

# 2021 Plan Review Application: Mobile Food Establishment

HEALTH PROTECTION DIVISION  
ENVIRONMENTAL HEALTH  
(618) 296-6079  
MADISONCHD.ORG





## Memorandum

**To:** Food Establishment Applicants

**From:** Erin Boester, M.P.H., L.E.H.P.  
Health Protection Division Director

**Subject:** Food Establishment Plan Review Application

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Enclosed please find a Mobile Food Establishment Plan Review Packet for mobile food vendors who wish to operate on a routine basis throughout in Madison County, Illinois. This packet must be completed in its entirety and submitted to Madison County Health Department for approval. Please see the back of packet for definitions and fee schedule. Incomplete packets will be returned due to missing information and will not be processed.

Please submit the completed plan review packet including all applicable documents and a non-refundable fee of \$200.00 to the following address:

Madison County Health Department  
101 East Edwardsville Road  
Wood River, IL 62095

If you have any questions, please contact the Environmental Health section for assistance at (618) 296-6079.



**FOOD ESTABLISHMENT PLAN REVIEW APPLICATION**

<b>Official Use Only</b>		
Method of Payment:	Date Paid:	Permit Number:
Expected Category:		Expected Pre-Opening:
Remodel or New Establishment:		Sanitarian Assignment:
Environmental Health Approval:		Date Approved:

**-Applicant Information-**

<b>Permit Information</b>	
Doing Business As Name (DBA):	
<b>Business Owner / Operator Information</b>	
Licensee / Corporation Name:	
Contact Name:	Phone Number: (     )     -
Street Address:	
City, State, Zip:	
E-mail:	
<b>Current Mailing Address</b> (If different from Business Owner/Operator Information)	
Name:	Phone Number: (     )     -
Mailing Street Address:	
Mailing City, State, Zip:	
E-mail:	
<b>Expected category assessment following opening or remodel</b> (see definitions section): <b>CATEGORY</b> _____	
<b>Hours of Operation</b>	
Sun: _____	Thurs: _____
Mon: _____	Fri: _____
Tues: _____	Sat: _____
Wed: _____	
<b>Certified Food Protection Manager</b>	
<b>Shift 1 Employee Name:</b>	
ID Number:	Expiration Date:
<b>Shift 2 Employee Name:</b>	
ID Number:	Expiration Date:
<b>* All other staff handling food will be required to maintain food handler training.</b>	



**FOOD ESTABLISHMENT PLAN REVIEW APPLICATION**

**Menu**

**Attach copy of Menu (must be provided for plan review) \*Use additional paper as needed.**

Item	Prepared on Vehicle	If no, where is item prepared? Provide additional information as needed.
	Yes/No	

**Commissary Information**

Name:	<input type="checkbox"/> Attach Commissary Agreement
Owner:	County:
Address:	City, State, Zip:
Phone Number: (     )	E-mail:

**\*Commissary must provide potable water, access to offload waste water, extra storage of food items, cleaning and sanitizing the mobile unit, equipment and utensils. It is required that the site maintain separate storage for each business, maintain log of kitchen use, and understand capacity of site.**

**Attach the two (2) most recent inspection reports of the commissary and the permit of the commissary location if your commissary is located outside of Madison County.**

**Remodel Information** (if applicable) If not a new food mobile food establishment and processes remain same, skip to page 8

**Briefly describe scope of work:**

**\*Address any additional items within this application that pertain to remodel. Submit blueprints and drawings as required. It is also the understanding that any violations outstanding will also be addressed during remodel.**

Describe travel practices including power source to maintain temperatures of food during transport and arrival of Mobile Food Establishment to designated location:



**FOOD ESTABLISHMENT PLAN REVIEW APPLICATION**

\*Use addition paper as necessary for the following section

List all foods prepared more than 12 hours in advance of service (examples: coleslaw, sauces, dressings, potato salad, tuna salad, etc.):


**All time and temperature control for safety foods (TCS), which have been prepared or opened and will be held under refrigeration for more than 24 hours, must be date marked to ensure the product is not held longer than 7 days, including the date of preparation.**

Describe the date marking procedures that will be utilized:


Describe the procedures used to keep time and temperature control for safety foods out of the temperature danger zone (41°F-135°F) during preparation:


Will raw meats, poultry (including eggs), and seafood be stored in the same refrigeration or freezer as cooked and/or ready-to eat foods? If yes, describe procedure to prevent cross-contamination.


