New, Remodeled, or Change of Ownership for Food Establishments in Boone County

Required Documentation
1. Application
2. Risk Factor Flow Chart
3. Menu
4. HAACP plans for any special processes
   - a separate plan for each process must be submitted
   - each plan must be approved by the Department
5. Copies of Food Managers’ Licenses
   - all medium establishments must have at least 1 CFPM that works at the establishment the majority of the time
6. Copies of Allergen Training Certificates (Restaurants Only)
   - all employees that have a Certified Food Manager’s License must complete allergen training
7. Food Handlers Certificates
   - all employees must have this, unless they have a certified food manager license
   - includes servers, dishwashers, cooks, and bussers
8. To scale floor plan that indicates all necessary and required equipment
   - 3 compartment sink, hand sink, mop sink
   - hoods/ventilation and fire suspension
   - grease trap
   - cooking and baking equipment including steam tables/grills/etc., and refrigeration units
   - All equipment must be commercial grade equipment is required and needs to be NSF approved

New & Remodeled Establishments
After all the documentation is submitted, the payment for a plan review will be processed and the food plans will be reviewed by the Boone County Health Department. Please allow for 10 business days to review the initial plan submitted. Once the plans are reviewed and approved, we will send a letter of approval and information on arranging a pre-inspection once the establishment is has completed all construction, design, setup of all equipment, and cleaned and sanitized. A pre-opening inspection must be performed and is only scheduled after everything has been completed within the facility and it is ready to open the doors to serve customers. A pre-inspection should be scheduled and conducted before any food products are brought into the establishment. If a second pre-opening inspection must be scheduled
the $125.00 reinspection fee will be charged. Major plan revisions may incur a revised plan review fee. When the facility has been verified, via inspection, that it is constructed in compliance with the approved plan, is ready to open the doors to serve the public, and has paid all fees due, the permit will be issued. The annual food permits expire on December 31st of each year.

<table>
<thead>
<tr>
<th>Category/Risk</th>
<th>Food Plan Review Fee</th>
<th>Permit Fee (Annually)</th>
<th>Database Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>$200.00</td>
<td>$275.00</td>
<td>$20</td>
<td>$495</td>
</tr>
<tr>
<td>Medium</td>
<td>$250.00</td>
<td>$375.00</td>
<td>$20</td>
<td>$645</td>
</tr>
<tr>
<td>High</td>
<td>$300.00</td>
<td>$550.00</td>
<td>$20</td>
<td>$870</td>
</tr>
<tr>
<td>Multi-high</td>
<td>$300.00</td>
<td>$600.00</td>
<td>$20</td>
<td>$920</td>
</tr>
</tbody>
</table>

*Fee Schedule as of 1/13/2020; see Section of the Boone County Illinois Code

Additional Approval Required
Before opening and operating, approvals from the local municipality and local fire department are required.

Belvidere
The City of Belvidere should be contacted for any permits for the business to operate or any work to the establishment is conducted. Please contact the City of Belvidere, City Clerk at (815) 544-261 and the Building Department at (815) 547-7177.

Poplar Grove
The Village of Poplar Grove should be contacted for any permits for the business to operate or any work to the establishment is conducted. Please contact the Village of Poplar Grove, Village Clerk at (815) 765-3201 and the Building Department at (847) 428-7010.

Capron
The Village of Capron should be contacted for any permits for the business to operate or any work to the establishment is conducted. Please contact the Village of Capron and the Building Department at (815) 569-2351.

Boone County Zoning & Building Department
The Boone County Zoning and Building Department should be contacted for any permits or permission for the business to operate. Please contact the Zoning and Building Department at (815) 544-6176.

Change of Ownership
Food permits are not transferrable from one operator to another or from one location to another. If you are wanting to change ownership of an establishment, please contact our offices to schedule an inspection of the facility with the current and proposed operators prior to the change of ownership. The facility must be in full compliance with applicable FDA code requirements prior to approval being given for the new operator to open. All the documents listed above are still required, a food plan review fee and new permit fee must be paid, and the inspection conducted to verify the establishment meets FDA compliance.
Private Water & Sewage
If your property has well and/or septic, a plan review ($75) for and addition and/or construction would be needed prior to building. If we do not have current records of the septic and/or well, a site verification (additional $50) may also be required. Your establishment would also need to register as a Non-Community Water Supply, which requires annually water sampling and bi-annual sanitary surveys of the well. Additional information will be covered during the plan review.

Helpful Links
✓ FDA Food Code 2017: https://www.fda.gov/media/110822/download
✓ HAACP Plan Information: https://www.fda.gov/food/hazard-analysis-critical-control-point-haccp/haccp-principles-application-guidelines
✓ Certified Food Manager License Online Courses: https://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4
✓ Approved Allergen Training: https://www.ansi.org/Accreditation/credentialing/certificate-issuers/AllDirectoryListing?prgID=263&statusID=4
✓ Approved Food Handler Training: https://www.ansi.org/Accreditation/credentialing/certificate-issuers/AllDirectoryListing?prgID=237,238&statusID=4

Questions or Additional Information
If you have any questions or need additional information, please call our office at (815) 544-2951 ext. 2.