

TAKING NEW OWNERSHIP OF AN OPERATING FOOD ESTABLISHMENT

It is unlawful for a person to operate any retail food establishment in St. Joseph County without first obtaining a valid permit from the Health Officer of the St. Joseph County Health Department. Under no circumstances shall any permit issued be transferrable between locations, operators and/or owners.

SCHEDULE A PRE-OPERATIONAL (OPENING) INSPECTION: Upon the sale of a presently operating retail food establishment, the new owner(s) shall contact the St. Joseph County Health Department Food Services Division immediately, at (574) 235-9721, to schedule an opening inspection. A new permit is required reflecting the new ownership of the establishment.

With required authorization, from the St. Joseph County Health Department (SJCHD), the establishment may be allowed to continue to operate while the permit approval process, for the new owner(s), is completed. Opening inspections are performed Monday through Friday. The opening inspection is conducted to ensure that the retail food establishment is in full compliance with 410 IAC 7-24. When scheduling an opening inspection, careful planning is advised to ensure that a permit approval is not delayed.

COMPLIANCE WITH LOCAL AND STATE BUILDING/ZONING/FIRE: When assuming ownership of an existing retail food establishment, it is important to ensure that the building is in compliance with all local building, zoning and fire codes. This includes ensuring that the previously used grease interceptor is in compliance (any questions regarding installation of a grease interceptor can be addressed by your local building department). A previously used hood vent system for exhaust ventilation must also be in compliance with applicable fire codes.

If the retail food establishment has a private septic system, the system must comply with all state and county regulations; including private well water testing for coliforms performed on a quarterly basis (See www.epa.gov Revised Total Coliform Rule).



Building Departments:

- City of South Bend: (574) 235-9554
<https://www.southbendin.gov/government/department/building-department>
- City of Mishawaka: (574) 258-1607
<http://www.mishawaka.in.gov/building>



Fire Departments:

- City of South Bend: (574) 235-7558
- City of Mishawaka: (574) 247-0928
- Clay Township (includes German Twp., Harris Twp., Roseland, Indian Village): (574) 272-2144
- SW Central (includes Center Twp., and Portage Twp.): (574) 291-1677 or (574) 288-5956
- Penn Township: (574) 255-5075

- Walkerton: (574) 514-7898
- Osceola: (574) 532-3464
- New Carlisle: (574) 876-0802

1) **HOW TO PREPARE FOR A PRE-OPERATIONAL (OPENING) INSPECTION:** An opening inspection will involve a thorough check of the establishment’s food preparation, food service, food storage and refuse storage areas and the employee restrooms. The FSIO will evaluate the following items during the opening inspection; however, this checklist is not meant to cover all code requirements. *(Please refer to the Newly Constructed or Renovated Food Establishment guidance document for a more thorough description of each item).* The owner/operator of the establishment is strongly advised to thoroughly review Indiana State Food regulations 410 IAC 7-24 and IAC 7-22 as well as St. Joseph County Code of Ordinances Chapter 117.

INSPECTION CHECKLIST

✓	A. Structure					
	Ceilings					
	Kitchen/Bar Non Acoustical					
	Bathrooms non acoustical					
	Prep non acoustical					
	3 compartment sink non acoustical					
	Storage/dry stock					
	Floors coved or grouted, no carpeting in areas subject to moisture					
	B. Hand Sinks					
	Soap, towel dispenser, towels, Water Temperature 100° F					
	Within 25 feet of prep/kitchen					
	Hand sink in bar area if new/remodel/change of ownership					
	Mop sink Hot / Cold Water					
	C. Water Supply					
	Air gaps and vacuum breakers					
	Ice machines					
	Dipper wells					
	Condenser units					
	Dish machine					
	Garbage disposal					
	Water Supply	Public	Private	Water test	Yes	No
	Sewer Hook Up	Public	Private			
	D. Dish and Utensil Washing					
	Approved dish washing machine	Yes	No	Data Plate	Yes	No
	High Temperature					
	Low Temperature	Type of Sanitizer				
	Approved 3 compartment sink with drain boards					
	Type of sanitizer					
	Appropriate Test Strips					
	Grease Traps					
	E. Refrigeration and Storage					
	Reach in Refrigerated storage	Temperature of Unit				
	Walk in cooler	Temperature of Unit				

	Reach in freezer space	Temperature of Unit
	Walk in freezer storage	Temperature of Unit
G. Food Equipment		
	Design and construction	
	Properly installed	
	Easy to move	
	Spacing and scale	
	All equipment adequately ventilated	
	Probe Thermometer	
Lighting/Foot Candles (FC)		
	Kitchen (70 FC)	
	Cleaning areas (70 FC)	
	Prep areas (70 FC)	
	Proper Shielding and End Caps	
	Refrigeration, freezers and storage areas (20 FC)	
	Restrooms (20 FC)	
J. Sanitary Facilities		
	Covered waste receptacles in women's bathrooms	
	Toilets	
	Restroom doors self-closing	
	Mechanical Ventilation	Men's Women's
K. Garbage and Refuse Storage		
	Name of Waste Company(ies)	
	Grease Recycling	
	Pick up cycle (x's per week/month)	
	Approved surface	
L. Rodent Proofing		
	Company	
	Visitation (x's per week/month)	
M. External Doors are tight fitting when closed.		
	Front door	
	Back door	
	Side doors	
N. Employee Health Policy		
	Knowledge of symptoms to exclude or restrict staff	
	Access to an employee health policy (written or electronic acceptable)	

1) **APPROVAL OF THE OPENING INSPECTION:**

After the opening inspection of your retail food establishment is completed, if all of the minimum requirements provided under 410 IAC 7-24 have been met, a permit approval will be issued. The Food Safety Inspection officer will provide you with the necessary documents to obtain your permit. ***The permit must be obtained immediately due to the establishment already operating.***

Note: If the minimum requirements provided under 410 IAC 7-24 have not been met, your establishment may receive an interim permit allowing the establishment to continue to operate while the necessary modifications are made. Interim permits are subject to the approval of the Food Services Director.

