

## **Step by Step Guide for Obtaining a Pike County Food Service License**

This packet was prepared to assist you in obtaining a Pike County Food Service License. Before you begin, please note that there may be some basic requirements you wish to review:

1. Zoning – There may be local zoning regulations that require you to rezone the area for commercial use. You may need to obtain a building permit prior to any new construction or substantial remodeling. For more information contact City Hall or the Pike County Zoning Administrator at 217.285.4013.  
Portions of this construction must be performed by licensed contractors (i.e., plumbing or private sewage disposal contractors). Please contact the Pike County Health department (217.285.4407 ext. 118) for more information.
2. Public buildings must meet the Americans with Disability requirements (1-800-949-4ADA).
3. Public buildings are required to be smoke-free by state law.
4. All food service establishments, except for Category III Facilities, must have a Certified Food Manager from the initial day of operation or provide documentation stating that staff is enrolled in an approved course to be completed within 3 months of opening.
5. All food services must be supplied with potable water and connected to an approved sewage disposal system.
6. Contact the Pike County Health Department for a Food Establishment License Packet and a copy of the Pike County Food Licensing Ordinance. This packet will contain:
  - a. A License Application
  - b. General Food service Guidelines
  - c. A form to show the facility layout to include the kitchen and dining areas, the major appliances, sinks and dishwashing areas, food preparation areas, offices and employee break areas, restrooms and mechanical rooms
  - d. A form that will allow you to designate your intended hours and days of operation, proposed menu, and a listing of the staff who maintain the Illinois Certified Food Service Sanitation Manager Certificate. This form will help determine which Level of Illinois Food Service operation your establishment will be placed in.
7. Our office will review the application within ten working days of receiving a COMPLETED application. Our office will then inform the applicant of any areas that are not in compliance with the Food Service Sanitation Rules and Regulations.
8. At least ten days prior to the opening of the food service operation, the applicant shall request a preoperational inspection. This inspection will be conducted by the local Health Authority and the Regional Plumbing Inspector. The findings will be documented on the preoperational inspection report. The necessary corrections must be completed

prior to operation, and additional preoperational inspections may be performed if necessary.

9. Upon satisfactory completion of all license requirements and completion of any changes required by the Health Authority, a license will be issued for a period of one year or until June 30 of the year following the license date. The Food Service Establishment may then operate under the specific provisions of the license.
10. Any changes in the operation or staffing of this facility may result in license termination and closure of the facility until a new license is issued.