

East Side Health District Guide to Opening a Business Providing Food or Beverages

This guide is to help those who are thinking of opening a food business in the townships of Canteen, Cahokia Heights, East St. Louis, and Stites Township. The information is an overview, for more detailed information please read the [FDA 2022 Food Code](#), [Illinois Food Code Part 750](#), and [East Side Health District Ordinance](#).

Do I need a permit?

1. **Do I sell or give food to the public?** Any place that sells food or drinks directly to people who will eat or drink the item will need a permit by East Side Health District and the local jurisdiction in which the food or drink will be sold. This includes churches, pantries, restaurants, schools, hospitals, gas stations, grocery stores, bars, food trucks, and temporary events.
2. **Do I plan on operating on a consecutive basis or just a one-time event?** There are three types of permits available at East Side Health District: Permanent, Mobile Food Truck, and Temporary Event.
3. **Do I plan on selling food or beverage to a store and the store will resell the item?** This type of selling is called wholesaling. You may hear wholesale food businesses referred to as “manufactured food.” Generally, wholesale refers to the sale of food from one business to another for resale or reservice, e.g., selling food to a grocery store or restaurant. Please call ESHD for more information and we can connect you to a contact at [Illinois Department of Public Health](#).

If you answered yes to any of these questions, and you are in the townships of Canteen, Cahokia Heights, East St. Louis, and Stites Township you will need to obtain a permit from East Side Health District (ESHD). Below are the steps to opening a food business:

There are many steps to opening a restaurant:

1. Submit the Retail Food Establishment Plan Review Application **with \$200.00 plan review fee**.
2. Submit all necessary documents (See *Note for list).
3. A plan review will be conducted.
4. You will receive notification of plans being approved or changes required.
5. At any time, ESHD would be happy to conduct an on-site visit to see progress.
6. A IDPH State Plumbing inspection will be ordered.
7. Upon completing all of the requirements by ESHD and IDPH State Plumbing Inspector you will be given an application for a permit (See **Note).
8. A fully completed health permit application is submitted to ESHD and fee paid.
9. Your health permit will only be issued after your health permit application has been completed and a pre-operational inspection is conducted.

*Notes:

- a. Certified Food Manager Certification (CFPM)
- b. Food Handler Certification
- c. Hepatitis A vaccinations form
- d. Employee Health Plan form
- e. Procedure for Clean Up of Vomit and Diarrhea
- f. Daycares and adult care facilities will need to complete Highly Susceptible form.

****NOTE:** This process may require multiple compliance inspections by both ESHD and the IDPH State Plumbing Inspector, depending on the quantity and severity of violations.

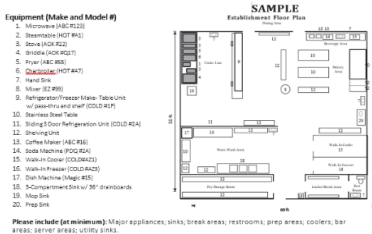


Steps in opening a mobile food truck: Opening a mobile food truck is considered a restaurant on wheels; the only difference, you must submit Mobile Food Establishment Plan Review Application with \$200.00 plan review fee and an additional document called a Commissary Agreement Form. To be considered a commissary you must be permitted and meet necessary commissary requirements required by FDA guidelines.

It's important to remember that both regular food places (Retail Food) and food trucks (Mobile Food Establishment) must meet the 2022 FDA Food Code. The IDPH Plumber will determine the size of grease traps and interceptors, hood requirements and ensure the Illinois plumbing code is met. Please, also contact the city the business will be located in to apply for a business license.

New construction/remodeling: Blue print/drawings must be submitted and approved by the Health Department and State Plumbing Inspector PRIOR to the start of construction. This is part of the plan review and is LEGALLY REQUIRED by Section 15 of the East Side Health District Food Sanitation Program Ordinance.

