



Step I: Adequately prepared plans and specifications for such construction, remodeling or alteration to include: layout arrangement and construction materials of work area; the location, size and type of fixed equipment and facilities; the location and amount of lighting in the work area; the material and covering for the floors, walls, and ceilings; and the dimensions of each shall be submitted to the Health Authority for approval before such work is initiated. A \$100.00 plan review/ preoperational inspection fee is payable at the time the plans are submitted to the Health Authority. The plan review/preoperational fee is not refundable. The Health Authority will review the plans and inform you of any areas that are not in compliance with the Food Service Sanitation Rules and Regulations and the McDonough County Food Ordinance.

Step II: At least 10 days prior to the start of your food service operation, the applicant or person in charge shall contact the Health Authority requesting a preoperational inspection. A preoperational inspection will be scheduled within 3 days from the date of notification. The preoperational inspection will be performed by the Health Authority and the findings documented on the preoperational inspection report. The necessary corrections, as specified in the inspection report, must be completed prior to operation. Additional preoperational inspections may be performed if the Health Authority deems necessary.

Step III: New food service establishments shall have a certified food service sanitation manager from the initial day of operation or provide documentation of enrollment in an approved course to be completed within three (3) months.

Step IV: The McDonough County Food Service License Application must be completed and returned with the appropriate license fee prior to operation.

These four steps must be completed and be in accordance with the McDonough County Food Ordinance prior to the operation of your food service facility in McDonough County.