



New Retail Food Establishment Application Packet

Thank you for your interest in opening a new retail food establishment. In this packet, you will find all of the necessary paperwork and helpful documents that you will need in order to obtain approval for your new facility. Each document is explained in detail below. Feel free to contact our office if you have further questions.

☐ **GUIDELINES FOR NEW FOOD ESTABLISHMENTS**

The purpose of this document is to provide general guidelines for those interested in opening a new retail food establishment. These guidelines are designed to assist new operators with the procedure to obtain a proper permit from the Department of Health. Retail food establishments are required to meet all current requirements set forth in the Indiana Food Code (410 IAC 7-26).

☐ **RETAIL FOOD ESTABLISHMENT PERMIT APPLICATION**

The operator of a retail food establishment must submit an application for a food permit and pay all applicable fees. The application type will depend on the type of food service provided. For example, an Annual Food Service permit application is typically for restaurants, where an Annual Food Market permit application is typically for grocery stores and markets. Once the establishment type is determined, the appropriate application will be provided.

☐ **PLAN CONTENT REQUIREMENTS**

The purpose of this document is to assist the architect or contractor when submitting a full set of floor plans for construction of a new retail food establishment or remodeling of an existing building. Once plans are received, the Department of Health will review the plans, usually within 10 business days. Plans that fully outline the entire establishment including all equipment and room finishes are required.

☐ **PLAN REVIEW QUESTIONNAIRE**

This document is designed to serve as guidance for all new retail food establishments with regard to the minimum sanitation requirements set forth in 410 IAC 7-26. Please note there are two sections – one to be filled out by the operator and one to be filled out by the architect/contractor.

☐ **FOOD ESTABLISHMENT SIGN-OFF SHEET**

All retail food establishments must be in compliance with current Fort Wayne/Allen County Building, Fire, Water Utility and Zoning regulations. It is the responsibility of the operator to contact the Allen County Building Department, the Fort Wayne Fire Department (or other appropriate fire department based upon location of facility), Water Utility and the Allen County Department of Planning Services to schedule any necessary inspections and/or obtain signatures for approval. This sheet is to be submitted to the Department of Health once all signatures have been obtained (and must be submitted in completed form prior to final inspection by the Department of Health).

☐ **LIST OF CERTIFIED FOOD HANDLER PROVIDERS**

410 IAC 7-26-135 requires that retail food establishments (unless otherwise exempted) have at least one certified food handler who has demonstrated knowledge of food safety principles by passing a test that is part of an accredited program. This document provides a list of providers.



Guidelines for New Food Establishments

NOTE: 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. In order to qualify for an annual food permit, the establishment must meet all current Food Code requirements. The procedure to obtain a proper permit is outlined below.

1. **CONTACT FIRE AND BUILDING DEPARTMENTS.** All food establishments must be in compliance with current Fire and Building codes. Contact the applicable departments using the contact information on the reverse side of this form for their requirements and approval.
2. **SUBMIT PLANS.** A full set of plans must be submitted to this Department prior to construction of a new establishment or remodeling of an existing building. (See "Plan Content Requirements" for content and specific requirements for submitted plans). At that time, a Plan Receipt will be issued. The contractor must take the plan receipt to the Building Department in order to obtain all necessary Building Permits. ***Failure to submit plans before construction commences may result in the issuance of an immediate stop work order and assessment of a fine. Work will not be allowed to resume until plans have been submitted and the fine paid.***
3. **BEGIN BUILDING OR REMODELING.** Once plans are submitted and Building Permits are obtained, you may begin construction. We do recommend, however, that you pay special attention to the plan review once it is received (See No. 4 below) – especially if this is your first project in Allen County, Indiana.
4. **REVIEW THE FOOD ESTABLISHMENT PLAN REVIEW FORM.** The Health Department will conduct a plan review of submitted plans, and a copy of the review will be mailed to the person listed on the "Plan Review Mailing Address" as noted on the Plan Receipt. **Note:** The plan review must be shared with all responsible parties involved in the project to ensure all requirements are met.
5. **SCHEDULE A PRELIMINARY INSPECTION OF THE ESTABLISHMENT.** Contact the appropriate inspector to conduct a preliminary inspection anytime during the construction process, allowing at least two working days for scheduling. The inspection report will list any items that have yet to be addressed or corrected to bring the establishment into compliance with current Food Codes.
6. **SUBMIT A FOOD PERMIT APPLICATION AND PAY FEES.** The operator of the food establishment, not the architect or contractor, must submit an application for a food permit and pay all applicable fees. The Health Department must receive the application and fees before a final approval inspection will be scheduled. **Note:** Fees must be submitted to the Health Department in person or by mail, as no fees may be received in the field.
7. **SCHEDULE FINAL APPROVAL INSPECTION:** Once all items as listed on the preliminary inspection have been completed and the food permit application and fees have been submitted, a final inspection can be scheduled. Contact the appropriate inspector, allowing at least two working days for scheduling. If all Food Code requirements are met, the establishment will be approved for an annual food establishment permit. **Note:** ***No food items may be brought into the retail food establishment until a valid food permit is obtained.***

BUILDING AND FIRE DEPARTMENT CONTACT INFORMATION

Allen County Department of Health

(260) 449-7561

Allen County Building Department

Commercial Building Inspector - (260) 449-7546

Allen County Department of Planning Services

(260) 449-7607

Fort Wayne Community Development

(260) 427-1129

FIRE DEPARTMENT INFORMATION:

FORT WAYNE FIRE DEPARTMENT (within city limits)

1 Main St., Suite 901 – Fort Wayne, IN 46802 – dial 3-1-1

<https://www.fortwaynefiredepartment.org/>

EAST CENTRAL FIRE & EMS

910 Hartzell Road – New Haven, IN 46774 – (260) 493-7500

<https://www.newhaven.in.gov/601/East-Central-Fire-EMS>

HOAGLAND FIRE DEPT

11316 Hoagland Road – Hoagland, IN 46745 – (260) 639-6161

<https://www.hoaglandfire.com/>

MONROEVILLE FIRE DEPT

205 W. South St. – Monroeville, IN 46773 – (260) 623-6234

<https://ivfa.org/departments/monroeville-vol-fire-dept/>

NORTHEAST ALLEN COUNTY FIRE PROTECTION DISTRICT

13415 State St. – Grabill, IN 46741 – (260) 627-5133

<https://ivfa.org/departments/north-east-allen-county-fire-ems/>

NORTHWEST ALLEN COUNTY FIRE PROTECTION DISTRICT

15412 Lima Road – Huntertown, IN 46748 – (260) 449-3698

<https://www.facebook.com/@nwfiredistrict/>

SOUTHWEST ALLEN CO FIRE DIST

12912 Indianapolis Road – Yoder, IN 46798 – (260) 747-2938

<https://www.southwestfire.com/>

WEST CENTRAL ALLEN COUNTY FIRE PROTECTION DISTRICT

11321 Aboite Center Road – Fort Wayne, IN 46814 – (260) 436-1449

<https://www.facebook.com/westcentralfiredistrict/>



Food Protection Division ♦ 200 E. Berry Street, Suite 360 ♦ Fort Wayne, IN 46802

Phone: (260) 449-7562 ♦ Fax: (260) 449-3010 ♦ www.allencountyhealth.com

ANNUAL FOOD SERVICE PERMIT APPLICATION

All Food Establishments must comply with 410 IAC 7-26 and Allen County Code, Title 10, Article 2 at all times or be subject to the penalties therein.

