

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 Department of Health. 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 Department of Health Food Services Unit 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 Department of Health (SJCDH), 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.

2) 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/Assistant Food Services Director.

3) HOW TO OBTAIN YOUR FOOD SERVICE/STORE PERMIT: Bring your Food Unit Permit Approval Form and Inspection Report to the Food Services Unit of the St. Joseph County Department of Health, 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 \$75.00 administration fee at that time. SJCDH does not accept personal checks. Applications may also be completed online at www.sjcindiana.com with the permit(s) being obtained at our office. Permits shall be obtained prior to starting new operations.

*Due to COVID-19, arrangements can be made for you to send your permit approval(s) to our office at foodshd@sjcindiana.com and the permit(s) can be mailed to you once approval and payment is verified.

Annual Food Service/Store Establishment

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	\$1,500,000.00	Over \$1.5M

*Late application and fee submissions will include a fee of 75% of the cost of the permit per Resolution R-10-C-2014

CERTIFIED FOOD PROTECTION MANAGER (CFPM)

A food establishment may be required to have at least one (1) certified food protection manager, 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 protection manager no later than six (6) months after beginning operation or changing ownership. If the food establishment does not have a certified food protection manager because they have terminated employment with the food establishment, the owner or operator of the food establishment has three (3) months to obtain a new certified food protection manager after the termination date of the previous certified food protection manager.

**For a list of food establishment types for which the Certified Food Protection Manager requirement does not apply, please reference the [Certification of Food Handlers Rule 410 IAC 7-22](#) and the July 1, 2020 update to the law in [HEA 1210-Certified Food Protection Manager](#)*

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® Address: 233 S Wacker Drive Suite 3600 Chicago, IL 60604-2814 Attn. Service Center Phone: 1-800-765-2122 Website: https://www.servsafe.com/ServSafe-Manager ServSafe® Food Protection Manager Certification Program</p>
<p style="text-align: center;">The National Registry of Food Safety Professionals® Address: 7680 Universal Blvd., Suite 550 Orlando, FL 32862-8244 Phone: 800-446-0257 Website: http://www.nrfsp.com/ mailto:customer.service@nrfsp.com Food Safety Manager Certification and International Certified Food Safety Manager Certification</p>
<p style="text-align: center;">Prometric, Inc. Address: 1501 S. Clinton Street Baltimore, MD 21093 Website: www.prometric.com/foodsafety Phone: 1-800-624-2736 Certified Professional Food Manager®</p>
<p style="text-align: center;">360training.com, Inc. Address: 6801 N. Capital of Texas Highway, Suite 150 Austin, TX 78727 PH: (888)360-TRNG (8764) FAX: (512)441-1181 Website: http://www.learn2serve.com/food-manager-certification Email: dini.nash@360training.com Learn2Serve® Food Protection Manager Certification Program</p>
<p style="text-align: center;">Above Training, Inc. 507 E. Technology Ave, Bldg. C, Suite 3100 Orem, UT 84097 Phone: 1-801-494-1416 Website: www.statefoodsafety.com Certified Professional Food Manager Exam</p>
<p style="text-align: center;">The Always Food Safe Company, LLC Address: 899 Montreal Circle St. Paul, MN, 55102-4245 Website: https://alwaysfoodsafecom Email: help@alwaysfoodsafecom Food Protection Manager Certification</p>

INSPECTION CHECKLIST

✓	A. Structure	
	Ceilings	
	Kitchen/Bar Nonabsorbent	
	Bathrooms nonabsorbent	
	Prep nonabsorbent	
	3 compartment sink/Warewashing area - Nonabsorbent	
	Storage/dry stock	
	Floors grouted with proper base coving or sealed when required/approved flooring	
	B. Hand Sinks	
	Soap, towel dispenser, towels, Water Temperature minimum 100°F	
	Within 25 feet of prep/kitchen	
	Hand sink in bar area if new/remodel/change of ownership	
	Mop sink Hot and Cold Water	
	C. Water Supply	
	Air gaps and vacuum breakers	
	Ice machines	
	Dipper wells	
	Condenser units	
	Dish machine	
	Garbage disposal	
	Water Supply: Public Municipality or Private Well	Water Test: Yes No
	Sewer Hook Up: Public Municipality or Private Septic	
	D. Dish and Utensil Washing	
	Approved dish washing machine: Yes No Data Plate: Yes No	
	High Temperature Sanitizing	
	Low Temperature (Chemical) Sanitizing Type of Sanitizer:	
	Approved 3 compartment sinks with drain boards	
	Type of sanitizer:	
	Appropriate Test Strips	
	Grease Traps: Yes N/A	
	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 (Digital or with a dial range from 0°F to 220°F)	

	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/all gender restrooms
	Toilets
	Restroom doors self-closing
	Mechanical Ventilation: Men's Women's
	K. Garbage and Refuse Storage
	Name of Waste Company:
	Grease Recycling Company:
	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/no visible gaps around doors
	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)

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.sjcindiana.com
- 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