



FOOD ESTABLISHMENT PERMIT REQUIREMENTS

A permit applicant shall submit to the Department of Community Health and Environment, properly prepared plans and specifications for review and approval. (SCC Ord. §8-201.11) A permit applicant is generally considered:

- A new food facility (where no current permit exists).
- A food facility that is permitted but has had a change in owner.

Plan review is the initial step to obtain a permit in St. Charles County. The applicant shall submit an application for a permit at least 30 calendar days before the date planned for opening. (SCC Ord. §8-201.11) To insure a timely review of a permit application, please submit all required paperwork as soon as possible. The following is a checklist of required paperwork to obtain a permit:

- Plan review application: To include:
 - PART A: PLAN REVIEW APPLICATION**
 - PART B: FACILITY REQUIREMENT CHECKLIST**
 - PART C: FINISH REQUIREMENTS**
 - PART D: FOOD HANDLING PROCEDURES, SITE PLAN AND CERTIFICATION**
- Site plans (a set of architectural plans or a sketch of food facility)
- Copy of menu
- Application for New Food Service Establishment License***
- All permit fees paid in full

Any person engaging in the business of operating a food establishment without a permit as required by the St. Charles County Food Code shall be subject to a fine of \$500.00 for each offense (SCC Ord. §8-601.11) Each day a food establishment operates without a permit shall constitute a separate offense. (SCC Ord. §8-601.11)

Food facilities operating under a new owner can not operate using the old owner's permit. The new owner is operating without a permit and is subject to the above mentioned fines.

All new owners of existing food facilities shall submit a permit application (to include a plan review application) 30 days prior to taking over the facility.

Please call the number listed below if you have questions. Notify the office at least five working days before planned opening to schedule a pre-opening inspection.

Please return all permit application packets to:

**St. Charles County Government
Department of Community Health and Environment
1650 Boone's Lick Road
St. Charles, MO 63301
636-949-7400 ext. 4204**

PART A: PLAN REVIEW APPLICATION

Answer All Questions - Do Not Leave Blank

Unanswered questions or incomplete information may lengthen plan review time and/or require return of application

This application is for (check only one) New Remodel Change of Owner

Establishment Name:

Establishment Address:

Establishment City and Zip Code:

Establishment Phone Number:

Establishment Fax Number:

Primary Contact

Check One - Direct all correspondence to: (title)

- Applicant Architect Consultant Owner Contractor Engineer
 General Manager Legal Counsel Parent Company

Name (Primary Contact):

Address:

City and Zip Code:

Phone Number:

Fax Number:

Cell:

Email Address:

Architect/Engineer Contact:

Name:

Address:

City and Zip Code:

Phone Number:

Fax Number:

Cell:

Email Address:

Contractor Contact:

Name:

Address:

City and Zip Code:

Phone Number:

Fax Number:

Cell:

Email Address:

Indicate below the type of license this establishment is applying for. You may check more than one box.

- Full Service
- Bar/Tavern
- Concession Store
- Deli
- Caterer
- School
- Fast Food
- Coffee Shop

- Market (Grocery)
- Seafood Market
- Meat Market
- Concession
- Speciality Shop
- Mobile Unit
- Other: _____
- Commissary

Indicate below the zoning category for the establishment (Establishment Address)

Call local zoning department if unsure.

Commercial

Residential*

*Structure that the establishment is in also contains living or residential areas.

FOOD ESTABLISHMENTS ARE NOT ALLOWED IN HOMES. FOOD PREPARED OR STORED AT HOME IS PROHIBITED FROM USE.

