

Wells County Health Department

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Procedure for Opening a New Food Establishment

Newly constructed Retail Food Establishments or those food establishments that have closed and are planning to be re-opened under new ownership must obtain a valid food permit. The establishment must meet all building, fire, and health codes before a permit will be issued.

NO FOOD STORAGE, PREPARATION, OR SERVICE MAY TAKE PLACE IN THE ESTABLISHMENT UNTIL THE FINAL INSPECTION HAS BEEN COMPLETED AND A FOOD PERMIT IS ISSUED.

Submit Plans

- Operators/owners are required by 675 IAC 12 to obtain a Construction Design Release and apply for a plan review by the Division of Fire & Building Safety prior to the start of any construction. Construction Design Release forms and contact information can be found at <http://www.in.gov/dhs/2754.htm> or (317) 232-1426 / (317) 232-1431.
- A full set of plans must also be submitted to the Wells County Health Department prior to construction or remodeling of an existing building, along with the proposed menu and the anticipated volume of food to be stored, prepared and sold, or served. See "Food Establishment Plan Requirements" below for construction requirements for submitted plans.

Contact the Area Plan Commission, & Health Department Septic Division

- Proper building and septic permits must be obtained before building begins.

Begin Construction

- Once plans are submitted and approved by the Division of Fire & Building Safety, the Area Plan Commission, and the Wells County Health Department, you may begin construction.

Establishment Plan Review

- The Health Department will conduct a plan review of submitted plans, menu, and questionnaire. Questions or problems will be addressed with the establishment operator. The plan review and possibly the construction of the establishment may be delayed if all of the required information is not submitted to the Health Department.

Schedule an Inspection of the Establishment

- The Health Department may be contacted to conduct an initial inspection or walk through anytime during the construction process, providing at least three days notice.

Contact Fire Department

- All Building, Fire, and Health codes must be met before a permit will be issued to the establishment operator.

Submit a Food Permit Application and Pay Fees

- The operator of the food establishment must submit a food permit application and appropriate fees before a pre-operational inspection will be conducted.

Schedule Final Inspection

- Once the food permit application and fees have been submitted and all other codes are met, a final pre-operational inspection will be conducted. Contact the Health Department to schedule a time for inspection, providing at least three days notice. If all Health Code requirements are met, the establishment will be approved for a food establishment permit.

Food Establishment Plan Requirements

A full set of plans must be submitted to Wells County Health Department prior to construction of a new establishment or remodeling of an existing establishment/building. The requirements listed in this document have been obtained from the Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24.

Plans should include the following specifications:

An entire layout of the floor plan.

- The Health Department requests a minimum scale of ¼ inch=1 foot for plans for ease of reading.

Complete finish schedules for each room

- Ceilings, walls & floors constructed with materials that are smooth, durable, non-absorbent, and easily-cleanable in food preparation areas, food storage areas, warewashing areas, walk-in refrigeration and freezer units, employee restrooms, wait stations (if more than just beverages are dispensed), and in areas subject to flushing or spray cleaning methods. Drywall*, ceramic tile, glassboard, Marlite, FRP board, etc. may be used.

*Drywall must be painted with at least a semi-gloss or glossy enamel paint. Carpeting is not allowed in areas subject to moisture.

- Studs, joists, and rafters may not be exposed in areas subject to moisture.
- Floor and wall junctures must be coved and closed to no larger than one thirty second (1/32) inch.

Food Storage and Serving Facilities

- Dry storage, shelving, platforms, cabinets, and/or racks used for holding or placing food, single service items, dry goods, and sanitized equipment and utensils shall be maintained at least six (6) inches above the floor in a dry, clean location that protects them from contamination by splash, dust, and other means. They must be positioned and installed in a manner that permits easy cleaning of the food storage area, including floors and walls.
- There must be adequate storage for cleaning supplies, and sufficient cooler, freezer and hot holding facilities.
- Sneeze guards shall be provided for consumer self-service lines where open food is not otherwise protected from contamination.

Complete ventilation schedule

- All rooms shall have sufficient ventilation to keep rooms free from excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes. Ventilation systems must be installed and operated according to Indiana Building Code, and when vented to the outside, may not create an unsightly or harmful discharge.
- Ventilation hoods and devices shall be designed and used to prevent grease or condensation from collecting on walls and ceilings, and from dripping into food or onto food-contact surfaces.
- Mechanical exhaust ventilation must be provided in employee restrooms.

Complete equipment schedule

- Food service equipment may not be located in the following areas: locker rooms, toilet rooms, garbage rooms, mechanical rooms (if contamination is likely), under sewer lines that are not shielded to intercept potential drips, under any leaking water lines (condensation included), under open stairwells, or under other sources of contamination.