NAME OF ESTABLISHMENT: _____
(this is how it will appear on your permit and in our files)

Address of Establishment (location): _____
(street) (city) (ZIP)

Mailing Address for Permit: _____
(street) (city) (state) (ZIP)

Mailing Address for permit renewal letter: _____
(street) (city) (state) (ZIP)

Establishment Phone: _____ Fax: _____ Email: _____

Name of Owner: _____ Owner Address: _____

Type of Ownership (* see back) Individual Partnership Corporation LLC Other: _____

If corporation, list name: _____ Registered Agent: _____

-- THE FOLLOWING ISSUES MUST BE ADDRESSED/COMPLETED OR PERMIT WILL NOT BE ISSUED --

- (1) Total number of Employees: _____ (including owners, managers and staff in food service/preparation capacity)
- (2) Name of the Person-In-Charge: _____ Position: _____
- (3) Name of Certified Food Manager: _____ Position: _____ Cert. Expiration: _____
(In accordance with 410 IAC 7-26, each food establishment must employ a certified food protection manager unless otherwise exempt.)
- (4) List the days and hours of operation (be specific): _____
- (5) Type of water supply to the establishment: Municipal Private (well)

PERMIT FEE SCHEDULE (This is a non-refundable fee.)

LATE FEES APPLY IF THE PAYMENT IS BEING MADE AFTER THE 15TH OF THE MONTH IT IS DUE. IF LATE, USE CHART ON RIGHT.

ON-TIME RENEWALS, use the chart below

TOTAL EMPLOYEES	FEE
1-5	\$300.00
6-9	\$400.00
10-40	\$450.00
41 and over	\$500.00
SCHOOLS	\$ 70.00

LATE RENEWALS, use the chart below

TOTAL EMPLOYEES	TOTAL FEE
1-5	\$ 375.00
6-9	\$ 500.00
10-40	\$ 562.50
41 and over	\$ 625.00
SCHOOLS	\$ 87.50

\$ _____

NEW ESTABLISHMENTS & CHANGES OF OWNERSHIP, SEE BACK OF APPLICATION FOR FEE SCHEDULE

Make all checks or money orders payable to the Allen County Department of Health.

NOTE #1: This permit is solely for the facility located at the address listed above. Any sale and/or food preparation at an off-site event is beyond the definition of catering and is not in compliance with state law/local ordinance and subject to penalties.

NOTE #2: Payments made by check that result in non-sufficient funds will result in the requirement for immediate payment to the Allen County Department of Health (plus an additional NSF check fee) via cash, money order or certified check within 5 business days. If payment is not received within 5 business days of notification, the establishment will be closed until fees are paid in full.

NOTE #3 (Collections): Any and all charges for services and permits are your sole responsibility and are to be paid in full upon application. In the event any legal proceeding must be instituted to recover the amount due, the Allen County Department of Health shall be entitled to recover the cost of the collections, including reasonable attorney fees.

By signing below, I agree to ALL terms and conditions listed on this permit application

Permit will not be issued
if not properly signed!

Signature of Applicant(s) or Corporate Officer: _____

Printed Name of Applicant(s): _____

-----FOR OFFICE USE ONLY BELOW THIS LINE -----

Signature of Food Division Representative _____

Date _____

District #: _____ Receipt Number: _____

Estab. #: _____ Permit #: _____

Date Entered: _____ Clerk: _____

***ESTABLISHMENTS WITH SHARED OWNERSHIP, A PARTNERSHIP, OR ANY FORM OF MULTIPLE OWNERSHIP OR MEMBERSHIP – please complete the following for each:**

Owner Name: _____ Telephone: _____ Ownership %: _____

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NOTE TO NEW ESTABLISHMENTS OR NEW OPERATORS – Non-Probationary

New Establishment Fee: \$280.00

Each new food establishment shall be required to pay a fee of **two hundred and eighty dollars (\$280.00)** for the review of plans and specifications and for the initial inspection of the Food Establishment. This fee is in addition to the permit fee.

NOTE TO NEW OPERATORS – (90-day Probationary) Fee: \$175.00

Each new permittee of a food establishment which is in existence and has been operating on a continual basis up to the time that the new permittee takes over the ownership or possession of said food establishment, shall be required to pay a fee of **one hundred and seventy five dollars (\$175.00)** for the initial inspection of the food establishment. This is an addition to the permit fee as set out herein.

(Food establishments under new ownership are required to meet all applicable current codes within 90 days.) *There will be no extensions on this 90-day probationary period. All codes must be met at the time for the annual permit to be issued. If codes are not met at that time, the probationary permit will be revoked and the establishment will be closed. Refer to Title 10, Article 2 (Food and Beverage Ordinance) for further information.*

New Operator: I, _____, have read and understand the
Please Sign
above paragraph and I also understand I will need to schedule an initial inspection of the facility to determine what needs to be done to meet all applicable requirements.

Actual date that the change of ownership will become effective: _____



Food Protection Division ♦ 200 E. Berry Street, Suite 360 ♦ Fort Wayne, IN 46802

Phone: (260) 449-7562 ♦ Fax: (260) 449-3010 ♦ www.allencountyhealth.com

ANNUAL FOOD MARKET PERMIT APPLICATION

All Food Establishments must comply with 410 IAC 7-26 and Allen County Code, Title 10, Article 2 at all times or be subject to the penalties therein

NAME OF ESTABLISHMENT: _____
(this is how it will appear on your permit and in our files)

Address of Establishment (location): _____
(street) (city) (ZIP)

Mailing Address for Permit: _____
(street) (city) (state) (ZIP)

Mailing Address for permit renewal letter: _____
(street) (city) (state) (ZIP)

Establishment Phone: _____ Fax: _____ Email: _____

Name of Owner: _____ Owner Address: _____

Type of Ownership (* see back) Individual Partnership Corporation LLC Other: _____

If corporation, list name: _____ Registered Agent: _____

-- THE FOLLOWING QUESTIONS MUST BE ANSWERED OR PERMIT WILL NOT BE ISSUED --

(1) Square footage of the food market area (only where food is stored, handled, displayed or sold): _____

(2) What is the name of the Person-In-Charge? _____ Position: _____

(3) Name of Certified Food Manager? _____ Position: _____ Cert. Expiration: _____

(In accordance with 410 IAC 7-26, each food establishment must employ a certified food protection manager unless otherwise exempt.)

(4) Please list your days and hours of operation (be specific): _____

(5) Type of water supply to the establishment: Municipal Private (well) (6) Number of Employees: _____

PERMIT FEE SCHEDULE (This is a non-refundable fee.)

