



P. O. Box 266
Martinsville, IL 62442
217-382-4207 Phone
217-382-4810 Fax

RETAIL/FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

Name of Establishment: _____

Address: _____

Phone Number: _____ Email: _____ FAX: _____

Manager/Person In Charge: _____

Days/Hours of Operation: _____

In case of Emergency (Recall, boil order, fire, etc.) call: _____

Mailing Address (if different than above):

Name to appear on Permit: _____

Application is hereby made for a Retail/Food Service Establishment within Clark County, Illinois. By this application it is agreed to comply with the provisions of the Basic Standards applicable to this type of food handling establishment and that said establishment will be open to inspection by the Clark County Health Department during all operation hours. It is further agreed that an annual application/permit fee may be applicable.

Signature of Owner: _____ Date: _____

Approval Date: _____ By: _____



P. O. Box 266
 Martinsville, IL 62442
 217-382-4207 Phone
 217-382-4810 Fax

The following checklists are used to determine the applicable fee, initial risk category and readiness for opening.

Type of Ownership:

- Individual
- Firm
- Corporation
- Partnership
- Organization
- Non-Profit
- School
- Other

Type of Food Establishment:

- Risk Assessment 1 (food prepared or served - can include delis and caterers.)
- Risk Assessment 2 (minimal handling of raw or RTE foods)
- Risk Assessment 3 (pre packaged foods or alcoholic drinks served)
- Retail Facility (Commercially packaged food items. Can include deli and departments)

Food Service Seating (inside seating)

- 0 to 50 people
- 51 to 75 people
- 76 to 100 people
- Over 100 people

Retail Food Store Area:

- 1 to 4,999 sq. ft.
- 5,000 to 15,000 sq. ft.
- over 15,000 sq. ft.

Days of Operation:

- More than 182 days per year (**full time**)
- Less than 183 days per year and will serve food on days not necessarily covered by temporary events such as holidays, fairs, carnivals, fund-raisers, etc. (**Seasonal**)
- Open only for single events (holidays, fairs, carnivals, fund-raisers, etc.) of no more than 14 consecutive days (**Temporary**)
- Open only once or twice a year for only one day each (**Special Event**)

Facility Type I

- Building under construction (plan review/layout must be submitted)
- Major Renovation (plan review/layout must be submitted)*
- Minor Changes to existing food facility*
- No Changes*

*If facility has been closed, when purchased, restrooms must be handicapped accessible per ADA.

Facility Type II

- Mobile Unit with contained water and sewage system
- Mobile Unit with no contained sewage system
- Pushcart
- Mobile Unit or pushcart operates from a commissary
- Pavilion or kiosk with no fixed plumbing fixtures
- Pavilion or kiosk with fixed plumbing
- No enclosure (temporary site such as a sidewalk table)

Water, Plumbing, and Restrooms



Clark County Health Department

P. O. Box 266
Martinsville, IL 62442
217-382-4207 Phone
217-382-4810 Fax

- Plumbing fixtures have been checked by the State Plumbing Inspector
- Water meets EPA or IDPH standards
- If on public water supply, the water district is: _____
- A Grease trap/interceptor is used
- There is a mechanical or chemical dishwasher
- There is a three compartment sink for dish washing
- There is at least one hand washing sink for employees in the food service area
- Approved sanitizers and test strips are used at required
- Food facility sewage goes to an approved EPA or IDPH septic system
- Restrooms have self-closing doors
- Restrooms have soap, hand drying services, as well as hot and cold water

Food Protection Facilities

- All refrigerators have thermometers and can maintain temperatures under 41 degrees F
- All freezers have thermometers and can maintain temperatures at or under 0 degrees F
- Hot and/or cold holding areas (including buffets) can maintain correct holding temperatures
- All outer openings are protected against entrance of insects or animals
- There are covered waste cans and/or dumpsters
- The dumpster s on wheels and/or cement pad
- A licensed pest control company services the facility

Operation of Facility

- There is a written procedure in place for employees who use bare hand contact with Ready to Eat foods
- There is a written procedure in place in the event of a BOIL ORDER
- We have the IDPH advisory on undercooked foods
- The following employees are Certified Food Protection Managers (Name, Number, expiration date)

- There is a written procedure on how to cool and reheat potentially hazardous foods
- There is a policy on how to handle sick employees or those with cuts, scabs, or boils on hands, arms or face
- There is a written procedure on hot and cold serving temperatures
- The majority of people served are elderly or under the age of 5
- A current list is available of all food handlers employed



P. O. Box 266
Martinsville, IL 62442
217-382-4207 Phone
217-382-4810 Fax

Food prepared, served, and/or sold

- All food is prepared the same day as served and no left overs are served the next day
- Some food is prepared for the next day
- Left over food is discarded at the end of the day
- Chili, soups, etc. are made in large kettles the day before serving (proper cooling methods in place)
- Only pre packaged foods are available or served
- Only beverages and snack foods are served
- All food is obtained from approved processing establishments
- Food is prepared for off site services
- Infant formula or baby food
- Fresh meat and/or poultry
- Frozen meat and/or poultry
- Fresh or frozen sea foods
- Fresh or frozen freshwater fish
- Chili, soup, casserole, stuffing, etc.
- Vegetable salads made from scratch
- Ham, turkey, or tuna salads or sandwiches
- Fresh dairy products
- Frozen dairy products
- Soft serve desserts
- Cream, pumpkin and/or custard pies
- Fresh and/or frozen vegetables
- Eggs (from approved source)
- Water from a vending machine
- Minimum handled items such as hamburger and/or pork patties, hot dogs, corn dogs, etc.
- Rice
- Meat is prepared using a smoking process
- Meat is prepared using a curing processing
- There is a HACCP plan for smoking and/or curing
- Other