PART B: FACILITY REQUIREMENT CHECKLIST

The following is a list of facility requirements for opening a food service establishment. Read each requirement below and initial or mark "N/A" if not applicable. Please make sure that you understand and satisfy all applicable requirements for your food service establishment. Incomplete applications will be delayed or returned. **Failure to meet these requirements at the pre-opening inspection will delay the opening of your establishment. Please call if you have questions. Notify office at least five working days before planned opening to schedule a pre-opening inspection.**

Please initial:

1. Doors and Windows

1. All outside openings must be tight-fitting to exclude the entrance of insects and rodents.
Openable Windows: ___Screens ___Air Curtain ___Self-closing ___Other
Outside Windows: ___Screens ___Air Curtain ___Self-closing ___Other

2. Lighting Requirements

- 2a. a. 30 foot-candles of light required in food preparation and storage areas, bathrooms, and utensil-washing areas (including equipment located under vent hoods and in walk-in coolers and freezers).
- 2b. b. Protective shielding for all light fixtures in food preparation, utensils and equipment washing, and other areas where food is stored or displayed. Shatterproof bulbs may be substituted.

3. Ventilation

- 3a. a. Ventilation must be adequate so that all areas, including restrooms, are kept free from excessive heat, steam, condensation, vapors, fumes, or objectionable odors.
- 3b. b. Ventilation hoods and devices must be designed to prevent grease or condensation from dripping out of the hood device.
- 3c. c. Allow for ready removal of filters for cleaning and replacement.
- 3d. d. Ventilation must meet all applicable Mechanical and Fire Codes. Contact the county or city building departments.

4. Plumbing

- 4a. a. All equipment requiring indirect waste lines must be properly drained into floor drains or sinks (i.e., ice machines, ice bins, vegetable prep sinks).
- 4b. b. Floor drains or sinks must be accessible for cleaning and maintenance.
- 4c. c. Food service establishment owners shall install a properly vented dual check valve device or an approved pressure backflow assembly between copper pipe or tubing and carbonated beverage dispensing machines.

4d. d. All plumbing must meet all applicable *Uniform Building Codes* and *Uniform Plumbing Codes*. Contact county or city building departments.

4e. e. Grease Interceptor present in facility.

5. Toilet Facilities

5a. a. Toilet facilities are required when customer seating for on-premises consumption of food or drink is provided. Note: Employees may use the public restroom if an employee restroom is not provided. If public restrooms are not provided, then an employee restroom is required.

5b. b. Toilet facilities must be available to patrons without passing through the food preparation, utensil-washing, and storage areas.

5c. c. Restrooms must be located within 200 feet by normal pedestrian route if food facility is located in multi-purpose building.

5d. d. Sanitary napkin receptacles should be provided in female restrooms and in common employee restrooms (a covered trash receptacle is sufficient).

5e. e. Restroom doors must be self-closing.

6. Handwashing Facilities

6a. a. Handwashing facilities must be readily accessible in all food preparation areas, equipment/utensil-washing areas, and restrooms. **A separate sink installed and used for handwashing only is required. Hot water at handsink required to be 110°F**

6b. b. Each handwashing facility must be provided with soap and sanitary disposable towels or hand-drying device. **Note: Self-dispensing, spring-loaded, or metering faucets must provide a flow of water for at least 15 seconds without the need to reactivate.**

7. Employee Lockers

7. Where will storage facilities for employee's clothing and other personal items be located if dressing rooms are not provided (must be separated from food preparation area).

Please specify: _____

8. Design, Construction and Installation of Equipment

8a. a. All equipment and utensils meet *National Sanitation Foundation (NSF)* or equivalent. Domestic refrigerators, freezers, stoves, crockpots, sinks, etc. are not acceptable.

8b. b. Running-water dipper wells are needed for the storage of frozen dessert utensils.

9. Equipment Placement

- 9a. a. Equipment used for food preparation or storage must be installed so as to facilitate cleaning around and beneath each unit.
- 9b. b. Equipment which is placed on tables or counters must be either readily moveable, seated to or mounted on legs or feet to facilitate easy cleaning.
- 9c. c. Floor-mounting equipment, unless readily moveable (on casters), must be sealed to the floor, installed on raised platforms of concrete or masonry or elevated at least 6 inches above the floor.

