



Kosciusko County Food Program

Any time food is prepared and sold to the public for profit in Kosciusko County a permit is required from the Kosciusko County Health Department. This permit is required prior to operating. An inspection of the food preparation site will be needed. This includes temporary (or one time) events and mobile units.

The purpose of the Kosciusko County Food Inspection program is to ensure county food establishments meet the Indiana State Department of Health Food Service and Food Store Sanitation Requirements. This ultimately protects the public from food borne illness.

Food Service and Food Stores are the two primary categories of food establishments. Food Stores sell food that was prepackaged off site. Food Service Establishments sell food prepared on site ready to eat. A Food Service establishment is required to have a food permit, as well as any food store that sells eggs, milk or any other perishable product. These establishments are subject to food code compliance and are inspected.

Not for Profit organizations with a tax-exempt number that serve food less than thirty days in a year and prepare the food themselves are not required to have a permit or be inspected. For example, a church having a bake sale twice a year would not be required to be permitted nor would it be inspected.

However, Not for Profit organizations may go through the inspection process (meeting code) and be permitted if they choose. In addition we are always happy to provide information on how to make your event even more safe.

WHAT YOU NEED TO KNOW TO START A FOOD SERVICE BUSINESS

In order to help prospective business owners, the Kosciusko County Health Department has prepared this "basic information". We are glad to work with any person having questions or problems with requirements.

Common Basic Items Required Include:

- 1) All separate facilities from living and sleeping quarters.
- 2) Hot and cold running water.
- 3) A three compartment sink for washing, rinsing, and sanitizing of all food use equipment.
- 4) A separate hand sink for proper hand washing.
- 5) A floor or utility sink for the disposal of mop water.
- 6) An employee restroom.
- 7) Equipment adequate to maintain proper temperatures for cooking and holding cold and/or hot foods.
- 8) Floors, walls and ceilings must be made of a smooth, easily cleanable , light colored surface.

Getting Started:

You have all ready taken the first step by getting this this information. You will also need to:

- 1) Get a "Retail Food Establishment Sanitation Requirements" code book and a copy of our county ordinance relating to foods. They can be obtained from our office.
- 2) Decide the kind of food you want to serve and how and where you want to sell it.

3) Provide a scaled Floor Plan which includes: proposed layout, construction materials and the type and model of proposed equipment.

These plans must be approved by the Health Department prior to construction.

4) Make sure you have the proper business, building, septic, and/or well permits.

In Order To Open You Will Need To:

1) Make sure your floor plan has been approved.

2) Apply for your Kosciusko County Food Service permit.

3) Arrange for a construction inspection.

4) Arrange for a pre-opening inspection.

5) Pick up your Food Service Permit upon approval. This permit shall be posted on the premises.

Temporary Food Service and Mobile Unit Requirements:

Mobile units are issued temporary permits (per event permits) unless they have a licensed inspected commissary (base kitchen).

These units meet all applicable sections on the Retail Food Establishment Sanitation Requirements code book.

Speak with an inspector regarding your particular operation. Requirements may vary slightly depending on the food served and type of establishment.

Most often the following are needed for a self contained mobile unit:

- Smooth easily cleanable floors, walls and ceilings.
- A three compartment sink for washing, rinsing and sanitizing food contact utensils.
- A hand washing sink.
- Hot and cold potable running water.
- Holding tank for wastewater.
- Backflow prevention device for incoming water lines.
- Mechanical exhaust for fryers.
- Screens on all openings not directly used for service.

Less may be required if a permitted kitchen (commissary) is used for clean up or preparation.

Permit fees:

Food Service Establishment, Mobile Food Service Establishment:

12 month permit: \$20.00
(Jan. - Dec.)

6 month permit: \$10.00
(Jul. - Dec.)

Temporary Restaurants \$ 3.00 Per day of operation, Per event. (Separate permits must be obtained for separate events)

For more information contact:

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