**LATE FEES APPLY IF THE PAYMENT IS BEING MADE AFTER THE 15TH OF THE MONTH IT IS DUE.
IF LATE, USE CHART ON RIGHT.**

ON-TIME RENEWALS, use the chart below

SQUARE FOOTAGE TOTAL FEE

Under 3,000 \$300.00

3,001-30,000 \$500.00

30,001-40,000 \$675.00

40,001-60,000 \$900.00

60,001 and over \$1,125.00

LATE RENEWALS, use the chart below

SQUARE FOOTAGE TOTAL FEE

Under 3,000 \$375.00

3,001-30,000 \$625.00

30,001-40,000 \$843.75

40,001-60,000 \$1,125.00

60,001 and over \$1,406.25

\$ _____

NEW ESTABLISHMENTS & CHANGES OF OWNERSHIP, SEE BACK OF APPLICATION FOR FEE SCHEDULE

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By signing below, I agree to ALL terms and conditions listed on this permit application

Permit will not be issued
if not properly signed!

Signature of Applicant(s) or Corporate Officer: _____

Printed Name of Applicant(s): _____

-----FOR OFFICE USE ONLY BELOW THIS LINE -----

Signature of Food Division Representative

Date

District #: _____ Receipt Number: _____

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Date Entered: _____ Clerk: _____

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Each new permittee of a food establishment which is in existence and has been operating on a continual basis up to the time that the new permittee takes over the ownership or possession of said food establishment, shall be required to pay a fee of **one hundred and seventy five dollars (\$175.00)** for the initial inspection of the food establishment. This is an addition to the permit fee as set out herein.

(Food establishments under new ownership are required to meet all applicable current codes within 90 days.) There will be no extensions on this 90-day probationary period. All codes must be met at the time for the annual permit to be issued. If codes are not met at that time, the probationary permit will be revoked and the establishment will be closed. Refer to Title 10, Article 2 (Food and Beverage Ordinance) for further information.

New Operator: I, _____, have read and understand the above paragraph and I also understand I will need to schedule an initial inspection of the facility to determine what needs to be done to meet all applicable requirements.

Actual date that the change of ownership will become effective: _____



Food Establishment Plan Content Submission Requirements

Note: A full set of plans must be submitted to the Allen County Department of Health prior to construction of a new establishment or remodeling of an existing establishment/building. At that time, a Plan Receipt will be issued. The contractor must take the Plan Receipt to the Building Department in order to obtain all necessary Building Permits. ***Failure to submit plans before construction commences will result in the issuance of an immediate STOP WORK ORDER and assessment of a fine. Work will not be allowed to resume until plans have been submitted and approved and the fine paid.***

Plans should include the following specifications:

1. The entire layout of the floor plan.

- The plan should be accurately drawn to a minimum scale of ¼ inch = 1 foot. This allows for ease in reading plans.
- **Entrances, exits, loading/unloading areas, docks, and interior doors.**
- All doors and windows leading to the outside must be protected against the entry of insects and rodents. Windows shall be closed and tight-fitting. If they are open, a proper screen must be in place (16 mesh to 1 inch screen). Doors shall 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, a proper screen door must be in place. The screen door must have a self-closing device installed and screen must be 16 mesh to 1 inch.
- Employee restroom doors must be self-closing.
- **Complete Finish Schedules For Each Room.**
- Ceilings must be 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.
- Studs, joists and rafters may not be exposed in areas subject to moisture.
- The ceiling surfaces in a bar area or waitress area in which the only open foods prepared are beverages and the only warewashing taking place is of glasses and small utensils will not be required to be non-absorbent. The surfaces, however, must be smooth and easily cleanable.
- Walls must be constructed of 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 and in areas subject to moisture.
- Floors must be constructed of materials that are smooth, non-absorbent, durable and easily cleanable in food preparation area, food storage areas, warewashing areas, walk-in refrigeration and freezer units, employee restrooms and areas subject to moisture.
- **Complete Plumbing Schedule.**
- Source of water supply and method of sewage disposal designated.
- A properly designed dipperwell must be provided for frozen desserts, if applicable.
- A three-compartment sink with adequate drainboards must be provided for the manual washing, rinsing and sanitizing of kitchenware; and/or
- 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.

- Proper installation of a grease trap.
- Provision of hot and cold water (with adequate pressure) at all fixtures and equipment that use water.
- Installation of exposed pipes, lines and conduits so as not to obstruct or prevent cleaning of floors, walls, and ceilings is required.
- Floor drains provided where floors are subject to flushing, or spray cleaning methods.
- Provide properly designed faucets on hand washing lavatories providing tempered water by means of a mixing valve or combination faucet.
- Sufficient number of and conveniently located hand washing lavatories for use by employees in food preparation, warewashing areas and bar areas with no physical barriers between the handsink and workstations. **Note:** *The Food and Drug Administration and the Conference for Food Protection recommends that a hand washing sink be located within 25 feet of all food activity/workstations.*
- Sufficient number of and conveniently located toilet facilities provided for employee use.
- An adequate and properly located utility (mop) sink or curbed cleaning facility must be provided.
- Properly designed devices installed at all fixtures and equipment (when required) to protect against backflow and back-siphonage.
- **Complete Lighting/Electrical Schedule.**
- At least 50 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, lavatory and toilet areas.
- 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.
- **Complete Equipment Schedule.**
- Food equipment must be designed and constructed to be durable. Materials used in the construction of food-contact surfaces may not allow the migration of deleterious substances or impart colors, odors or tastes to food and shall be safe, durable, corrosion-resistant and non-absorbent. They 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.
- All equipment must be properly placed. Food service equipment may not be located in the following areas: *locker rooms, toilet rooms, garbage rooms, mechanical rooms (when 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. Equipment that is fixed (not easily moveable), must be placed so that it is spaced to allow 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.*
- 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.
- Use properly designed display cases and food shields where required.
- **Complete Ventilation Schedule.**
- Properly designed and approved ventilation for food service equipment (cooking equipment and hot water sanitizing dish-machines) as required by the Fire and Building departments.
- Mechanical exhaust ventilation must be provided in employee restrooms.
- **Site Plan (plot plan).**
- Exterior walking and driving surfaces graded to drain.
- Exterior walking and driving surfaces constructed of concrete, asphalt or 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 Plan Content Requirement.**

- Designation of adequate facilities for the storage of employees' personal items.
- Designation of adequate facilities for the storage of maintenance and cleaning tools.
- Adequate and properly located laundry facilities if used.