10. Hot and Cold Food Storage

- 10. Hot and/or cold food storage units must be provided which are large enough to accommodate maximum food storage or holding during peak periods. Refrigeration equipment must be provided for rapid cooling of cooked food products.

A. Walk-in refrigerator and freezer units:

- 10.A.1 1. Walk-ins must be constructed to NSF standards. Wooden shelves, pallets, or any wooden interior finishes are not permitted.
- 10.A.2 2. Interior finishes must be smooth, non-absorbent, light in color and cleanable.
- 10.A.3 3. Metal shelving must be of an approved metal wire construction. Solid metal shelving in walk-ins is not permitted.
- 10.A.4 4. Size of walk-in(s). Specify whether a cooler or freezer:

(length x width x height)	(length x width x height)	(length x width x height)
cooler - freezer	cooler - freezer	cooler - freezer

B. Reach-in refrigerator and freezer units:

- 10.B.1 1. Domestic-type units are not acceptable.
- 10.B.2 2. Number of refrigerator units:
Approximate cubic feet (total)
- 10.B.3 3. Number of freezer units:
Approximate cubic feet (total)

C. Hot and Cold food holding units:

- 10.C.1 1. Hot-holding units must be capable of holding the internal temperature of potentially hazardous foods at 140°F or hotter.
- 10.C.2 2. Cold-holding units must be capable of holding the internal temperature of potentially hazardous foods at 41°F or colder.
- 10.C.3 3. When unwrapped food is placed on display (smorgasbord, salad bars, buffet, etc.), it shall be protected against contaminated from customer by easily cleanable sneeze guards, cabinets, display cases or other effective protective equipment. Sufficient mechanical hot or cold food facilities shall be available to maintain the required temperature of potentially hazardous food on display.

11. Thermometers

11. All hot and cold holding and/or storage units must be provided with accurate, numerically-scaled thermometers.

12. Dry Storage for Food and Food Products

12. Food and food products must be stored at least 6 inches off the floor and must remain dry, splash free, and not exposed to water or sewer lines.

13. Chemical Storage

13. All toxic poisonous material, including cleaning chemicals and sanitizers, must be clearly labeled and stored physically separate from food and food contact items. It is preferable to store all chemicals out of the kitchen, preparation, or dishwashing areas altogether.

14. Storage and Handling of Equipment and Utensils

14. All utensils and equipment must be stored at least 6 inches off the floor; must be clean, dry, and protected from splash and dust.

15. Cleaning/Sanitizing Equipment and Utensils

A. Manual dishwashing requirements:

- 15.A.1 1. A 3-compartment sink must be provided. Sink compartments must be large enough to accommodate the largest piece of equipment or utensil used.
Size of each compartment:
(length x width x height)

- 15.A.2 2. Drainboards- To be as wide as adjoining sink compartments.

- 15.A.3 3. Wall mounted or other approved drain shelving may be substituted for air drying.

- 15.A.4 4. A four compartment sink is required for a bar, tavern or lounge.

B. Mechanical dishwashing requirements:

- 15.B.1 1. Dish machines without pre-wash capabilities must have manual pre-wash spray hose and pre-wash sink.

- 15.B.2 2. A two-compartment sink is required in the dishwashing area in addition to the mechanical dishwasher. A three compartment sink is required when utensils cannot be cleaned and sanitized in the mechanical dishwasher due to size or configuration.

- 15.B.3 3. Drainboards are to be provided at the dish machine

15.B.4 4. Booster heater (if using a high temperature dish machine)
Make and Model:
Heats _____ gallons of water per hour at _____ °F.
Booster heater must be within 5 pipe feet of dish machine or be fitted with an approved recirculating pump.

15.B.5 5. Is dish machine a:
 Chemical machine Heat sanitizing machine

16. Water & Sewer

16a. Water source: Public Private

16b. Sewer source: Public Private

17. Hot Water Supply

17a. Water Heater Make and Model:
Recovery rate _____ gallons per hour at _____ degrees F.
BTU/KW rating: _____ Storage tank capacity _____ gallons

17b. Water heater large enough to meet peak demands.

