



St. Joseph County Health Department

"Promoting physical and mental health and facilitating the prevention of disease, injury and disability for all St Joseph County residents"

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Retail Food Establishment Plan and Review

The owner, or his agent, shall submit one set of plans to St. Joseph County Health Department, County City Building, 227 W. Jefferson Blvd. 9th Floor. South Bend, IN 46601. A name and telephone number of a person to contact must be included on the plans. If there are any revisions, they shall be noted on the plans.

The following items are to be included on the food service establishment's plans:

1. Floor plan of the establishment shall be drawn to scale.
2. There must be a layout of all food service equipment including preparation, storage, ware washing, service and bar area equipment, and plumbing fixtures.
3. Supply a complete equipment list stating manufacturer and model number of each item, and a method of identifying each item on the equipment layout.
4. Supply a finish schedule of floors, walls and ceilings, including the type of material to be used.
5. Provide a sample menu.

When an existing retail food establishment is extensively remodeled or altered, the establishment must meet all of the requirements of the Indiana State Department of Health Retail Food Sanitation Requirements (410 IAC 7-24).

Construction Guidelines for Retail Food Establishments

1. All retail food establishment's equipment shall be National Sanitation Foundation (NSF) approve or equivalent. All equipment must conform to all health regulations.
2. The retail food establishment may have either a three compartment sink with drain boards or a commercial dish machine.
3. Food and non-food surfaces must be constructed of material that is smooth, cleanable and non-absorbent.
4. Beverage (cold-plate) cooling devices and beverage tubing shall not be installed in contact with ice intended for customer use. New or extensively remodeled retail food establishment's that have a bar, must have a hand sink available in the bar area.
5. Hand washing lavatories in prep, ware washing area's, shall be equipped with mixing faucets (valve) for hot and cold running water and must be easily accessible.

6. Mop sinks, with hot and cold running water, must be installed to dispose of wastewater. Hoses shall not be attached to any faucet unless a backflow prevention device is provided. An area for storage of cleaning equipment and supplies must be provided.
7. Restroom facilities for employees shall be designed to be easily cleanable. Soap and paper towel dispensers or electric hand dryers shall be installed. The restroom doors must be self-closing. A covered waste receptacle is required in restrooms utilized by female employees.
8. The capacity of the water heater shall be large enough to meet the demands for hot water.
9. The walls and the ceiling tiles in food prep, dishwashing, mop sink area, and employee restrooms shall be constructed of material that is smooth, easily cleanable and non-absorbent.
10. All exterior openings, such as doors, windows or drive thru windows must be weather stripped or sealed to prevent rodent or insect entry.
11. Ventilation systems must be installed and in operating condition in accordance with the law, in employee restrooms and in the kitchen areas.
12. Provide a minimum of 50-ft. candles of light in food preparation areas; 20-foot candles of light in the hand washing and ware washing areas, and 10-foot light candles in the storage areas.
13. All light fixtures in the kitchen, ware washing, mop sink and exposed food (donut cases, etc.) must have shields with end caps or shatter-resistant bulbs.
14. All refrigerators, freezers, and hot holding equipment must be provided with accurate thermometers.
15. A new retail food establishment, a retail food establishment that has changed its name or changed ownership, has six months to have a certified food handler on staff. The certification must be available during inspections.