Items reviewed during plan review process in accordance with Retail Food Establishment Sanitation Requirements Title 410 IAC 7-26

KITCHEN/FOOD PREPARATION AREAS

Ceilings

1. Must be smooth, durable, non-absorbent, non-porous and easily cleanable (washable) material above all food preparation areas, warewashing areas, walk-in refrigeration/freezer units and in areas subject to flushing or spray cleaning methods. *No porous, acoustical ceiling tiles are allowed in these areas.* (Sections 407, 409, 414, 415)
2. No studs, joists and rafters may be exposed in areas subject to moisture. (Section 416)

Walls

1. Must be smooth, durable, non-absorbent, non-porous and easily cleanable (washable) material in food preparation areas, warewashing areas, walk-in refrigeration/freezer units and in areas subject to flushing or spray cleaning methods. (Sections 407, 409, 414, 415)
2. Concrete, rock, porous blocks or bricks used for indoor wall construction in these areas must be finished and sealed to provide a smooth, non-absorbent and easily cleanable surface. (Section 414)

Floors

1. Must be smooth, durable, non-absorbent, non-porous and easily cleanable (washable) material in food preparation areas, warewashing areas, walk-in refrigeration/freezer units and areas subject to moisture. (Sections 407, 409)
2. Coved or sealed wall/floor junctures must be provided. (Section 411)
3. Floor drains must be provided in areas in which water flush cleaning methods are used. (Section 411)

Lighting

1. At least 50 foot-candles of light are required on all food preparation surfaces and at equipment or utensil washing work levels. (Section 436)
2. At least 20 foot-candles of light (at a distance of 30 inches above the floor) must be provided in utensil and storage areas, walk-in refrigeration/freezer units and inside equipment such as reach-in refrigeration units. (Section 436)
3. Light bulbs must be shielded, coated or otherwise shatter-resistant in areas where there are exposed food, clean equipment, utensils, linens, unwrapped single-service and single-use items. (Section 417)
4. 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. (Section 417)
5. Can lights in which the bulbs are recessed need no additional shielding. If the bulb extends beyond the can, then it must be shielded, coated, or otherwise shatter-resistant. (Section 417)

Equipment

Note: *Commercial equipment is not required.* Residential equipment may be used if it is in sound condition (no rust), clean, works properly and meets all Food Code requirements.

1. All equipment and utensils shall be designed and constructed to be durable and to retain its characteristic qualities under normal use conditions. (Section 236)
2. Food-contact surfaces must be smooth, in sound condition, free of sharp internal angles, corners, and crevices, have a smooth finish and be accessible for cleaning and inspection. (Section 238)

3. Utensils and food-contact surfaces may not allow the migration of harmful substances or impart colors, odors or tastes to food and under normal use conditions shall be: safe, durable, corrosion-resistant, non-absorbent, sufficient in weight and thickness to withstand repeated warewashing, finished to have a smooth, easily cleanable surface, and be resistant to pitting, chipping, scratching, scoring, distortion and decomposition. (Section 226)
4. Only hard maple or an equivalently hard, closed-grained wood may be used as a food-contact surface. (Section 232)
5. 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 a corrosion-resistant, non-absorbent and smooth material. (Section 234)
6. All equipment must be properly located/installed. Food service equipment and/or food may not be located in the following areas: locker rooms, toilet rooms, garbage rooms, mechanical rooms, 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. (Section 283)
7. Equipment that is fixed (not easily moveable) must be located so that it is spaced to allow access for cleaning along the sides, behind, under and above the equipment, spaced from adjoining equipment, walls and ceilings a distance of not more than one thirty-second (1/32) inch, or sealed to adjoining equipment or walls, if the equipment is exposed to spillage or seepage. (Sections 284, 285)
8. Refrigerators must be provided with proper thermometers and operate to hold potentially hazardous foods at 41°F or below. Freezers must be provided with proper thermometers and must operate to hold potentially hazardous foods at 0°F or below. (Sections 208, 213, 260)
9. A properly designed dipperwell is required for the dispensing of frozen desserts. (Section 183)
10. Properly designed display cases and food shields are required where necessary. (Section 193)
11. Insect control devices that are used to electrocute or stun flying insects shall be designed to retain the insect within the device. Insect control devices shall be installed so that the devices are not located over a food preparation area, and dead insects and insect fragments are prevented from falling on exposed food, clean equipment, utensils, unwrapped single service and single use articles. (Section 419)

Ventilation over cooking equipment/warewashing machine

1. Properly designed and adequate ventilation for food service equipment as required by all applicable Fire and Building codes must be provided. (Section 437)
2. Hot water sanitizing dishwashing machines must be provided with adequate ventilation as required by the Allen County Building Department codes. (Section 437)

Grease trap

1. Proper installation of a grease trap as required by the Allen County Building Department or Water Pollution Control Plant. The unit, if needed, must be located to be easily accessible for cleaning. (Section 381)

KITCHEN/FOOD PREPARATION AREAS CONTINUED

Sinks

1. Sufficient number of and conveniently located hand washing sinks for use by employees in food preparation and warewashing areas with no physical barriers between the handsink and workstations are required. (Sections 351, 356) ***Note:*** *The Food and Drug Administration and the Conference for Food Protection recommends that a hand washing sink be located within 25 feet of all food activity workstations with no barriers in between the workstation and sink.*
2. Properly designed faucets on hand washing sinks providing tempered water by means of a mixing valve or combination faucet is required. (Section 347)

3. All hand washing sinks must be equipped to provide water having a temperature of a least 85°F with adequate pressure and have soap, hand drying device and a waste receptacle if paper towels are used. (Sections 347, 429, 430, 433)
 4. Adequate and properly located utility (mop) sink or curbed cleaning facility required and must be equipped with hot and cold water. (Section 353)
 5. Provision of a food preparation sink **if** no three-compartment sink is provided. (Sections 359, 353)
 6. A sink used for food preparation or utensil washing, or a service sink or curbed cleaning facility may not be provided with soap and paper towel. (Section 431)
- Notes:** a) A separate food preparation sink is not required if the establishment has a three-compartment sink. Food preparation may take place in a cleaned and sanitized basin of the three-compartment sink. (Section 291)
- b) If a sink is located in such a way that food or clean kitchenware is exposed to splash, a splash guard may be required to avoid potential cross-contamination. (Sections 189, 192, 328)

Warewashing (dishwashing) area

1. A three-compartment sink with adequate drainboards, utensil racks or movable dishtables must be provided for the manual washing, rinsing and sanitizing of utensils and equipment. (Sections 269, 270, 289)
- AND/OR**
2. Adequate mechanical warewashing facility with properly designed drainboards, utensil racks or movable dishtables provided. A readable data plate, pressure gauge, temperature gauge, ventilation hood and sanitizer level indicator provided as required. **Note:** A warewashing machine that uses a chemical sanitizer shall be equipped with a device that indicates audibly or visually when more chemical sanitizer needs to be added. (Sections 264, 248, 261, 262, 263, 265, 266)

BAR

1. Floor and wall finishes must be smooth, sealed, non-porous, non-absorbent and easily cleanable. (Sections 407, 409, 411)
2. Ceiling finish must be easily cleanable. Acoustical ceiling tile is allowed above bar areas. Ceiling attachments and decorative items above the bar must be easily cleanable. (Sections 407, 409, 415)
3. Properly located hand washing sink for use by employees in food/beverage preparation and warewashing areas with no physical barrier between the handsink and workstations is required. (Sections 351, 356)
4. Refrigerators must be provided with proper thermometers to store potentially hazardous foods at 41°F or below. Freezers must be provided with proper thermometers to store potentially hazardous foods at 0°F or below. (Sections 213, 208, 260)