Health permits are not transferable from one owner to another nor is a permit transferable to any location, building, or place other than that which it was originally issued. Please contact this department at (618) 271-8722 ext: 538 for any remodeling to determine if a plan review is required. Plans must be approved by this department before construction or remodeling can begin.



The upcoming pages are important things to think about and include requirements of any food permit holder. For your convenience at the end of this document will be a plan review application. ESHD had also placed links in the document that you can access documents, websites, and information that would be important to new establishments.

Plumbing

All plumbing must meet Illinois Plumbing Code and be installed/repaired by an Illinois Licensed Plumber. Hot and cold running water must be available at all sinks.

Hand washing sinks are required and must be convenient and easily accessible to all food handlers. Soap, paper towels, and a trash receptacle must be available at all hand washing sinks. Hand washing sink must have a minimum of 85°F tempered water.

A three-compartment sink is required. It must be large enough that each compartment can accommodate the largest item to be cleaned. Drain boards are required on both sides. Three-compartment sink must have a minimum of 110°F tempered water.

Grease traps are required on all three-compartment sinks where food with oils and fats will be present. The size of the grease trap is based on the size of your three-compartment sink. If you are wondering if you will be required to have a three-compartment sink, please consult the local Illinois plumbing inspector or East Side Health District regarding if a grease trap is required and sizing.

Menu

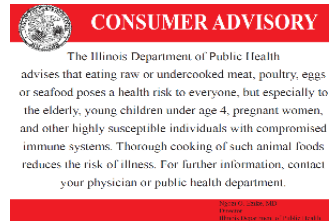
A menu helps ESHD guide you on necessary requirements when opening a business. You must a detailed menu before you start planning and/or construction for a new food business. Menus and recipes are very important when opening a restaurant, they help you choose how much space is needed for equipment (refrigerators, freezers, counter space, and storage area). A menu and recipes help with deciding special processes and what type of food safety risk category your restaurant will be assessed.



Think about the menu and the flow of the kitchen:

Will there be enough room to store the food, prepare the food, cook the food, hold the food hot, and reheat the food? Will you have dine-in, takeout, or a buffet? Is it all the food frozen, or fresh? Is it made cook to order? Will I need a variance for special food process? All of these will have different requirements for space, how many refrigerators or freezers, and where those refrigerators and freezers need to be in the kitchen.

All establishments that sell food undercooked must post a [Consumer Advisory Signage](#).



Special Circumstances:

Open Air Dining: An establishment is considered to have open air dining if it leaves doors, windows, or other openings to the outside open with no active pest control (screens, air curtains, etc.). Establishments that would like to engage in open air dining should contact the Health Department.

Outdoor Grilling/Food Service/Bar. If an establishment would like to prepare food or drinks outside, but still on the premises of the establishment, a variance request must be submitted. Temporary Event requirements must be followed in addition to any other conditions placed on the variance request. Variance requests for outdoor food service must be renewed on a yearly basis

Variance: A variance is an approval granted by the regulatory authority (e.g., local health department) to allow deviations from the standard food safety rules, often when there are unique or innovative food preparation processes in use.

HACCP Plan: A HACCP plan outlines the specific food safety measures and procedures necessary to control hazards in the food establishment, including monitoring and corrective actions for critical control points.

These rules and regulations are typically designed to mitigate risks associated with specific food preparation methods that have been identified as higher-risk for contamination or foodborne illness. For establishments planning to engage in these processes, consulting the local health authority and ensuring the development of a detailed HACCP plan is necessary.

Foods Requiring a Variance or HACCP Plan:				
Modified Atmosphere Packaging (MAP) and Vacuum Packaging	Retail Raw or Undercooked Animal Products	Reduced Oxygen Packaging (ROP)	Curing and Smoking	Sprouting Seeds or Beans
Use of Raw or Undercooked Eggs	Cooking or Cooling Potentially Hazardous Foods	Fermented Foods	Juices	Home Canning or Acidified Foods

Cooking and Hot Holding

Just like refrigerators, cooking and hot holding equipment must be labeled for commercial use. Household use will not be approved for food service. [ANSI/NSF Standard #4](#).