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- Equipment that is not easily moveable must be placed so that it is spaced to allow easy access for cleaning along the sides, behind, under and above, or sealed to adjoining equipment and walls to prevent soilage from collecting in the gaps. If there is not sufficient space between the equipment and the wall for easy cleaning, the gap must be sealed with a smooth, durable, non-absorbent, easily cleanable material.
- Food equipment must be designed and constructed to be durable. It must be finished to have a smooth, easily-cleanable surface, and be resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition. Only hard maple or an equivalently hard, closed-grained wood may be used as a food-contact surface.
- Refrigerators must be able to hold potentially hazardous foods at 41°F or below. Freezers must be able to hold potentially hazardous foods at 0°F or below. **All refrigeration must be in operation for the final inspection**, and must have an accurate thermometer in an easily readable location at all times.
- Non-food contact surfaces of equipment that are exposed to splash, spillage, or other food soiling or that require frequent cleaning shall be constructed of corrosion-resistant, non-absorbent, and smooth material.

Complete lighting/electrical schedule

- At least 70 foot-candles of lighting must be provided on all food preparation surfaces, equipment, and warewashing work levels.
- At least 20 foot-candles of lighting must be provided (at a distance of 30 inches above the floor) in walk-in refrigeration/freezer units, utensil and equipment storage areas, and restrooms.
- Light bulbs must be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food, clean equipment, utensils, linens, or unwrapped single-service and single-use items.
Note: Infrared/heat lamps must be protected against breakage by a shield surrounding and extending beyond the bulb so that only the face of the bulb is exposed.

Entrances, exits, loading/unloading areas, and interior doors

- Doors and windows exiting to the outside must be protected against the entry of insects and rodents. Windows must be closed and tight-fitting.
- Doors must be solid, self-closing, and tight-fitting. External emergency exit doors that are restricted from non-emergency use do not need to have a self-closing device installed. If a solid door is left open for ventilation, the opening must be protected by either a mesh screen, a properly installed air curtain, or other effective means. A screen door must have a self-closing device installed, with a screen of at least 16 mesh to 1 inch.
- Employee restroom doors must be self-closing.

Complete plumbing schedule

- A three-compartment sink with adequate drainboards must be provided for the manual washing, rinsing, and sanitizing of kitchenware (all basins must be large enough to accommodate the largest piece of equipment or utensils); and/or: 1. Adequate mechanical warewashing facilities with properly designed drainboards or moveable dishtables provided. Readable data plate, pressure gauge, temperature gauge, and sanitizer level indicator provided as required; 2. Provision of hot and cold water (with adequate pressure) at all fixtures and equipment that use water.
- Exposed pipes, lines, and conduits installed so as not to obstruct or prevent cleaning of floors, walls, and ceilings.
- Floor drains provided where floors are subject to flushing, or spray cleaning methods.
- Provide properly designed faucets on handwashing lavatories providing tempered water by means of a mixing valve or combination faucet. Water provided at handsinks must have a temperature of at least 100°F with adequate pressure.

- Sufficient number of and conveniently located handwashing lavatories for use by employees in food preparation, warewashing areas, and bar areas with no physical barriers between the handsink and workstations. Splashguards must be installed on handsinks located in areas where there it is likely that splash that will contaminate food, equipment or food preparation surfaces.

Note: The Food and Drug Administration and the Conference for Food Protection suggest that a handwashing sink be located within 25 feet of all food activity/workstations.

- Sufficient number of and conveniently located toilet facilities provided for employee use.
- A properly designed dipper well must be provided for frozen desserts, if applicable.
- An adequate and properly located utility (mop) sink or curbed cleaning facility must be provided.
- Each piece of foodservice equipment with a water or steam line including, but not limited to, water filters, beverage equipment water lines, ice makers, and steamers shall have individual back flow prevention devices if an air gap is not provided. Mop sinks or other water fixtures with a spray nozzle attached must have a backflow prevention device designed for continuous pressure.
- The hot water heater(s) shall be capable of providing adequate hot water to meet the requirements for mechanical dishwashers, booster heaters, steamers, handsinks, 3 compartment sinks, and other food service equipment requiring hot water.

Site plan

- Exterior walking and driving surfaces graded to drain and constructed of concrete, asphalt, gravel or other materials that have been effectively treated to minimize dust, facilitate maintenance, and prevent muddy conditions.
- Outdoor dumpster pads constructed of concrete or asphalt and are sloped to drain.

Miscellaneous requirements

- Designation of adequate facilities for the storage of employees' personal items and storage of maintenance and cleaning equipment.
- Poisonous or toxic materials necessary for the maintenance of the establishment shall be stored in a manner that physically separates them from food, equipment, and single service articles.
- Poisonous or toxic materials necessary for the maintenance of the establishment shall be stored separate from food, equipment, and single service articles, and shall not be stored above or intermingled with these items to prevent potential contamination. This does not prohibit the convenient availability of detergents or sanitizers at warewashing facilities, if the materials are stored to prevent contamination of the above mentioned items.

Complete sanitation requirements can be found at http://www.in.gov/isdh/files/410_iac_7-24.pdf . Please plan ahead, and do not hesitate to call the Wells County Health Department for guidance or questions regarding requirements.