DRY STOCKROOM

1. All shelf stable food products must be stored on shelving that is corrosion-resistant, non-absorbent and smooth. (Section 234)
2. Food must be stored in a clean, dry location where it is not exposed to splash, dust or other contamination and is at least six (6) inches above the floor. (Section 189) **Note:** Pallets may be used for food storage ONLY IF the establishment has a pallet jack/moving device on-site. Pressurized beverage containers, cased food in waterproof containers, such as bottles or cans, and milk containers in plastic crates may be stored on a floor that is clean and not exposed to floor moisture. (Section 189)
3. Floor and wall finishes must be smooth, sealed, non-porous, non-absorbent and easily cleanable. (Sections 407, 409, 411)
4. Ceiling finish must be easily cleanable. Acoustical ceiling tile is allowed in dry stock areas as long as stored products are closed, no food prep is performed in the area, and no sinks are located in the area. (Sections 407, 409, 415)

DOORS AND WINDOWS

1. Openings to the outside must be protected against the entrance of insects and rodents by closed tight-fitting windows and solid, self-closing and tight-fitting doors. (Section 421) **Note:** Daylight must not be visible under or around closed doors or windows.
2. Doors or windows that are to be left open for ventilation must be protected against the entry of insects and rodents by: a) screens (sixteen mesh to one inch), air curtains, or b) other effective means. (Section 421)

RESTROOMS

1. Restroom floor, wall and ceiling finishes must be smooth, non-absorbent and easily cleanable. (Section 407) **Note:** *No acoustical ceiling tile allowed, as it is absorbent.*
2. At least one (1) toilet and not fewer than the toilets required by law shall be provided. (Section 434)
3. Mechanical exhaust ventilation must be provided in all toilet rooms. (Section 437)
4. Self-closing and tight-fitting entry doors for all toilet rooms are required. (Section 420)
5. Hand washing sink(s) must be located in or immediately adjacent to, toilet rooms. (Section 356)
6. All hand washing sinks must be equipped to provide water having a temperature of at least 85°F with adequate pressure and have soap, hand drying device and a waste receptacle if paper towels are used. (Sections 347, 429, 430, 433)
7. A toilet room used by females shall be provided with a ***covered*** receptacle for sanitary napkins. (Section 394)

WATER/PLUMBING

1. Sewage and wastewater disposal system constructed and operated according to law. (Sections 346, 379, 382)
Public Sewage System _____ Private Sewage System _____
2. Water supply from a source constructed and operated according to law. (Section 334)
Public Water System _____ Private Water System _____
3. Adequate supply of hot and cold water (with adequate pressure) supplied to all fixtures and equipment that use water. (Sections 363, 341, 342)
4. Properly designed devices installed at all fixtures and equipment (where required) to protect against backflow and backsiphonage to prevent contamination of the potable water supply provided. (Sections 348, 349, 357, 360, 380)
5. Installation of exposed pipes, lines and conduits so as not to obstruct or prevent cleaning of floors, walls and ceilings. (Section 410)

OUTDOOR FACILITIES

1. Exterior walking and driving surfaces graded to drain. (Section 425)
2. Exterior walking and driving surfaces constructed of concrete, asphalt, gravel or other materials that have been effectively treated to minimize dust, facilitate maintenance and prevent muddy conditions. (Section 408)
3. Perimeter walls and roofs of a food establishment shall be constructed to effectively protect the establishment from the weather and entry of insects, rodents and other animals. (Section 422)

WASTE / TRASH FACILITIES

1. Outdoor storage surfaces for refuse, recyclables and returnables constructed of non-absorbent materials such as concrete or asphalt and smooth, durable, curbed and sloped to drain properly. (Sections 388, 426)

2. Outside receptacles and waste handling units for refuse and recyclables, such as an on-site compactor, shall be installed so the accumulations of debris and rodent/insect attraction or harborage are minimized. Units must be leakproof, have a lid or cover, and be installed to allow for effective cleaning around and under the unit. (Sections 388, 390, 392)

Note: Outside waste receptacle areas for waste handling, refuse and recyclables may need screening (or an enclosure) within the Fort Wayne city limits as required by the Allen County Planning Department. If used, the enclosure must be constructed of durable and cleanable materials. (Section 389).

MISCELLANEOUS REQUIREMENTS

1. Adequate facilities for the storage of employee's personal clothing and belongings. (Sections 438, 440)
2. Adequate facilities provided for the storage of maintenance and cleaning tools. After use, mops shall be placed in a position that allows them to air-dry without soiling walls, equipment or supplies. (Sections 452, 447)
3. Adequate and properly located laundry facilities if used. Mechanical clothes washer or dryer must be located so it is protected from contamination and only where there is no exposed food, no clean equipment, utensils, and linens and unwrapped single-service and single-use articles. (Sections 277, 323, 283)
4. Operations completely separated from living/sleeping quarters. (Sections 427, 428)

FEES AND INSPECTIONS

1. The **operator** (not the architect or contractor) of each new food establishment will be required to pay a fee for the review of plans and inspections. This fee is in addition to the Food Establishment permit fees. Fees must be submitted to the Health Department in person or by mail as no fees may be received in the field.
2. Any existing food establishment desiring to remodel or build any additions shall be required to submit plans and pay a fee for the review of plans and inspections.
3. The Health Department must be contacted for both preliminary and opening inspections at least two (2) working days ahead of time. Inspections are scheduled on a first come-first serve basis.
4. **No food storage, preparation or service may take place in the establishment until the final inspection has been completed and a valid food permit is granted.**



PLAN REVIEW QUESTIONNAIRE

Please answer the following questions and return this form with your floor plan and menu to our office. If you have any questions, please call (260) 449-7111. This questionnaire is not designed as a complete list of requirements, but should be used as a guideline only. The sanitation requirements noted in this document are ones specified under the Retail Food Establishment Sanitation Requirements, 410 IAC 7-26. Please use this rule as it pertains to section numbers referenced at the end of each question.

Name of the facility:

Address of facility:

Contact name and phone number:

It is recommended you provide plans that are a maximum of 11x14 inches in size including the layout of the floor plan.

Number of Seats

Total square feet of the facility

Number of Employees

Number of floors on which operations are conducted

Maximum meals to be served: Breakfast
(approximate number)

Lunch

Dinner

Type of service: Sit down meals
(check all that apply) Take out

Mobile vendor
Other:

Caterer

Who (job title) will be your certified food manager? (sect. 135)

How will employees be trained in food safety? (sect.136)

The following procedures / questions should be considered before any further planning / construction begins or continues to ensure special consideration is given to these standard sanitary operating procedures (SSOP's). This section should be completed by the operator. Please indicate (by either checking or completing the answers) whether or not a section applies to your operation.

FOOD

1. Please provide a list of all planned food vendors. (sect. 155) (who you will be purchasing product from)

2. What is the procedure for receiving food shipments? (sect. 162) Are temperatures checked and containers inspected for damage?

3. What is the anticipated frequency of food deliveries for: Frozen Fresh Dry

4. Is your facility required to have pasteurized products? (sect. 225) Yes No

5. Do you intend to make low-acid or acidified foods and intend your products to be shelf stable? Yes No
If so, have you passed the Better Process and Control School exam? (sect. 156) Yes No
Please include a copy of the certificate.