Will any processes include vacuum packaging, cook chill, sous vide, smoking for preservation ect.?




**FOOD ESTABLISHMENT PLAN REVIEW APPLICATION**

**Thawing:**

Food must be thawed using one of the following methods. On the chart below, indicate how each food item in use will be thawed.  Check here if no foods will be thawed.

Thawing Method:	Food Items:	Where:
Refrigeration		
Under running water less than 70°F		
Microwave (as part of cooking process)		
Cooked from frozen state		
Other (describe)		

**Cooking:**

Check all that apply:  Stove top  Microwave  Oven  Grill  Fryer  Steamer  Wok

**\*Note: equipment must be in good repair, clean and free of grease build-up.**

List all equipment that will be used for cooking and where:

**\*A Consumer Advisory shall be posted or added to the menu for all foods which are raw or under cooked.**

Will any foods be served under cooked or raw such as (Caesar dressing, hamburgers, sushi, etc.)?  YES  NO

**If yes, list items offered and the notification which will be provided to consumer:**



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## Hot and cold holding:

Check here if no foods will be hot held.

List the equipment that will be used to maintain a temperature of 135°F or above for all time and temperature control for safety foods that are being hot held during service:


List the equipment that will be used to maintain a temperature of 41°F or below for all time and temperature control for safety foods being held cold during service:


If you will be using ice, as a supplement, for keeping food cold (such as condiments) how will the food be stored in the ice? Describe the procedure to maintain ice levels:


If the establishment will use time as public health control, written procedures must be provided. Items must have initial temperature of either 41°F when removed from cold holding or 135°F (or greater) when removed from hot holding temperature control. All items must be marked with date and time to indicate when items shall be discarded. List all items that apply:




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**Cooling:**

All foods must be cooled from 135°F to 70°F within 2 hours, and within a total of 6 hours from 135°F to 41°F. List the food items that will be cooled in the chart next to the cooling method to be used.

Check here if no foods will be cooled.

Cooling Method:	Food Items:	Where:
Shallow pans		
Ice bath		
Reduce volume or size of food (smaller portions or containers)		
Rapid chill		
Other (describe)		

**Reheating:**

**\*Food for next day service shall be rapidly reheated to 165°F within 2 hours.**

List equipment that will be used to rapidly reheat food to a temperature of 165°F within 2 hours for hot holding.

List foods that will be rapidly reheated to temperatures of 165°F within 2 hours for hot holding. (Items may be from previous day service, but cannot to exceed 7 days of food storage from day 1 of food prep.)



## FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

### Mobile Food Establishment Information

Number of locations that food prep will occur (hand sink must be provided in each location):			
Hand sink with hot & water on MFE:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Total number:
3-compartment sink with hot & cold water:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Number in Establishment:
Dish machine:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Number in Establishment:
Sanitizer type at 3-compartment sink:	Sanitizer type at dish machine:		
Prep sink:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
Water heater:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Max water temperature in °F:
Adequate lighting:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Protective shielding for lighting:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	*Must be tuff skin or covered
All exterior doors self-closing & tight fitting:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	*If doors will be opened for extended period of time it must be screened
Window or door screens secure:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
# of Refrigeration units:	Number of walk-in coolers:		
# of Freezer storage units:	Number of walk-in freezers:		
Thermometers in all refrigeration/freezers:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Proper dispensers for single service items:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
Ice machine onsite:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	*Must be air-gapped
Storage of food and supplies at least 6 inches off the floor (LOCATION):			
Chemical storage (LOCATION):			
Refrigeration unit MAKE/MODEL:			
Refrigeration unit MAKE/MODEL:			
Freezer unit MAKE/MODEL:			
Freezer unit MAKE/MODEL:			
Cooking unit MAKE/MODEL:			
Cooking unit MAKE/MODEL:			
Hot holding unit MAKE/MODEL:			
Hot holding unit MAKE/MODEL:			
Any additional information regarding equipment:			
<b>*FDA Food Code 2017 4-205.10- All equipment must meet ANSI Standards and be for commercial use.</b>			



## FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

### Mobile Food Establishment Information Continued

Make/Model:	Total Square Feet of Unit:		
Number of employee restrooms:	Hand drying method:		
What if the power source of Mobile Food Establishment?			
Will power source be available during travel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Water Holding Tank:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Size in Gallons:
Wastewater Tank:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Size in Gallons:
Describe your process for removal of wastewater:			

### Indicate Materials

Floor:
Coving:
Walls:
Ceiling:

**\*Note: all materials must be non-absorbent, smooth and easily cleanable.**

### Municipality Notification

**\*It is the responsibility of the Food Establishment to contact the local municipality regarding inspections and additional regulations in which they must comply. Each Food Establishment must provide documentation during the Plan Review process that they have been in contact with the municipality.**

Name of City Official :	Date of Contact:
Email of Official:	Phone Number: (     )     -



**FOOD ESTABLISHMENT PLAN REVIEW APPLICATION**

The applicant has attached the following items requested within this Plan Review Application:

- Completed Food Establishment Plan Review Application**
- Copy of Food Establishment Menu**
- A diagram of Food Establishment and Kitchen Equipment Schedule**  
 \*Include the following in a scaled drawing: Hand sink, 3-compartment sink, cooking equipment, hot holding equipment, food preparation equipment, food storage equipment, power source, and all plumbing fixtures (i.e hand sink(s), 3 compartment sink(s), mop sink, water heater.)
- NON-REFUNDABLE Plan Review Application fee of \$200.00**

*\* Any changes to application must be submitted in writing and pre-approved by this department before construction begins. All future extensive remodels after opening establishment are subject to plan review fees.*

*\* Prior to operation, contact your local jurisdiction as local building and zoning requirements may apply.*

*\*By signing below you agree that you have completed the Food Establishment Plan Review Application with comprehensive and accurate information that will be used to begin the approval process. It is your responsibility to update procedures and documents as necessary.*

Signature	Printed Name	Date

## **Obtaining an Establishment Permit**

### **Step One-Initial Inquiry**

- Contact Environmental Health for a Plan Review Application Packet. Review Illinois Food Code and Madison County Food Sanitation Ordinance.

### **Step Two- Submit Plans**

*The following items must be submitted before your plans will be evaluated:*

- Completed Plan Review Application packet.
- Submit labeled, scale drawing of your Food Establishment showing the location of major appliances, sinks, etc. Include the kitchen equipment schedule. Equipment designated for commercial use is required. Emailed blueprints will not be acceptable.
- A copy of your proposed menu including all items that will be served at the establishment.
- Include hours of operation within packet. For Category 1 and Category 2 establishments, a Food Protection Manager must be supplied for each shift. Certificates shall be supplied prior to scheduling opening inspection.
- Plan Review Fee: \$200.00. Payable by check, cash, credit card. Service fees will be assessed when using a credit or debit card. Plan review fee is non-refundable.

### **Step Three- Review Process**

- The plans will be reviewed ONLY after all the above required documents and fees have been submitted.
- An incomplete Plan Review Application Packet will be returned. This will delay the approval process.
- All Plan Review Applications and any additional information or revisions will be reviewed in the order in which they are received.
- Please allow up to ten (10) business days to review the plans once all required documents are received.

### **Step Four- Approval Process**

- Following plan review you will be notified by letter of tentative approval.
- Changes to your plans or additional information may be required prior to plan approval.
- Any changes to the submitted plans must be pre-approved by this department before construction begins.

### **Step Five- Preliminary Inspection and Final Approval**

- After your plans have been approved and work has begun, contact the Environmental Health to schedule a preliminary inspection (optional). Items that require correction will be noted.
- When the Food Establishment construction is complete and all equipment is in place and operational, a final inspection can be scheduled. All equipment must be on and functioning properly during this inspection. If the establishment meets code and no major correction are not needed, final approval to operate will be given. Each establishment must meet all local city regulations prior to operation.
- Food permit fees must be paid prior to scheduling final approval inspection.
- Please allow at least one week to schedule preliminary or final inspections following payment.



## FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

**Please see Madison County Food Sanitation Ordinance regarding additional definitions and requirements. For the purpose of this application the following information has been supplied:**

**COMMISSARY** shall mean a local health department permitted food establishment that acts as a base of operations for a mobile food establishment. The commissary provides facilities for adequate storage of food, food containers, or food supplies; equipment for adequate washing and sanitizing of food equipment and utensils; a servicing area for the sanitary disposal of liquid waste; for handling and disposal of garbage, grease and rubbish originating from the mobile food establishment; facilities for filling a potable water holding tank in a sanitary manner.

**CONCESSION STAND** shall mean a food establishment that is a permanent food service stand or building, operating in conjunction with an athletic or entertainment event operating no more than 100 days annually.

**EXTENSIVE REMODEL** shall mean any structural additions or alterations to existing establishments; changes, modifications, and extensions of plumbing, excluding routine maintenance. Extensive remodeling does not include redecorating, altering seating design, or reducing seating capacity.

**FOOD ESTABLISHMENT** Means an operation that: Stores, prepares, packages, serves, vends food directly to the consumer, or otherwise provides food for human consumption such as a restaurant; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market; vending location; conveyance used to transport people; institution; or food pantry; and relinquishes possession of food to a consumer directly, or indirectly, through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers. Food establishments include an element of the operation such as a transportation vehicle or central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the regulatory authority; and an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.

Food establishment does not include an establishment that offers only prepackaged foods that are not time/temperature control for safety foods; a produce stand that only offers whole, uncut fresh fruits and vegetables; a food processing plant including those that are located on the premises of a food establishment; a kitchen in a private home, such as a small family daycare provider or a bed and breakfast operation as defined in the Bed and Breakfast Act that prepares and offers food to guests; a private home that receives catered or home delivered food; a closed family function where food is prepared or served for individual family consumption; or a cottage food operation. (77 Ill. Adm. Code 750)

**FOOD PANTRY** shall mean a public or private nonprofit organization that distributes food to low-income and unemployed households, including food from sources other than the Department of Agriculture, to relieve situations of emergency and distress. (7 USCS § 7501 (Title 7, Agriculture; Chapter 102, Emergency Food Assistance)

**SPECIAL EVENT** shall mean a unique event at a particular location, such as a celebration, festival or fundraiser that occurs no more than twice a year.

**TIME/TEMPERATURE CONTROL FOR SAFETY FOOD** means a food that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.

**Section 55.15. Permit Required.**

- A. It shall be unlawful for any person to operate a food establishment, mobile food establishment, commissary, or temporary food establishment, within the County of Madison, State of Illinois, who does not possess a valid permit issued by the Madison County Health Department. Only a person who complies with the requirements of this Ordinance shall be entitled to receive and retain such a permit. Permits shall not be transferable from one person to another person nor shall said permit be transferable to any location, building, or place other than that which it was originally issued. A valid permit shall be posted in every food establishment, temporary food establishment, or mobile food establishment so as to be clearly visible to all customers. A valid permit is one that is not suspended, revoked, or expired. Failure to possess a valid permit will result in immediate closure of a food establishment, mobile food establishment, commissary, or temporary food establishment within the County of Madison, State of Illinois.
- B. The following establishments shall be exempt from the provisions of this Ordinance:
1. An establishment that offers only prepackaged foods that are not time/temperature control for safety foods (TCS).
  2. Facilities licensed and inspected by the Illinois Department of Corrections.

**Section 55.16 Permit Issuance.**

- A. Any person desiring to operate a food establishment, mobile food establishment, commissary, or temporary food establishment must comply with existing Madison County Zoning provisions, where applicable, and shall make written application for a permit on forms provided by the Health Department. Any applicant who is not a resident of Madison County must designate a managing agent or registered agent who is a resident, and upon whom service may be made.
- B. Mobile food establishments seeking a permit shall provide the following information to the Health Department, in addition to a written application for a permit, prior to receiving permit:
1. Proof of access to a permitted commissary. Food may not be prepared in a residence nor in any facility that is not permitted or licensed.
  2. Hours of access to the commissary;
  3. A list of all items to be prepared and served during the course of operation;
  4. Mobile food establishment itinerary and operating schedule;
  5. Proof of access to restrooms;
  6. Proof of approval from the local governing body to operate in the location for which they have applied;
  7. A completed plan review provided by the Health Department.

**Section 55.17 Permit Length.**

The permit for food establishments, mobile food establishments, or commissaries, shall be for a period of 12 months from the date of issuance. Temporary establishment permits shall be for a period of no longer than fourteen (14) days in conjunction with a single event or celebration.