18. Cleaning Equipment

18a. a. Janitor (mop) sink required. Location of mop sink

18b. b. Cleaning equipment, mops, brooms, buckets, etc. shall be stored in an area completely separated from food storage, food preparation, utensil washing and storage areas.

19. Outside Trash Storage Facilities

19a. a. Durable outdoor containers with tight-fitting lids are required and container must be on asphalt or cement pad.

19b. b. Pick-up schedule must be frequent enough to prevent garbage overflow.

PART C: FINISH REQUIREMENTS

Fill out this chart and include all rooms or areas used for food preparation and food storage (example: kitchen, bar, dishwashing area etc.); also include restrooms. Floors must be smooth, impervious to liquids, grease-resistant, non-absorbent, and easily cleanable. Flooring must be commercial grade. Coved floor-wall junctures must be provided. Walls must be smooth and non-absorbent. Walls and ceilings must be light in color. Vinyl clad ceiling tile is required if a suspended type ceiling exists.

Room or Food Area	Floors: Finish/Material	Coving	Walls <small>Color & Finish/Material</small>	Ceilings <small>Color & Finish/Material</small>
Example: Restrooms	Quarry Tile	Rubber Base 4 inches	fiberglass reinforced panels (FRP) White	Vinyl Clad ceiling tile White
Kitchen/Food Prep				
Restrooms				
Dry Storage				
Dishwashing areas				
Waitress station or service counter area				
Walk-in cooler/freezer				
Other-				
Dressing Room(s)				

PART D: FOOD HANDLING PROCEDURES, SITE PLAN AND CERTIFICATION

Please fill out this questionnaire with as much detail as possible. Answers to the following questions will determine if your food handling techniques are consistent with St. Charles Food Establishment Code and will assist a quick review of your plan review application.

FOOD HANDLING PROCEDURES

Potentially hazardous foods. Potentially hazardous foods (PHFs) are those foods which will support the rapid growth of foodborne illness-causing bacteria. In general, these foods have a high moisture and protein content and low acidity. PHFs include meats, poultry, cooked potatoes/rice/beans, eggs, fish, dairy products, gravies, casseroles, combination salads, cut melons and sprouts. The definition does not include commercial hard cheeses, commercially prepared mayonnaise or salad dressings, raw and uncut vegetable or fruits.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will fruit or vegetables be cut and/or cooked?
<input type="checkbox"/>	<input type="checkbox"/>	Will meat be cut and/or cooked?
<input type="checkbox"/>	<input type="checkbox"/>	Will reheating of previously processed food (containing vegetables, fruit, dairy and/or meat) be occurring?
<input type="checkbox"/>	<input type="checkbox"/>	Will cooked food be held before being sold or served to the public?

SITE PLAN

PLEASE ATTACH A SITE PLAN TO THIS APPLICATION.

Using your site plan answer the following questions:

Yes	No	Page	
<input type="checkbox"/>	<input type="checkbox"/>		Refuse Enclosures
<input type="checkbox"/>	<input type="checkbox"/>		Compactors
<input type="checkbox"/>	<input type="checkbox"/>		Outside Walk-in Cooler/Freezers
<input type="checkbox"/>	<input type="checkbox"/>		Location of Water Supply
<input type="checkbox"/>	<input type="checkbox"/>		Sewage Disposal Systems
<input type="checkbox"/>	<input type="checkbox"/>		Grease Interceptors
<input type="checkbox"/>	<input type="checkbox"/>		Outside Storage Areas
<input type="checkbox"/>	<input type="checkbox"/>		Floor sinks
<input type="checkbox"/>	<input type="checkbox"/>		Floor Drains
<input type="checkbox"/>	<input type="checkbox"/>		Hose Bibs and their locations
<input type="checkbox"/>	<input type="checkbox"/>		Grease Trap(s) or Interceptor(s)
<input type="checkbox"/>	<input type="checkbox"/>		Chemical Dispensing Unit(s)