6. Do you intend to make reduced oxygen packaged (ROP, def. 97) foods? (sect. 218) Yes No
If yes, please list out the ROP foods:

FOOD PREPARATION

1. If foods are prepared a day or more in advance, please list them out:
2. What will be your procedure to prevent employees from touching foods that are ready-to-eat and will not be cooked or heat treated (such as sushi, lettuce, buns, etc.)? (sect. 173)
3. Describe your date marking system (described under sect. 214) for time/temperature control for safety food (defined under sect. 125) ready-to-eat foods (defined under sect. 96). (sect. 214)
4. Will all produce be washed prior to use? (sect. 179) Yes No NA
If no, why?
5. Describe the procedure to minimize the amount of time potentially hazardous foods will be kept in the temperature danger zone (41°F-135°F) during preparation. (sect. 211)

6. Provide a list of the types of food that will need to be thawed before cooking. (sect. 210)

PROCESS	TYPES OF FOOD
Refrigeration	
Running water less than 70°F	
Microwave as part of the cooking process	
Cook from frozen	
Other (describe)	

7. Provide a list of the types of food that will need to be cooled (ex: leftovers). (sects. 211, 212)

PROCESS	TYPES OF FOOD
Shallow pans under refrigeration	
Ice and water bath	
Reduced volume (quartering a large roast)	
Ice paddles	
Rapid chill devices (blast freezer)	
Other (describe)	

8. What procedures will be in place to ensure foods are reheated to 165°F or above? (sect. 206)

9. Will a buffet be served? Yes No
If yes, who will be responsible for ensuring the buffet is protected from consumer contamination? (sect. 195)

HOT AND COLD HOLDING

1. Will "Time as a Public Health Control" (see sect. 216) be used for potentially hazardous food(s) (either hot or cold)?
Yes No *Note: Written procedures must be developed in advance, maintained in the retail food establishment and made available to the regulatory authority upon request.*
2. Whom (line cook, kitchen manager, etc.) will be assigned the responsibility of taking food temperatures and at what steps will temperatures be taken (cooking, cooling, reheating and hot holding)? (sect. 136)
3. Describe how cross-contamination of raw meats and ready-to-eat foods will be prevented in a refrigeration unit(s) (ex: walk-in coolers, under the counter coolers). (sect. 175)
4. Describe the storage of different types of raw meat and seafood in the same unit, and how cross-contamination will be prevented. (sect. 175)

SANITIZATION

1. Who will be assigned the responsibility of ensuring the correct amount of sanitizer will be used? (sect. 136)
2. What type of chemical sanitizer(s) will the facility use? (sect. 299)
3. Will the facility have test kits / papers on site for all types of chemical sanitizers? (sect. 301) Yes No
4. How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in a sink or put through a dishwasher be sanitized? (sect. 316)

POISONOUS OR TOXIC MATERIALS

1. Where will poisonous or toxic materials be stored (including the ones for retail sale)? (sect. 457)
2. Will the facility use a hand sanitizer? (sect. 144) Yes No If yes, what brand?
3. Will the facility ensure insecticides and rodenticides are "Approved for User in Food Establishments" and that they are applied in a safe manner? (sect. 136) Yes No
4. Will all spray bottles be clearly labeled? (sect. 456) Yes No
5. Where will first aid supplies be stored? (sect. 471)

MISCELLANEOUS

1. Will any part of the retail food establishment open directly into any part of any living or sleeping quarters? (sect. 427)
Yes No
2. Has the facility registered or applied for a permit from the regulatory authority? (sect. 477) Yes No
3. Will laundry facilities be provided on-site? (sect. 277, 323, 283) Yes No
4. Will any outdoor food operations take place at the licensed food establishment? Yes No
(sect. 489)

MENU

1. Will raw animal food(s) be offered to the public in an undercooked form (sushi, rare hamburgers, eggs over easy, made from scratch dressing, etc.)? Yes No
If so, please attach your consumer advisory statement. (sect. 223)
2. List food and beverages to be served below or attach a menu.

The following list of questions should generally be completed by the architect / contractor / engineer.

WAREWASHING / DISHWASHING

1. Dishwashing methods (check one or both): 3 Compartment Sink Dish machine
2. If a 3 compartment sink is used, which sanitizing method will you use? Hot water Chemical
3. If a dish machine is used, which sanitizing method will you use? Hot water Chemical
If hot water, do you have a booster heater? Yes No
If hot water, how will you ensure the unit is sanitizing the utensils? (sects. 280, 316)
4. Does your chemical dish machine have an alarm that indicates when more chemical sanitizer needs to be added?
(sect. 265) Yes No
5. What type of alarm will be used to detect when the sanitizer is too low? Sound Visual
6. Can the largest piece of equipment be submerged into the 3 compartment sink or dish machine? (sect. 274)
Yes No
7. Does the facility plan to use alternative manual ware washing equipment? (sect. 274) Yes No
If yes, please submit your procedure for review.
8. Does your facility have enough drain boards / utensil racks/carts for the air drying of equipment and utensils for either
the 3 compartment sink or the dish machine? (sect. 275)

WATER SUPPLY

1. Type of water supply: Public Private If public, skip question #2.
2. If private, has the source been tested? (sect. 339) Yes No
If so, when was the last test? _____ Did you send us a copy of the lab result? Yes No

WASTE WATER / SEWAGE DISPOSAL

1. Type of sewage disposal system: Public Private If public, skip question #2.
2. If private, has the waste treatment been approved by the state or local septic inspector? (sect. 385) Yes No
Please provide a copy of the approval.

PLUMBING

1. Are hot and cold water fixtures provided at every sink? (sect. 342) Yes No
2. If a water supply hose is to be used for potable water, is it made from food-grade materials? (sect. 370) Yes No
3. What is the recovery time, volume and capacity of the hot water heater? (sect. 341)
4. Is an adequate and properly located utility (mop) sink or curbed cleaning facility provided? (sect. 353) Yes No

5. The following technical information is needed on the proposed plumbing. This section is best completed by a licensed plumber or engineer.

Fixture	Water Supply					Sewage Disposal		
	AVB	PVB	VDC	HB	Air Gap	Air Break	Air Gap	Direct Connect
Dishwasher								
Ice Machine(s)								
Mop/Service Sink								
3 Compartment Sink								
2 Compartment Sink								
1 Compartment Sink								
Hand Sink(s)								
Dipper Well								
Hose Connections								
Asian Wok/Stove								
Toilet(s)								
Kettle(s)								
Thermalizer								
Overhead Spray Hose								
Other Spray Hose(s)								
Other:								
Other:								
AVB=Atmospheric Vacuum Breaker				HB=Hose Bib Vacuum Breaker				
PVB=Pressure Vacuum Breaker				VDC=Vented Double Check Valve				

6. Has contact been made to City Utilities to determine if a grease trap is required? Yes No

7. What would be the frequency of cleaning for the grease trap? (sect. 381)

HANDWASHING / TOILET FACILITIES

1. Handwashing sinks are required in each food preparation and dishwashing area. (sect. 356)

How many hand sinks will be provided?