Facility must have enough cooking and hot holding units available to cook and hot hold foods. Cooking equipment should not be used to keep food hot once it is cooked.



Hot holding equipment cannot be used to cook or reheat food. If reheating foods, appropriate equipment must be available. Foods cannot be reheated in crockpots, steam tables, or other equipment designed only to



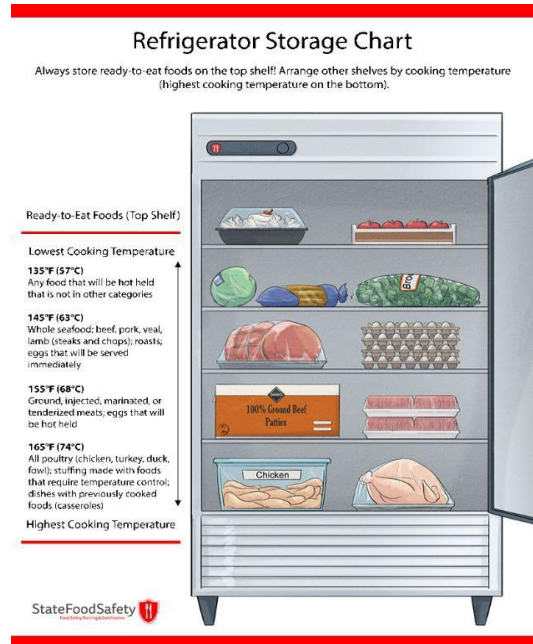
maintain food temperatures. Reheating must get food hot to at least 165°F within 2 hours.

Cold Holding Refrigerators and Freezer

A key thing to know about refrigerators, they cannot be for household use. They must be NSF certified for commercial use. Why? Household use refrigerators are not made to be in hot kitchens, help cool food, or keep cool when opened a lot. There are no requirements for household refrigeration, but for commercial refrigerators there must be [ANSI/NSF \(standard #7\)](#) certified.

- Enough refrigeration or freezer units must be available to keep food at 41°F or below and freezers must keep food at 0°F or below.
- Each refrigerator and freezer must have thermometers on the inside and the thermometer must be easy to find.
- Arrange by proper food storage order.
- Know when to dispose (throw out) food.

[Refrigerator Storage for Food Safety \(click for link\)](#)



Ice Machines

If you chose to have an ice machine, location is important. It has to be near water and near a drain and a Handwashing sink must be conveniently located in food preparation, service, and dispensing areas for food employees; this includes near the ice machine. [FDA 2022 Food Code Section 5-203.11](#)

The public should not have access to the ice machine unless it is automatic and dispenses. Also be aware, ice machines require maintenance and cleaning. Ice machines can grow mold/slime which can then contaminate the ice.

Hand sinks

Hand sinks are so important to helping prevent foodborne illnesses when they are used frequently and correctly! Hand sinks should be placed throughout a kitchen and washroom. They should be easy to get to. They are one hole sinks and should only be used for hand washing. There should never be anything blocking the sink, or in the sink. Hand sinks should always have soap and paper towels. Both hot and cold water must be at the sink.



Sometimes [splash guards](#) need to be installed also. This protects food or dishes if other equipment is too close to the sink.

Walls and ceilings must be in good repair, smooth, light colored and easily cleanable.

Ventilation is required to keep establishments free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes. The type of hood required is determined by the mechanical code; please consult your local building inspector for hood requirements. Fire suppression systems may also be required; please consult your local fire department for those requirements.

Coving is a smooth coved base where the floor meets the wall. Coving helps prevent water and dirt from

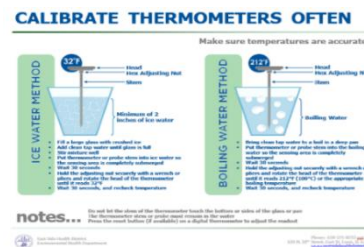


getting under the wall. Coving is required in all the same locations as were listed for smooth floors.

