

Prerequisite for Operation and Submission of Plans

IAC 410-7-24, Section 110, requires that plans be submitted to the regulatory authority. The regulatory authority is either the county health department or the Indiana State Department of Health. The submission of plans are also required by other state entities, such as Fire and Building Services; your architect or engineer should have that information.

To ensure that your plans are complete please fill out the Plan Review Questionnaire form available on our website under "[Forms](#)." The Questionnaire can be used as a checklist to ensure a complete and accurate Application for Plan Review.

The Application for Plan Review can be found on our website under "[Forms](#)." The plans should include:

- The intended menu to be served
- The anticipated volume of the food to be stored, prepared, and sold or served
- The proposed layout, mechanical schematics, construction materials and finish schedule
- The proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities, and installation specifications.
- Other information as required by the regulatory authority for the review of the proposed construction, conversion or modifications and procedures for operating a retail food establishment.

IAC 410-7-24, Section 107 states that the retail food establishment shall notify the regulatory authority with intent to operate at least thirty (30) days prior to registering under the rule.

A Short Check List

- Plans and Registration/Permit Applications are submitted to the regulatory authority.
- All food employees shall be free from infection or illness that is transmissible by food and shall practice excellent hygiene.
- A person who is responsible for food safety at the establishment shall be trained in food safety.
- All foods/ingredients must be obtained from an approved source and received in good condition and at proper temperature.
- Keep the facility secure from insects, birds and rodents.
- Refrigeration/freezer/hot and cold holding equipment must meet the needs of the operation.
- Equipment must be designed, constructed, and installed properly.
- The facility must have accurate thermometers.
- The facility must have adequate water and sewage systems.
- The facility must have sinks for handwashing, equipment/utensil cleaning, and a mop/service sink.
- The floors, walls and ceilings must be smooth and easily cleanable.