

PERMIT REQUIRED

Opening a new food service establishment can be very overwhelming. Various city and county organizations MUST give their approval to operate. The phone numbers listed below may be useful to you.

Building Permits

- Building Department: (812-349-2580)

Grease Trap Info

- Bloomington Utilities: (812-349-3946)

Fire Code/Fire Suppression/Hoods

- Bloomington Fire Dept.: (812-332-9763)
- Ellettsville Fire Dept.: (812-876-4819)

Use, zoning, parking, landscaping, signage usage

- City Planning: (812-349-3423)
- County Planning: (812-349-2560)

Zoning and planning in Ellettsville

- Ellettsville Planning: (812-876-8008)

If selling items by weight

- Weights and measures: (812-349-2566)

Indiana Alcoholic Beverage Commission

- Indianapolis - (317-232-2430)



Food Protection Division

Staff:

Sylvia Garrison 812-349-2896

Nicole Wagner 812-349-2739

Jessica Brown 812-349-2837

You can find us at:

[http://www.co.monroe.in.us/tsd/
Community/Health/FoodSafety.aspx](http://www.co.monroe.in.us/tsd/Community/Health/FoodSafety.aspx)

Indiana State Department of Health:

“Retail Food Establishment
Requirements”

Title 410 IAC 7-24



Public Health

Prevent. Promote. Protect.

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SO YOU WANT TO OPEN A FOOD SERVICE ESTABLISHMENT?

A quick guide to opening a food service establishment in Monroe County



“To protect, promote, and improve the health of all people in Monroe County”

119 West 7th Street
Bloomington, IN 47404
(812)-349-2543

Before you begin there are some important things to consider:

1. Is the wiring, plumbing, and physical structure suitable for the demands of a food service establishment?
2. Does the existing equipment meet current food code guidelines?
3. Will I need to install a grease trap?
4. What construction will need to be done to the existing structure? Is my facility handicap accessible?
5. Will a fire suppression system and sprinklers be needed? Will a hood be necessary?
6. How many hand-sinks are required for my facility?
7. Will I need a liquor license? What are the requirements in obtaining a liquor license?

Here is a list of common critical control points examined for proper food safety protocol:

1. Cross-contamination of raw meats and ready-to-eat foods
2. Hot and cold holding of foods [outside the temperature danger zone of (41°F—135°F)]
3. Employee personal hygiene and hand washing
4. Ware washing, dishwashing, and equipment sanitation
5. Wastewater/sewage, plumbing, refuse, toxic materials, and other facility-related control points

PLEASE NOTE:

A certified food manager is required within 6 months of operation of a new facility, 3 months for change of ownership (ANSI approved exams; ie. ServSafe, Prometric, NRFSP)

Additional info on certifications and exams may be found on our website, and at Health Dept.

ABSOLUTELY NO FOOD MAY BE PREPARED IN A PRIVATE HOME

The Indiana State Department of Health's "Retail Food Establishment Sanitation Requirements 410 IAC 7-24" states in section 110:

Plans and specifications shall be submitted and approved by the regulatory authority prior to conversion, or remodeling of an existing retail establishment and before the operation of a retail food establishment.

Necessary forms for plan review are available at the Health Department, or can be found online (website on back).

A ***\$150 initial deposit*** for the plan review is required at the time plans are submitted.

When submitting your plans you must include the following:

- ⇒ Application for plan review
- ⇒ Plan review questionnaire
- ⇒ Schematic layout of facility
- ⇒ Full Menu
- ⇒ List of equipment
- ⇒ You must submit plans to all appropriate departments. i.e. building, fire, city. **Prior to permit being issued from the Monroe County Health Department, approval from these additional departments will be required.*



PREOPERATIONAL INSPECTION/LICENSE:

- ◆ During construction you may request consultation from the Health Department to verify compliance.
- ◆ Once equipment is installed and construction equipment & debris are removed from the premises, contact the Health Department to schedule a preoperational inspection.
- ◆ Your inspector will generate a checklist with instructions for compliance of minor items found during the preoperational inspection.
- ◆ The Building Department, Fire Department and Health Department all must give final approval **PRIOR TO OPENING.**
- ◆ The Health Department will issue paperwork to be submitted with final fee payment in order to obtain your license to operate.
 - ⇒ Please note that absolutely no fees will be collected at the site of inspection.
 - ⇒ Fees may be dependent on number of full time employees working in facility.

Remember that licenses for food service establishments are **ABSOLUTELY NOT TRANSFERABLE IF BUSINESS CHANGES HANDS!!**