive a food license:

- Application for Plan Review
- Plan Review Questionnaire
- Schematic Layout of the Facility
- Full Menu
- List of Kitchen Equipment
- Plan Review Fee

Monroe County Health Department
119 W. 7th St.
Bloomington, IN 47404
(812) 349-2543
www.co.monroe.in.us/tsd/

City of Bloomington Utilities (CBU)

The CBU requires all new and remodeling FSEs to install an approved grease interceptor, prepare their site for water and sewer connections, and apply for service if city utilities are needed. The following is a list of information required to be submitted to CBU:

- 2 sets of Engineering Plans (including fire suppression and backflow prevention)
- Kitchen Layout and Plumbing Plans (including waste diagrams)
- Application for New Service
- Fixture Count Form

City of Bloomington Utilities
600 E. Miller Dr.
Bloomington, IN 47401
(812)349-3930
www.bloomington.in.gov/utilities

City of Bloomington Planning and Transportation Department

The Planning and Transportation Department requires new and remodeling FSEs to receive approval prior to performing work on a facility. The following is a list of the requirements for FSEs:

- Site Plans (will be forwarded from the MCBD)
- Sign Permit
- Street Cut or Driveway Permit
- Grading Permit (for new construction)

City of Bloomington Planning and Transportation Department
401 N. Morton St., Suite 130
Bloomington, IN 47404
(812) 349-3423
www.bloomington.in.gov/planning

City of Bloomington Fire Department (BFD)

The BFD requires approval for all FSEs. Commercial cooking hoods and fire suppression system requirements will be based upon review of the following items submitted:

- Site Plans (will be forwarded from the MCBD)
- Full Menu
- Schematic of Seating Layout

City of Bloomington Fire Department
300 E. 4th St.
Bloomington, IN 47402
(812) 332-9763
www.bloomington.in.gov/fire