Thermometers: How do we know when food is cooked safely?

Restaurants must have thermometers that can check hot and cold temperatures. Your employees must know where the thermometers are stored and how to use them. [Click here to learn how to calibrate a thermometer.](#)

[CALIBRATE THERMOMETERS OFTEN](#)



Storage Space: You know your menu and have thought about the flow of food through the kitchen. You will need to think about the space needed to store items: *pots/pans, plates, cups, bowls, food, to-go items, chemical, mops/cleaning items, maintenance items, and employee personal items!* All surfaces must be smooth, easily cleanable, and non-absorbent. All exposed wood must be sealed. **Shelving must be free from rust and chipping paint.**

Mop Sinks are required in any food permit location. The mop sink must be [floor mounted](#), and have both hot and cold water, mop sink cannot be located in restrooms, mop sink can only be used to fill mop bucket or dump mop water. If this is an operation which takes place on different floors/levels a mop sink is needed on each level. Dumping mop water outside is not allowed.

Mop Basin



Floors in food preparation, cooking areas food storage, dishwashing, walk-in refrigerator and freezer, waitress station, restrooms, and mop sink and dressing rooms **must be smooth, durable, easily cleanable, in good repair, free of cracks and chips, and non-absorbent** (FDA 2022 Food Code Standards: 6-201.11).

Concrete floors are allowed when a concrete densifier and sealant is used on a smooth surface. Expansion joints, saw cuts and cracks must be properly filled. Carpet is allowed in dining areas

Light Shields are either plastic tubing with end caps which the light goes into or are plastic coated lights.

Light shields are required throughout the kitchen: all food preparation, service, display, food storage and ware washroom area. This includes but not limited to can lights, compact fluorescent lights, lights under bar counters, in refrigerators and food display cases, at condiment/self-service stations, heat lamps, and under vent hoods.



All lighting must be shielded to protect food and surfaces from the possibility of contamination due to broken glass. Working surfaces and food preparation areas must have at least 50-foot candles of light.

Garbage: Garbage dumpsters and grease containers are placed on smooth non-absorbent surfaces such as concrete or machine-laid asphalt. They should be as far as possible from the building's doors and windows.

Insect and Rodent Control: All openings must be protected from insects and rodents. Screens must be used if doors or windows that will be left open. A good test to see if doors are tight-fitting - there should be no daylight seen under or around doors. Service windows should be self-closing.

Any openings where screens cannot be used, an [air curtain](#) is to be used. An example of where to use an air curtain would be garage doors or doors on rollers. The air curtain must be the length of the door. If the intent is to have the garage door open into the building seasonally, please contact ESHD for additional information.



Restrooms

The number of restrooms required is determined by the [Illinois Plumbing Code](#). Please consult your local plumbing inspector for those requirements. Restroom doors must have [self-closing mechanism](#) (in working order). Restrooms must have clean hand sinks with soap and a way to dry hands. Paper towels or hand dryer are acceptable. A cloth towel is not allowed. Trashcans must be in the restroom. A lid must be on the trashcan in the women's restroom.



The public must have access to the restroom. The public cannot travel through the kitchen, ware washing room, or food storage to use the restroom.

Plumbing

All plumbing must meet Illinois Plumbing Code and be installed/repaired by a Licensed Plumber. Hot and cold running water must be available at all sinks. Hand washing sinks are required (minimum 85°F) and must be convenient and easily accessible to all food handlers. Soap, paper towels, and a trash receptacle must be available at all hand washing sinks. A three-compartment sink is required. It must be large enough that each compartment can accommodate the largest item to be cleaned. Drain boards are required on both sides. Grease traps may be required. Please consult the local plumbing inspector or sanitary district regarding if a grease trap is required and sizing. A mop sink on the ground required. At least one restroom must be available for employee use.