Backflow prevention devices including all vendor supplied items for:

<input type="checkbox"/>	<input type="checkbox"/>	Utensil Washing Machines
<input type="checkbox"/>	<input type="checkbox"/>	Chemical Injectors
<input type="checkbox"/>	<input type="checkbox"/>	Soda Stations
<input type="checkbox"/>	<input type="checkbox"/>	Coffee Urns
<input type="checkbox"/>	<input type="checkbox"/>	Ice Makers
<input type="checkbox"/>	<input type="checkbox"/>	Dipper Wells
<input type="checkbox"/>	<input type="checkbox"/>	Disposal(s) with Pre-rinse
<input type="checkbox"/>	<input type="checkbox"/>	Tea Dispensers
<input type="checkbox"/>	<input type="checkbox"/>	Mop Sink(s)
<input type="checkbox"/>	<input type="checkbox"/>	Hose Bib(s)

Yes	No	Page
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Backflow prevention devices including all vendor supplied items for: (continued)

<input type="checkbox"/>	<input type="checkbox"/>	Steam Kettle Faucets
<input type="checkbox"/>	<input type="checkbox"/>	Other Items

Using your site plan answer the following questions:

<input type="checkbox"/>	<input type="checkbox"/>	Light fixtures throughout the facility
<input type="checkbox"/>	<input type="checkbox"/>	Light fixtures in the walk-in refrigeration and/or freezer unit(s)
<input type="checkbox"/>	<input type="checkbox"/>	Transformers in food preparation and/or food storage areas
<input type="checkbox"/>	<input type="checkbox"/>	Electrical panels in food preparation and/or food storage areas
<input type="checkbox"/>	<input type="checkbox"/>	Hand Sinks
<input type="checkbox"/>	<input type="checkbox"/>	Lavatory Sinks
<input type="checkbox"/>	<input type="checkbox"/>	Mop/Utility Sinks
<input type="checkbox"/>	<input type="checkbox"/>	3-Compartment Sinks
<input type="checkbox"/>	<input type="checkbox"/>	Food Preparation Sinks
<input type="checkbox"/>	<input type="checkbox"/>	Other Sinks
<input type="checkbox"/>	<input type="checkbox"/>	Floor Sinks and Floor Drains
<input type="checkbox"/>	<input type="checkbox"/>	Garbage Disposals
<input type="checkbox"/>	<input type="checkbox"/>	Waitress Stations
<input type="checkbox"/>	<input type="checkbox"/>	Toilet Fixtures (including lavatories, urinals, and water closets)
<input type="checkbox"/>	<input type="checkbox"/>	Dry food Storage
<input type="checkbox"/>	<input type="checkbox"/>	Employee Break and/or Locker Area
<input type="checkbox"/>	<input type="checkbox"/>	Bar Service Areas
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor Cooking and/or Bar Areas
<input type="checkbox"/>	<input type="checkbox"/>	Laundry Facilities
<input type="checkbox"/>	<input type="checkbox"/>	Ice Bins/Ice Machines
<input type="checkbox"/>	<input type="checkbox"/>	Dipper Wells
<input type="checkbox"/>	<input type="checkbox"/>	Chemical Storage Areas
<input type="checkbox"/>	<input type="checkbox"/>	Chinese Ovens or Wok(s)
<input type="checkbox"/>	<input type="checkbox"/>	Rotisserie(s)

Certification

I hereby certify that I accept full responsibility that the information contained herein is true and accurate. I understand the establishment named herein shall be constructed in compliance with the St. Charles Food Establishment Code. I understand that failure to comply may result in the disapproval of this permit application.

Signature of Authorized Individual	<input type="text"/>
Print Name of Authorized Individual	<input type="text"/>
Title of Authorized Individual	<input type="text"/>
Date Signed	<input type="text"/>

All plans and/or site drawings will not be returned after plan review is completed.

Initial