**Section 55.18 Permit Renewal.**

- A. Annual renewal of permits shall be required for continued operation of the establishment or commissary. Any person desiring to renew a permit shall make written application on forms provided by the Health Department.



**FOOD ESTABLISHMENT PLAN REVIEW APPLICATION**

B. All permit fees for the annual renewal of permits are due fifteen (15) days prior to the permit expiration date. Persons failing to submit the appropriate fee and renewal application by the above stated renewal due date shall be assessed a late payment penalty fee in addition to the appropriate permit fee. Failure to submit the total fee and application by the above- described renewal date may result in a late fee assessment each month and a lapse in the permit.

**Section 55.19 Permit Updates.**

A. The permit holder has an affirmative and continuing requirement to update the original and all renewal applications. As a result, the permit holder must inform the Health Officer of any changes in the information listed in these applications within thirty (30) days.

B. Failure to comply with the requirements of this section, or knowingly furnishing false information on the original or renewal applications shall be grounds for immediate suspension or revocation of any permit issued pursuant to this Ordinance.

**Section 55.23.B Schedule “A” Food Permit Fees.**

Effective December 1, 2018 the fee schedule is as follows:

<u>Category 1 Annual Permit</u>	<u>\$375.00</u>
<u>Category 2 Annual Permit</u>	<u>\$375.00</u>
<u>Category 3 Annual Permit</u>	<u>\$150.00</u>
<u>Mobile Food Establishment Annual Service Permit</u>	<u>\$375.00</u>
<u>Plan Review Fee</u>	<u>\$200.00</u>
<u>Concession Stand</u>	<u>\$150.00</u>
<u>Food Pantry</u>	<u>\$40.00</u>
<u>Annual Permit Late Payment Fee</u>	<u>\$75.00</u>
<u>Enforcement Penalty Maximum Fine</u>	<u>\$1,000.00</u>



## FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

### **Permit Issuance**

Section 55.16 Permit Issuance: Any person desiring to operate a food establishment, mobile food establishment, commissary or temporary food establishment must comply with existing Madison County Zoning provisions, where applicable, and shall make written application for a permit on forms provided by the Health Department.

**Permit Holder** shall mean any person or his agent who makes application for a permit to operate a food service establishment, retail food store, or temporary food establishment.

### **Category 1**

1. whenever cooling of potentially hazardous foods occurs as part of the food handling operations at the facility;
2. when potentially hazardous foods are prepared hot or cold and held hot or cold for more than 12 hours before serving;
3. if potentially hazardous foods which have been previously cooked and cooled must be reheated;
4. when preparing potentially hazardous food for off-premises service for which time-temperature requirements during transportation, holding and service are relevant;
5. whenever complex preparation of foods, or extensive handling of raw ingredients with hand contact for ready-to-eat foods, occurs as part of the food handling operation at the facility;
6. if vacuum packaging and/or other forms of reduced oxygen packaging are performed at the retail level; or
7. whenever serving immunocompromised individuals, where these individuals comprise the majority of the consuming population.

### **Category 2**

1. if hot or cold foods are not maintained at that temperature for more than 12 hours are restricted to the same day service.
2. if preparing foods for service from raw ingredients uses only minimal assembly and;
3. foods served at an establishment that require complex preparation (whether canned, frozen, or fresh prepared) are obtained from approved food processing plants, (high risk) food service establishments or retail food stores.

### **Category 3**

1. only pre-packaged foods are available or served in the facility, and any potentially hazardous foods available are commercially pre-packaged in an approved processing plant;
2. only limited preparation of non-potentially hazardous foods and beverages, such as snack foods and carbonated beverages, occur at the facility; or
3. only beverages (alcoholic or non-alcoholic) are served at the facility.

**Concession Stand** shall mean a food establishment that is a permanent food service stand or building, operating in conjunction with an athletic or entertainment event operating no more than 100 days annually.

**Food Pantry** shall mean a public or private nonprofit organization that distributes food to low-income and unemployed households, including food from sources other than the Department of Agriculture, to relieve situations of emergency and distress. (7 USCS § 7501 (Title 7, Agriculture; Chapter 102, Emergency Food Assistance))