Water Supply: An approved water supply must be available. If the establishment is on a water well, the well must be tested. Depending on the number of people/days the well is used, it may also be considered a Non-Community Public Water Supply and is subject to regulations under the Drinking Water Systems Code.

Wastewater Disposal: The establishment must have an approved wastewater disposal system. If the establishment is served by a private onsite wastewater treatment system (septic system), the system must be inspected by a Private Sewage Disposal Contractor.

Hazards in Retail Food Establishments

Retail food establishments are required to **notify the health department** about specific hazards or situations that could impact public health, these requirements aim to control risks and ensure timely intervention. If hazard occurs during business hour (8:00 am – 4:30pm) contact the Environmental Health Department at East Side Health District 618-271-8722 ext: 538. **For all after hour emergencies contact Director Brian Wells at 618-409-7855.** **Situations Requiring Notification:**

1. **Imminent Health Hazards:** Fire, outages, floods, sewage backups, shooting or other events that compromise food safety. **FDA 8-404.11.**
2. **Foodborne Illness or Contamination:** Reporting any known or suspected foodborne illness outbreak linked to the establishment. Reporting contamination of food or equipment by toxic substances or physical hazards. **FDA 2-201.15:** Requires reporting to the health department if an employee has a foodborne illness or symptoms of one.
3. **Positive Results for Contaminated Food or Water:**
4. **Changes in Water Supply or Sewage Disposal:** Any interruption or contamination of potable water supply or sewage disposal systems. **FDA 5-101.11**
5. **Interruption of Critical Operations:** Events such as refrigeration failures or fire damage that could lead to unsafe food conditions. **FDA 8-404.11**



Certified Food Protection Manager (CFPM) Requirements

Food managers are required for every restaurant and bar who serves food. [A food manager must be present \(Illinois Food Code Part 750: Section 750.540\)](#). Why is this? Studies have shown that a restaurant is less likely to have a foodborne outbreak and employees are better trained when the restaurant has food managers. Employees must know food safety and show that knowledge to the inspector. [Here is a list of people who have contacted us and teach in the area.](#)

Food Allergen: Allergen awareness training is required for all certified food protection managers working of a Category I or II establishment. Click here for more [information on Allergen Awareness Training](#). If you are ever the Person in Charge (PIC) you must be a CFPM and must show proof of completion of additional Allergen Training. Allergen Training requirements can be satisfied by completing an online ANSI approved Allergen Training course. Allergen Training courses are approximately 1-2 hrs. Allergen Training is valid for three (3) year.

[Food Allergen Awareness Sign](#) must be posted on wall or menu.

Food Handler Requirements

According to the Food Handling Regulation Enforcement Act (410 ILCS 625), any food handler working in Illinois, unless that person has a valid Food Service Sanitation Manager Certification (FSSMC) must have the appropriate, required training.

Restaurants are required to have standards of operating procedures. An example, how to clean and what to do when someone (either a customer or an employee) vomits in the restaurant. Why is this? Because of Norovirus. Norovirus can spread in the air very far when someone throws up and it is very easy to catch. Here is an example of [Norovirus Clean-Up Procedures](#). Be prepared and have [procedures in place](#).

Sick employees working have been shown to cause foodborne illness, making customers sick or other employees. As a restaurant owner you are tasked with making sure employee know when to call off work. You must provide this information to employees and be able to show proof to the health department. Here is the [FDA Form 1-b Conditional Employee or Food Employee Reporting Agreement](#). **The list of websites below offers certified food manager certification, food handler certification, and allergen certification:**