- 2) **HOW TO OBTAIN YOUR FOOD SERVICE/STORE PERMIT:** Bring your Food Division Permit Approval Form and Inspection Report to the Food Services Division of the St. Joseph County Health Department located on the 9th floor of the County City Building 227 West Jefferson Blvd. South Bend, Indiana 46601. You will be asked to complete an application and submit payment for the permit and a \$50.00 administration fee at that time. SJCHD does not accept personal checks.

Annual Food Service/Store Establishment

Amount of Fee	Sales not LESS Than	Sales not MORE than
Permit Fees	Gross Sales From	to
\$75.00	\$0.00	\$49,999.99
\$100.00	\$50,000.00	\$149,999.99
\$125.00	\$150,000.00	\$249,999.99
\$150.00	\$250,000.00	\$499,999.99
\$200.00	\$500,000.00	\$749,999.99
\$250.00	\$750,000.00	\$999,999.99
\$300.00	\$1,000,000.00	\$1,249,999.99
\$325.00	\$1,250,000.00	\$1,499,99.99
\$375.00	Over	\$1,500,000.00

CERTIFIED FOOD HANDLER

A food establishment may be required to have at least one (1) certified food handler responsible for all periods of the food establishment's operation*. If required, a certified food handler need not be present at the food establishment during all hours of operation. It shall be the responsibility of the certified food handler to provide the certificate, letter, or document for verification of passing the examination.

A food establishment that begins operation or changes ownership shall have a certified food handler no later than six (6) months after beginning operation or changing ownership. If the food establishment does not have a certified food handler because the certified food handler terminates employment with the food establishment, the owner or operator of the food establishment has three (3) months to obtain a new certified food handler after the termination date of the previous certified food handler.

**For a list of food establishments to which the requirement does not apply, please reference the Certification of Food Handlers Rule 410 IAC 7-22.*

The following organizations offer nationally accredited food safety certification programs and examinations utilizing the American National Standards Institute (ANSI).

<p style="text-align: center;">ServSafe® Indiana Restaurant Association (National Restaurant Association) 200 South Meridian Street, Suite 350 Indianapolis, IN 46225 PH: (317)673-4211 or (800)678-1957 FAX: (317)673-4210 Internet: http://www.indianarestaurants.org/ ServSafe® Training and Exam Certification lasts for 5 years Order certificate replacements at http://www.servsafe.com/ or (800)765-2122</p>
<p style="text-align: center;">The National Registry of Food Safety Professionals® A Division of Environmental Health Testing, LLC. 7680 Universal Blvd., Suite 550 Orlando, FL 32819 PH: (407)352-3830 or (800)446-0257 Internet: http://www.nrsfp.com/ Email: info@nrsfp.com or customer.service@nrsfp.com Food Safety Manager Certification lasts for 5 years</p>
<p style="text-align: center;">Prometric 1260 Energy Park Drive St. Paul, MN 55108 PH: (800)786-3926 Internet: http://www.prometric.com/foodsafety/default.htm Certified Professional Food Manager® Certification lasts for 5 years</p>
<p style="text-align: center;">360training.com, Inc. 13801 Burnet Rd., Suite 100 Austin, TX 78727 PH: (888)360-TRNG (8764) FAX: FAX: (512)441-1181 Website: http://www.learn2serve.com/food-manager-certification Email: dini.nash@360training.com National Food Protection Manager Exam Certification lasts for 5 years</p>

IMPORTANT CONTACTS

- To apply for a business license with the City of South Bend:
Department of Community Investment
12th Floor County City Building
227 W. Jefferson Blvd. South Bend, IN 46601
(574)235-5912 or madams@southbendin.gov
- To apply for a business license with the City of Mishawaka:
Controller's Office-City Hall
600 E. Third St. Mishawaka, IN 46544
(574)258-1622
www.mishawaka.in.gov/permits
- To apply for a St. Joseph County Health Permit:
(574)235-9721 or www.sjchd.org
- To register a formal business entity with the Indiana Secretary of State:
(317)232-6576 or www.in.gov/sos/business/index.htm
- To register a less formal entity with the St. Joseph County Recorder:
(574)235-9525
- To register with the Indiana Department of Revenue for sales, use and income taxes:
(317)233-4015 or www.in.gov/dor
- To register with the Internal Revenue Service for an Employer Identification Number (EIN):
(800)829-1040 or (574)236-8149 www.irs.ustreas.gov/
- To apply for a retail registration certificate to sell raw shell eggs:
Indiana State Egg Board
(765)494-8510
www.ansc.purdue.edu/iseb
- To apply for alcohol and/or tobacco licensing:
in.gov/atc/2409.htm