

# SCOTT COUNTY HEALTH DEPARTMENT

Administrative Center

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## SCOTT COUNTY HEALTH DEPARTMENT REQUIREMENTS FOR LICENSING A RETAIL FOOD SERVICE OR FOOD SERVICE ESTABLISHMENT

1. Provide a set of plans including a legend, showing the equipment layout, the location of the restrooms and mop sink.
  - *The plans shall include a three-compartment sink with at least one drainboard or table for your clean or dirty dishes. The sinks shall be adequately sized to accommodate your largest piece of equipment or a dishmachine that sanitizes either by heat or by chemical. If you utilize a dishmachine a separate food preparation sink will be required.*
  - *All handsinks shall be conveniently located within foodhandling and warewashing areas.*
  - *All surfaces (floors, walls, ceilings, preparation surfaces and equipment) shall be smooth, durable, easily cleanable, impervious and in good repair. All wood and concrete surfaces shall be sealed.*
2. Once the plans have been approved a copy of the plan approval form will be forwarded to the building department which has jurisdiction over the facility, and to the owner of the facility.
3. The Scott County Health Department must approve any modifications to the originally approved plans.
4. The applications can be filled out and fees paid anytime prior to the pre-opening inspection. Departmental policy prohibits the inspector from accepting license fee payments in the field. License fees are based on gross sales (or anticipated gross sales).
  - *A food service establishment (fse) license is required for individual portions such as in a restaurant.*
  - *A retail food establishment (fe) license is required for an operation that stores, prepares, serves or provides food for off-premise consumption.*
5. ***The applicant shall call the inspector at least 24 hours prior to the opening date to set up a time for the pre-opening inspection. No food preparation of any kind, including training, can be done without the approval of the fse or fe license.***