1. **State food safety** www.statefoodsafety.com
2. **NEHA** <https://www.neha.org/food-safety-courses>
3. **NRFSP** www.NRFSP.com
4. **SERVSAFE** www.servsafe.com
5. **PREMIER FOOD SAFETY** www.premierfoodsafety.com
6. **SAFE FOOD TEST** www.safefoodtest.com
7. **SAFEGWAY** www.Safewayclasses.com
8. www.tapseries.com/4u/swic (Still needs Illinois proctor for exam for cfpm)
9. www.eFoodhandlers.com
10. www.NRFSP.com
11. www.servsafe.com

These Individuals offer training at your facility for groups or can schedule on-line training

1. **Carol C. Schlitt** (618) 977-7787 (at your facility) - carol@safeandsavorysolutions.com Serve Safe.
2. **Tim Hostert** (618) 615- 8205 (at your facility) Serve Safe or Prometric.
3. **Linda Petterson** (618) 466-9914 www.safefoodspecialist.com safefoodspecialist@gmail.com
4. **My Food Service License** (877) 590-5964 (Online) www.MyFoodServiceLicense.com
Info@myfoodservicelicense.com Languages offered: English/Spanish.
5. **O'C's Foodservice Quality Assurance & Education Company** 618-452-5383 2401 Washington Ave. Granite City, IL 62040 Online courses available. Call for dates and locations.



NOTICE TO CONSUMERS

Please communicate any food allergies to an employee of this establishment and that employee shall communicate that food allergy information to the Person In Charge or Certified Food Protection Manager on duty at this establishment.





2025 PLAN REVIEW APPLICATION

All PLAN REVIEW cost \$200.00
Payments are non-refundable
and are NOT transferable.

EAST SIDE HEALTH DISTRICT

650 N. 20th Street
East St. Louis, Illinois 62205
Ph: 618-271-8722 Ext: 538
Fax: 618-875-5038

Web: www.eastsidehealthdistrict.org

Payment: _____ Date: _____

Type of Payment: _____

Radio buttons for New Construction, Remodel, Change of Ownership

Name of Business: _____

Address _____ City _____ Zip _____

Phone _____ Emergency Phone _____

Email _____ Hours of Operation _____

State of Illinois IBS (Sales Tax Number) _____ FEIN: _____

Name of Owner(s) _____

Owner(s) Address _____ City _____ Zip _____

Owner(s) Phone _____ Owner(s) Email _____

TYPE OF BUSINESS

Radio buttons for Individual form, Corporation/LLC, Not for Profit (NO FEE, must show IRS 501(c)(3)), Partnership, Organization

TYPE OF FOOD SERVICES ESTABLISHMENT

Radio buttons for Restaurant/Kitchen, Bakery, Bar/Club, Hotel/Motel, Grocery/mini-mart, School/Daycare, Caterer, Meat, Hospital/Nursing-Rehab, Mobile

DAYS AND HOURS OF OPERATION: _____

Water Supply

Radio buttons for Public, Semi-Private Wall, Non-Community Well

Sewage Disposal

Radio buttons for Public, Private (Septic System)

Equipment

Number of refrigeration units: _____

Number of freezer units: _____

Number of Hot Hold Units: _____

Food Safety: Facility must provide copies of all ANSI/ANAB approved Certified Food Protection Mangers certification, Allergen certification, and Food Handler certification. All Certified Food Protection Managers must have additional proof of Allergen Training for required CFPMS:



Personnel	Yes	No	N/A
Will all Food Handlers (those employees engaged in handling food or food contact surfaces) receive ANSI approved Food Handler Training or IDPH approved Food Handler Training? (Records of this training must be available on site.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a written policy to exclude or restrict food workers who are sick or have infected lesions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there written procedures available onsite for the clean-up of vomit and diarrhea?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are dressing rooms or lockers provided for employees' personal belongings? IF NO, where would personal belongings be stored?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will employees be required to use effective hair restraints?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

