

**COMMUNITY DEVELOPMENT DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION**



**200 E Wood Street
Palatine, IL 60067-5339
(847) 359-9042
www.palatine.il.us**

**PERMANENT FOOD
PERMIT HANDOUT**



Permanent Food Establishment Permit applications are exclusively available online at our Citizen Self Service Portal.

Please visit the link below to apply

<http://Citizen.palatine.il.us>

PERMANENT FOOD ESTABLISHMENT PERMIT INFORMATION

WHAT IS A PERMANENT FOOD ESTABLISHMENT?

A permanent food establishment is an operation that stores, prepares, packages, serves, or vends food directly to the consumer and is conducted in a permanent location. This includes restaurants, cafes, grocery stores, concessions, day cares and school kitchens.

REGULATIONS

All permanent food establishments within the Village of Palatine require a permit and are subject to inspection by the Environmental Health Division. It shall be unlawful for any person to operate a food establishment without having obtained a license and permit. The permit shall be valid only for the premises for which it is issued. No permit may be transferable to any person other than to that issued. A valid permit shall be displayed on the premises of any such food establishment at all times when such service is available to the public. Prior to the issuance of a permit, the establishment shall be found in compliance with the Palatine Code of Ordinances. Chapter 11. Article III. Food Establishments and Vending Machines of the Palatine Code of Ordinances adopts the Illinois Food Code, which incorporates the FDA Food Code.

APPLICATION AND INSPECTION PROCESS

To obtain a permanent food establishment permit, the following items shall be completed:

- **Special Use Application**

Contact the Planning and Zoning Department to determine if special use approval or transfer is required to operate a permanent food establishment pursuant to the Zoning Ordinance of the Village of Palatine. No inspections will be scheduled or conducted by the Environmental Health Division until any applicable special use requirements have been met. Contact the Planning and Zoning Department at (847) 359-9042 for special use application information and requirements.

- **Permanent Food Establishment Permit Application**
Submit a permanent food establishment permit application to the Environmental Health Division through the online Citizen Self Service (CSS) portal. Paper or e-mail permit applications will not be accepted. Once the permit application has been reviewed and approved, this Division will contact the applicant to schedule an inspection, unless the inspection is part of a building permit process.
- **Menu or List of Food Products**
Submit a copy of the menu or list of food products to be stored, prepared, packaged, served, vended or provided to the Environmental Health Division with the online application through the Citizen Self Service (CSS) portal. Review of the menu is necessary to determine if the new or existing food service equipment and plumbing fixtures will be adequate. The menu is also used to assess the facility category, as defined by the Illinois Food Code and the routine inspection frequency.
- **Business License Application**
Submit a business license application to the Finance Department. Contact the Finance Department at (847) 359-9088 for application information and requirements.
- **Building Permit Application**
Any construction, remodeling, or alteration to new or existing permanent food establishments, including plumbing, electrical, mechanical, structural, fire protection, or the installation of food service equipment, may require a building permit. Inspections by the Environmental Health Division are part of the building permit process. A final health inspection is required prior to the issuance of a permanent food establishment permit. Contact the Building and Inspections Division at (847) 359-9042 for building permit application information and requirements.
- **Environmental Health Division Inspection**
The type of inspection from Environmental Health Division to obtain a permanent food establishment permit is determined by whether a building permit is required or not. No inspections can be scheduled or conducted until the permanent food establishment permit application has been submitted.

Building Permit Not Required

If the applicant is not making any changes to an existing food establishment prior to operating, then a building permit may not be required. Once the permit application is submitted and reviewed, the Environmental Health Division will contact the applicant to schedule an inspection. Prior to the issuance of a permanent food establishment permit, the food establishment shall be found in compliance with the Palatine Code of Ordinances, which adopts the Illinois Food Code.

Building Permit Required

If the applicant is making changes to an existing food establishment prior to operating, then final inspection by the Environmental Health Division will be conducted per the building permit process.

- **Fire Prevention Division Inspection**

Once special use approval has been granted, contact the Fire Prevention Division to schedule a Fire Prevention Division inspection, if applicable. To meet current code requirements in all buildings where fire sprinkler and/or fire alarms are required, interior horn/strobe units, exterior strobes, and manual pull stations shall be installed. This requirement includes existing buildings and units of all use classifications when there is a tenant change or interior build-out. All devices shall be installed per the requirements of NFPA 72 and will require a building permit. Contact the Fire Prevention Division at (847) 359-9029 for information and requirements.

- **Food and Beverage Sales Tax Registration Form**

Submit a Food and Beverage Sales Tax Registration Form, if applicable, to the Finance Department. Contact the Finance Department at (847) 359-9088 for Food and Beverage Sales Tax information and requirements.

ADDITIONAL INFORMATION

Depending on the menu, facility category, and operations that occur within the food establishment, certain additional requirements may need to be met. Please understand that this information is not a complete statement of all requirements and should not be used as a substitute for reviewing the Palatine Code of Ordinances and the Illinois Food Code. Additional information and links to resources are available on the Environmental Health Division's webpage under the Food Establishment Inspection Program.

- **Person in Charge and Certified Food Protection Manager**

Category I and II facilities are required to have a Person in Charge (PIC) who is a Certified Food Protection Manager (CFPM) present during all hours of operation of the food establishment. The permit holder shall be the PIC or shall designate a PIC. Designation of a PIC ensures the continuous presence of someone who is responsible for monitoring and managing all food establishment operations. Completion of an accredited course and exam is required to obtain the food protection manager certification.

- **Food Handler Certificate**

A food handler means an individual working with unpackaged food, food equipment or utensils, or food-contact surfaces. All food handlers shall complete a training course and assessment or an approved training program. Not every food handler training course will issue a certificate, but proof of training must be available in the facility upon

request. Individuals who are a Certified Food Protection Manager (CFPM) or an unpaid volunteer are not required to have food handler training.

- **Allergen Awareness Certificate**

All certified food protection managers (CFPM) working in a category 1 restaurant must complete additional allergen training using an approved allergen awareness training program. A restaurant is defined as any business that is primarily engaged in the sale of ready-to-eat food for immediate consumption. This does not include grocery stores, convenience stores, daycares, schools, assisted living or long term care facilities.

- **Food Safety Signage**

The posting of signage for such topics as proper handwashing, consumer advisories and food allergy awareness may be required.

Should you have any questions regarding the permanent food establishment permit requirements, please contact the Environmental Health Division at (847) 359-9042.

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