2. Are all toilet room doors self-closing where applicable? (sect. 420) Yes No

3. Are all toilet rooms equipped with adequate ventilation? (sect. 437) Yes No

ROOM FINISH SCHEDULE (What the interior of the facility will look like)

1. Please indicate which materials (ex: quarry tile, stainless steel=SS, plastic cove molding, etc.) will be used in the following areas. (sect. 410)

AREA	FLOOR	COVING	WALL	CEILING
KITCHEN				
CONSUMER SELF SERVICE				
SERVING LINE				
BAR				
FOOD STORAGE				
OTHER STORAGE				
TOILET ROOMS				
GARBAGE STORAGE				
MOP/SERVICE SINK AREA				
DISHWASHING				
OTHER				
OTHER				

PERSONAL BELONGINGS

1. Are separate dressing rooms / lockers provided? Sect. 438) Yes No

2. Describe the storage location for employees' coats, purses, medicines and lunches. (sects. 440, 472)

3. Where is the designated area for employees to eat, drink and use tobacco? (sect. 148)

EQUIPMENT

1. Will all of the equipment meet the design and construction for the American National Standards Institute (ANSI) standards or meet section 226? Yes No

2. Will the utensils and food storage containers be made from food-grade quality materials? (sect. 226) Yes No

3. Will any pieces of used equipment be utilized? (sect. 474) Yes No
If so, please list equipment types:

4. Is the ventilation hood system sufficient for the needs of the facility? (sect. 276) Yes No NA

5. Will all of the equipment used for the storage of potentially hazardous foods be able to meet the minimum temperature requirements (frozen food 0°F, cold food 41°F, hot food 135°F)? Yes No

6. Please list equipment types for the hot and cold holding of foods; also during serving or transporting. (sect. 213)

7. Will each refrigeration unit have a thermometer? (sect. 260) Yes No

8. What types of counter protective guards for food (sneeze guards) will be used for consumer self-service? (sect. 193)

INSECT AND RODENT HARBORAGE

1. Will all outside doors be self-closing, when applicable, and rodent / insect proof? (sect. 421) Yes No

2. Will screens be provided on any open windows / doors to the outside? (sect. 421) Yes No

3. Will air curtains be installed (made from either plastic or mechanical); if so, where on outer openings? (sect. 421)

4. Will all pipes and electrical conduit chases be sealed (ex: ventilation systems, exhaust and intake protection)?
(sect. 422) Yes No

5. Is the area around the building clear of unnecessary debris, brush and other harborage conditions? (sect. 453)
Yes No

6. Do you plan to use a pest control service? Yes No Frequency Company

REFUSE AND RECYCLABLES

1. Describe the surface (for refuse / recyclables) the outside dumpster will be located on: (sect. 388)

2. Where will recyclables be stored prior to pick-up?

LIGHTING

1. What are the foot candles of light for the following areas? (sect. 436)

Food prep areas

Dishwashing areas

Dry storage areas

Restrooms

Walk-in refrigeration units



Food Protection Division ♦ 200 E. Berry Street, Suite 360 ♦ Fort Wayne, IN 46802

Phone: (260) 449-7562 ♦ Fax: (260) 449-3010 ♦ www.allencountyhealth.com

Food Establishment Sign-Off Sheet

THIS FORM MUST BE SIGNED BY ALL APPLICABLE DEPARTMENTS, AND THE ORIGINAL DOCUMENT (NO COPIES) MUST BE RETURNED TO THE DEPARTMENT OF HEALTH BEFORE ANY FOOD ESTABLISHMENT OPERATIONAL PERMITS CAN BE ISSUED.

New Establishment New Operator Probationary Remodel/Fire Other: _____

NAME OF ESTABLISHMENT _____

OPERATING ADDRESS _____

Type of Establishment:

Permanent Mobile/trailer Off-Site Outdoor Grilling Other: _____

Operation Information:

of days/month or months/year _____ At what location(s): _____

Structural Information:

Permanent Building Trailer Tent Other (please list) _____

OWNED BY _____ PHONE _____

OPERATED/MANAGED BY _____ PHONE _____

Allen County Code, Title 10, Article 2 (Allen County Food and Beverage Ordinance) states: "All Food Establishments must fully comply at all times with all local and state Building, Zoning and Fire codes." Therefore, the following departments are required to approve this establishment under their respective rules and regulations before a food establishment permit can be issued by the Department of Health.

The applicant is required to contact the Allen County Building Department for approval between the hours of 8 a.m. to 4:30 p.m. (SEE BACK). Applicants should allow sufficient time for approval, as an inspection may be required by the Bldg. Dept.

Will any new equipment be installed? Yes No If yes, what: _____

APPROVED BY BUILDING DEPARTMENT _____ **DATE** _____

Comments _____

Note: The Allen County Building Department must be contacted as soon as possible to discuss the requirements regarding any ventilation hood system. A new air balance test is required when any construction takes place or when any hood modifications occur. Further, if there is a change of ownership (even with no building/hood modifications), a new air balance test is required if one has not been performed during the past 12 months. The new owner is responsible for working with the Building Department to either provide documentation of a valid/accepted air balance report or obtaining a new air balance test if required.

APPROVED BY FIRE INSPECTOR _____ **DATE** _____

Comments _____

This section below must be completed if the establishment is going through a change of ownership, conducting remodeling, or for establishments for which plans will not be going through a traditional plan review "routing" process. Obtain the appropriate signature below based on the location of the property/business. Additionally, a signature must be obtained from the appropriate Water Pollution Control authority (Fort Wayne City Utilities Development Services or Aqua Indiana) to ensure compliance with all applicable codes and regulations.

Approved Not Approved **Dept. of Planning Services** _____ **DATE** _____

Approved Not Approved **Leo-Cedarville Planning District** _____ **DATE** _____

Approved Not Approved **New Haven Planning Department** _____ **DATE** _____

Comments (from applicable Planning Dept.) _____

Approved Not Approved **Fort Wayne City Utilities** _____ **DATE** _____

Approved Not Approved **Aqua Indiana** _____ **DATE** _____

Comments (from applicable Water Pollution Control) _____

Helpful Telephone Numbers and Department Information

Building Department

Allen County Building Department (260) 449-7131

1st Floor – Citizens Square Building 200 E. Berry St., Ste 180

*Applicants should contact the Building Department office regarding any needs regarding this form.
The Building Department will decide if an inspection is needed and arrange the scheduled inspection.*

Planning and Zoning

Allen County Department of Planning Services (260) 449-7607

1st Floor – Citizens Square Building, Ste 150

Leo-Cedarville Planning District (260) 627-6321

New Haven Planning Department (260) 748-7040

Water Pollution Control

Fort Wayne City Utilities Development Services (260) 427-5064

2nd Floor – Citizens Square Building, Room 250

Aqua Indiana (260) 625-4700

1111 W. Hamilton Road South

Fire Departments

Fort Wayne Fire Code Enforcement Dial 3-1-1

Northeast Allen County Fire (260) 627-5133

- Grabill, Harlan, Leo-Cedarville, Cedar Creek Twp., Springfield Twp., Scipio Twp.