General Questions	Yes	No	N/A
Does this establishment cater?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will food be transported to another operation or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will this facility serve highly susceptible population: young children, elderly, or immuno-compromised people?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are all food supplies from inspected and approved sources?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will all shellfish tags and invoices be maintained for 90 days?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will game animals be prepared or sold?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will use of home-canned goods take place at the establishment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will frozen dairy desserts such as ice cream, gelato, or popsicles be made at the establishment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will food thermometers be used to measure the final cooking and reheating temperatures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will a consumer advisory (with reminder and disclosure) be posted or added to the menu for all foods which are EVER served raw or under cooked (including eggs and hamburgers cooked to order)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Special Processing: If any of the following special processes will occur at the establishment, HACCP plans must be submitted as part of the plan review process. Failure to provide HACCP plans with the plan review application **WILL** delay the plan review process. A warning statement on the package and written procedures may be submitted in lieu of a HACCP plan

Special Processing	Yes	No	N/A
Will any reduced oxygen packaging, such as vacuum packaging, cook/chill packaging, or sous vide take place at the establishment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will smoking of meat for preservation take place at the establishment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will any foods be cured or dried at the establishment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will the fermentation of sausages or other foods (such as in the making of kimchi, sauerkraut, pickles, yogurt, cheese, kefir, kombucha, miso or soybean paste) occur at the establishment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will any sprouting of seeds take place in the establishment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will the making of sushi or sushi rice take place in the establishment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will juicing and the packaging of juice take place in the establishment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Storage	Yes	No	N/A
Is adequate and approved freezer and refrigeration available to store frozen foods, frozen and refrigerated foods at 41°F and below	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does each refrigerator have a thermometer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will raw meats, poultry (including eggs) and seafood be stored in the same refrigerators and freezers with cooked and/or ready-to-eat foods?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will dry goods and single use items be stored at least 6 inches off the floor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is appropriate storage space provided for, based upon menu, meals, and frequency of deliveries?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are containers constructed of safe materials to store bulk food products?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

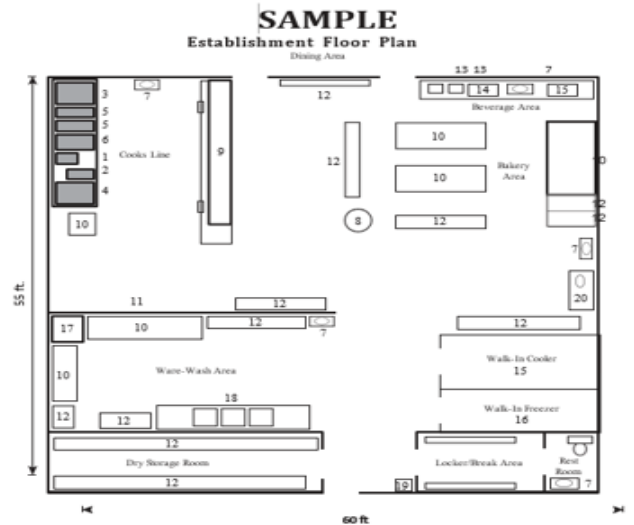


Please include (at minimum):

- Major appliances sinks
- Break Areas Restrooms
- Prep Areas
- Coolers
- Bar Areas
- Server Areas
- Utility sinks

Equipment (Make and Model #)

1. Microwave (ABC #123)
2. Steamtable (HOT #A1)
3. Stove (AOK #22)
4. Griddle (AOK #Q17)
5. Fryer (ABC #55)
6. ~~Charbroiler~~ (HOT #A7)
7. Hand Sink
8. Mixer (EZ #99)
9. Refrigerator/Freezer Make- Table Unit w/ pass-thru and shelf (COLD #1P)
10. Stainless Steel Table
11. Sliding 3 Door Refrigeration Unit (COLD #2A)
12. Shelving Unit
13. Coffee Maker (ABC #16)
14. Soda Machine (PDQ #2A)
15. Walk-In Cooler (COLD#AZ1)
16. Walk-In Freezer (COLD #AZ3)
17. Dish Machine (Magic #15)
18. 3-Compartment Sink w/ 36" drainboards
19. Mop Sink
20. Prep Sink



Please include (at minimum): Major appliances; sinks; break areas; restrooms; prep areas; coolers; bar areas; server areas; utility sinks.

