

## 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)

*\*revised 10/19*



### Food Protection Division Staff:

Nicole Wagner (*Section Lead*): 812-349-2739

Jessica Brown: 812-349-2837

### **Food Protection Department Office Hours are: Mon-Fri 8 AM—10 AM or by appointment only**

*\*\*HOURS SUBJECT TO CHANGE WITHOUT NOTICE  
DEPENDANT ON SCHEDULED INSPECTIONS AND  
TRAININGS.*

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.



SO YOU WANT  
TO OPEN A  
RETAIL FOOD  
SERVICE

*A quick guide to opening a retail 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 interceptor?
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 **\$165 initial plan review fee** is due at the time your plans are submitted to the health department. Additional fees may be due upon completion of the preoperational inspection dependent on the number of full time equivalent employees within the establishment.

When submitting your plans you must include the following:

- ⇒ Plan review questionnaire
- ⇒ Schematic layout (plans) of proposed facility
- ⇒ (any areas of food prep and or service must be included in these drawing/plans.) **PLEASE NOTE IN BOLD TYPE SOMEWHERE WITHIN YOUR PLANS, IF ANY AREA WITHIN YOUR ESTABLISHMENT WILL HAVE OUTDOOR DINING OR COOKING OF ANY KIND .**
  - ⇒ 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. (There is an area for your signature assuring this requirement has been met within the plan review packet)*



PREOPER-

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SPECTION/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 of any items found during the preoperational inspection that need to be corrected for the compliance of your facility.
  - ◆ The Health Department issues the necessary paperwork to be submitted with final plan review and permit fee payment at the time of your pre-operational inspection.
    - ⇒ Please note that no fees will be collected by your inspector on site.
  - ◆ Fees will be determined based on the number of full time equivalent employees working within the establishment
  - ◆ The Building Department, Fire Department and Health Department all must give final approval
- PRIOR TO OBTAINING YOUR HEALTH DEPARTMENT PERMIT**

Remember that Food Establishment Permits of any kind are **NOT TRANSFERABLE TO A NEW OWNER OR LOCATION.**