Northwest Allen County Fire (260) 449-3698

- Hometown, Washington Twp., Eel River Twp., Perry Twp.

Hoagland Fire Dept. (260) 639-6161

Monroeville Fire Dept. (260) 623-6234

East Central Fire & EMS (260) 493-7500

- New Haven, Woodburn, Adams Twp., Jefferson Twp., Maumee Twp., Milan Twp.

Southwest Allen County Fire (260) 747-2938

- Wayne Twp., Pleasant Twp., Marion Twp., Lafayette Twp.

West Central Allen County Fire (260) 436-1449

- Aboite Twp., Lake Twp.

ADDITIONAL COMMENTS:

Department Name:

Department Name:

Food Handler Certification Examination and Training Program Providers

The following organizations offer nationally accredited food safety certification programs and examinations utilizing the Conference for Food Protection standards. This list is subject to change as additional programs are accredited or discredited by the standards set forth by the American National Standard Institute (ANSI).

Certified Professional Food Manager®
Thomson Prometric (formerly Experior Assessments, LLC)
1360 Energy Park Drive
St. Paul, MN 55108
Phone: 1-800-786-3926
Fax: 1-800-247-9362
Internet: www.experioronline.com
Certification lasts for 5 years

Food Safety Manager Certification Examination
The National Registry of Food Safety Professionals
5728 Major Blvd., Suite 750
Orlando, FL 32819
Phone: 1-800-446-0257
Internet: Info@nrfsp.com
Certification lasts for 5 years

ServSafe®
Indiana Restaurant and Hospitality Association
200 South Meridian Street, Suite 350
Indianapolis, IN 46225
Contact: Debbie Scott
Phone: 1-800-678-1957
Internet: www.indianarestaurants.org
Certification lasts for 5 years

The following organizations offer training programs and one or more of the approved examinations from the aforementioned accredited testing organizations:

Safe Food Handlers Corporation
665 South Farmingdale Road
New Berlin, Illinois 62670
PH: 888-793-5136
FAX: 217-793-5163
Internet: www.sfhcorp.com
Email: sfhcorp@aol.com
Contact: Ron Thomas, Director of Marketing and Education
Using ServSafe® exam

EcoSure, a service of Ecolab
60 Revere Drive, Suite 800
Northbrook, IL 60062
PH: (847) 480-9898
FAX: (847) 480-1838
Contact: Dave Schoen
Email: dave.schoen@ecolab.com
Internet: www.ecosure.com
Using the ServSafe® exam

Allen County Extension Office
4001 Crescent Ave.
Ft. Wayne, IN 46815
PH: (260) 481-6826
Using course and examination from ServSafe®

Indiana School Food Service Association
SFS Division, SFS Serves
P.O. Box 702
Mishawaka, IN 46546
Contact: Michael Miller
PH: (800) 348-0823
FAX: (574) 257-0895
Internet: www.sfsserves.com
Email: Michael@sfsserves.com
Using the ServSafe® exam

SuperSafeMark®
Food Marketing Institute
655 15th Street, NW
Washington, D.C. 20005
Contact: Laurie Williams
PH: (202) 220-0660
Internet: www.supersafemark.com
Using the National Registry exam

NEHA Training LLC
720 S. Colorado Blvd., Ste 900-S
Denver, CO 80246
PH: (303) 756-9090, ext. 347
FAX: (303) 691-9490
Internet: www.nehatraining.com
Contact: Shawn Sheridan, Program Coordinator
Using examination from National Registry of Food Professionals

Purdue University
Department of Food Science
Food Science Building
745 Agriculture Mall Dr.
West Lafayette, IN 47907-2009
Contact: Ann Guentert
PH: (765) 496-3827
Internet: www.foodsci.purdue.edu/outreach/retailfoodsafety/
Using the National Registry exam

Indiana Licensed Beverage Association
Food Handling Certification
47 South Pennsylvania Street, Suite 702
Indianapolis, IN 46204
PH: (800) 843-5288
Contact: Kimberly Blakely
Email: kblakeley@indianalba.com
Internet: www.indianalba.com
Using the National Registry exam

Danger Zone Consulting 14565 Cherry Tree Rd. Carmel, IN 46033 PH: (317) 571-8026 Internet: dangerzone41-140@prodigy.net Contact: Melissa Ackerman Using the ServSafe® or National Registry exam	Food Safety Training 848 Executive Drive Oviedo, FL 32765 PH: (800)232-1917 Contact: John Burgos Cell phone: (800) 406-2334 Email: jburos@foodsafetyusa.com Using the Exporior Assessments exam
HP Product 4220 Saguaro Trail Indianapolis, IN 46268 PH: (317) 298-9950 ext. 132 PH: (800) 382-5326 Contact: James F. Krohn Email: jkrohn@sales.hpproducts.com Using the National Registry exam	Kentucky Food Safety Consulting P.O. Box 7535 Louisville, KY 40257-0535 PH: (502) 552-2204 Contact: Mark S. Ohlmann, CFSP Email: kyfoodsafety@msn.com Using NEHA Trainings Food Safety program and using the National Registry exam
MD Consulting P.O. Box 133 West Boylston, MA 01583 PH: (508) 835-9898 Contact: Sam Wong, PhD Email: mdconsulting@charter.net Using the ServSafe® exam. Teaches in Chinese language	IVY Tech State College- Region 5 1942 E. North Street Kokomo, IN 46903-1373 PH: (765) 454-5112 ext 704 PH: (866) 454-5742 ext 704 FAX: (765) 454-5126 Contact: Janice Hulet, CCES Coordinator Email: jhulet@ivytech.edu
Indiana University-Purdue University at Indianapolis Tourism, Conventions, and Event Management Dept. 901 West New York Street Indianapolis, IN 46202 PH: (317) 274-0810 Contact: Jim Bennett Email: jbennett@iupui.edu Using the ServSafe® exam	NSF International, Inc. Center for Public Health Education 789 Dixboro Road Ann arbor, MI 48105 PH: 800/NSF-MARK Internet: www.nsf.org Email: hazan@nsf.org Contact: Stan Hazan Using all of the ANSI approved examinations
IVY Tech State College- Region 8 1 West 26th Street Indianapolis, IN 46208 PH: (317) 921-4808 Contact: Sally Eisbrenner, CCES Coordinator Email: seisbren@ivytech.edu	Shamrock Food Safety Education & Consulting 254 Pleasant Dr. Elk Grove Village, IL 60007 PH: (219) 714-7647 Contact: Shane Sexton Email: shamrockfoods@yahoo.com Using the National Registry exam
SES 5750 Castle Creek Parkway, Suite 314 Indianapolis, IN 46250 PH: (877) 882-1925 FAX: (317) 334-1998 Internet: www.SESadvantage.com Contact: Melissa Using the ServSafe® exam	
Vincennes University 1002 N. 1 st Street, GVH 72 Vincennes, IN 47591 PH: (812) 888-5743 Contact: Lori Marchino Email: lorimarchino@aol.com Using the ServSafe® exam	