By signing, I certify that the above information is correct, and I fully understand the following:

1. The plan review expires one year from the date of approval. If construction or remodeling is not started within that time period, it may be necessary to resubmit for a new review of the plans.
2. Any changes or alterations to plans must have prior approval by East Side Health District.
3. Approval of these plans by the Environmental Health Department does not indicate compliance with any other code, law, or regulation that may be required. It further does not constitute endorsement or acceptance of the completed establishment.
4. A Pre-inspection of the establishment will be necessary to determine if it complies with the Illinois Food Code.
5. Upon completion of Plan Review, you will be given and Food Permit Application that would need to be submitted prior to opening inspection with appropriate fee payment.
6. All payments **MUST** be mailed to the office or submitted in person at: 650 N 20th St., East St. Louis 62205. Payment may be made by: **CASH, MONEY ORDER, CORPORATE CHECK OR CREDIT CARD** (with a \$2.00 fee).

Plan Review Application is hereby made for a Food Service Establishment to operate within ESHD Jurisdiction (East St. Louis, Stites, Cahokia Heights, and Canteen Townships) in St. Clair County, Illinois. By submitting this application, it is agreed that the establishment will comply with the provisions of the Basic Sanitation Standards applicable to this type of food handling establishment set forth by **the Illinois Department of Public Health Food Service Sanitation Code 750** and the **East Side Health District Food Sanitation Ordinance**. It is further agreed that said food service establishment shall be open to inspection by the East Side Health District during normal working hours.

I affirm the above information is true to the best of my knowledge and belief.

Applicants Signature _____ Date _____



Food Permit Fee Schedule as of January 1, 2025

Permit fees shall be non-refundable once a permit has been issued by East Side Health District.

FEE TYPE	AMOUNT
Category 1 Annual Permit	\$ 300.00
Category 2 Annual Permit	\$ 300.00
Category 3 Annual Permit	\$ 200.00
Mobile Food Establishment Annual Permit	\$ 300.00
Annual Permit Late Fee (accrues each month)	\$ 100.00
Plan Review Fee	\$ 200.00
Change of Ownership or operating without a permit	\$ 250.00
Enforcement Penalty Maximum Fine	\$ 1,000.00
Re-Inspection Fee - 1 st failed inspection (means corrections that cannot be completed on site during routine inspection, no fee), all sequential follow-up inspections will incur re-inspection fee)	\$ 100.00

*All fees in the chart above will increase 5% increments on even number years starting in 2026.

Temporary Food Events

Temporary Permits will only be issued in conjunction to an event. Food operator must present a copy of the event flyer and have completed a food safety course. If the facility has an approved Certified Food Protection Managers (CFPM) certification and be present during all aspects of food preparing, cooking, and serving, East Side Health District (ESHD) will forgo the Food Handler's safety course conducted by ESHD. If the food operator does not have a CFPM, they must complete a Food Safety Course by ESHD. The cost of the course is \$5.00 per individual attending the course; in which the individual will receive an East Side Health District Food Handling Certification good for the calendar year, example Jan. 1 2025-Dec. 30, 2025.

Temporary Permit (1-3 days)	\$ 75.00
Temporary Permit (4-14 days)	\$ 100.00
Temporary Permit Late Fee (24-48 hours before event, additional fee)	\$ 50.00
Food handling course for temporary events conducted by ESHD (per attendee)	\$ 5.00

Cottage Food Fees

Cottage food fees are regulated and set by the State of Illinois not East Side Health District; therefore, these fees are will not increase 5% on even years.

Cottage Food Vendor Registration	\$ 50.00
Cottage Food Complaint Inspection	\$ 100.00

