



## **Retail Food Establishment Remodel Application Packet**

*In this packet, you will find all of the necessary paperwork and helpful documents needed to obtain approval for your newly renovated facility. Each document is explained in detail below. Feel free to contact our office with questions.*

☐ **GUIDELINES FOR REMODELING OF EXISTING FOOD ESTABLISHMENTS**

Any owner/operator that plans to remodel an existing retail food establishment is required to submit a full set of floor plans to the Department of Health for review, prior to any construction. Examples of a remodel include construction of new food preparation/service areas, dishwashing areas, bars, restrooms and food storage areas. In addition, any modifications to existing room finishes, plumbing, lighting and ventilation are examples of remodeling. Please contact the Department of Health with any equipment or menu changes to ensure compliance with the Retail Food Establishment Sanitation Requirements 410 IAC 7-26.

☐ **APPLICATION AND/OR REMODEL FEE SUBMISSION FORM**

All retail food establishments must submit an application and the applicable fees to the Department of Health prior to the start of construction. Along with the application to remodel the existing retail food establishment, a full set of plans must also be submitted.

☐ **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.

☐ **FOOD ESTABLISHMENT SIGN-OFF SHEET**

All retail food establishments must be in compliance with current Fort Wayne/Allen County Building, Fire 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) 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).



## **Guidelines for Remodeling Existing Food Establishments**

**NOTE:** Examples of a remodel include construction of new food preparation/service areas, dishwashing areas, bars, restrooms, and food storage areas. In addition, any modifications to existing room finishes, plumbing, lighting, and ventilation are examples of remodeling. Please contact the Health Department with any equipment or menu changes to ensure compliance with the Retail Food Establishment Sanitation Requirements 410 IAC 7-26.

1. **CONTACT FIRE, BUILDING and PLANNING DEPARTMENTS.** All food establishments must be in compliance with current Fire, Building and Planning 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 #4 below) – especially if this 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 REMODEL 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 to operate in the remodeled areas of the food establishment. **Note:** ***No food items may be brought into the remodeled area until a final inspection is completed.***

## 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 – Hometown, IN 46748 – (260) 449-3698  
<https://www.facebook.com/@nwfiredistrict/>

**SOUTHWEST ALLEN COUNTY FIRE PROTECTION DISTRICT**

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

## APPLICATION AND/OR REMODEL FEE SUBMISSION FORM (For Plan Review and Inspections)

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**The following establishment has paid the appropriate application and/or remodel fees:**

Name of Establishment: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Establishment: \_\_\_\_\_

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

Signature of Establishment Representative: \_\_\_\_\_

Printed Name of Establishment Representative: \_\_\_\_\_

### **NOTE TO ESTABLISHMENTS OWNER/OPERATORS:**

**Remodeling Fee: \$150.00**

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

**NOTE:** 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.

**COLLECTIONS NOTICE:** 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.

### **OFFICE USE/NOTES**

Health Dept. Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Establishment # \_\_\_\_\_ Receipt # \_\_\_\_\_

Date Entered \_\_\_\_\_ Clerk: \_\_\_\_\_



## **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 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)
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.**



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

Phone: (260) 449-7562 ♦ Fax: (260) 449-3010 ♦ [www.allencountyhealth.com](http://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

1<sup>st</sup> 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

1<sup>st</sup> 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

2<sup>nd</sup> 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:

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Department Name:

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